

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION**

10-24-79

3731

MECHANICAL REPAIR GENERAL SUPERVISOR

Summary of Duties: Through subordinate supervisors, directs and coordinates the activities of a number of specialized shops with journey level crafts, and helpers engaged in fabrication, installation, maintenance and repair of a wide range of construction and transportation equipment, machinery, permanent facilities, related electrical installations, and marine equipment; and does related work.

Distinguishing Features: A Mechanical Repair General Supervisor is a second-level supervisor responsible for the overall operation of a section which fabricates, installs, maintains and repairs a wide variety of construction and transportation equipment, construction machinery and other machinery, permanent facilities, floating marine, and marine servicing equipment.

Assignments are given in terms of general areas of responsibility. Work is evaluated in terms of overall effectiveness and by observation of work completed and in progress.

General supervision is exercised through subordinate supervisors of journey-level crafts and helpers in a number of different craft areas including machinists, welders, ship carpenters, electricians, equipment mechanics, waterworks mechanics, auto painter, well drillers, and garage attendants.

A Mechanical Repair General Supervisor is distinguished from other second-level supervisor classes such as Senior Automotive Supervisor and Senior Machinist Supervisor by the responsibility for fabrication, maintenance and repair of a broad range of facilities, equipment, and machinery, including marine equipment, and by the responsibility for supervising a broad range of skilled crafts.

Examples of Duties: Plans, coordinates, and directs through subordinate supervisors the installation, maintenance, repair, and overhaul of a wide variety of construction, transportation, marine, and marine accessory equipment such as automobiles, trucks, three-wheeled motorcycles, outboard and inboard marine diesel and gasoline motors, winches and pumps, street sweepers, dozers, gradalls, backhoes, skip loaders, concrete mixers, well drilling rigs, and snow cats, a bascule drawbridge, container and truck cranes, a diesel

locomotive, bulk and passenger loaders with associated conveyor systems and cranes, steel warehouse doors, floating equipment including boats, barges, steam pile drivers, steam derrick barges, marine drydocks, and construction facilities including a rock crusher plant, a concrete batch plant, boilers, generators, well drilling and pumping equipment, water control structures and measuring devices, lighting, elevators and electric stairways.

Establishes work schedules; requisitions materials and parts; recommends machinery and equipment purchases; prepares inspection reports, budget estimates and comparative cost estimates; prepares section time sheets; authorizes overtime and petty cash expenditures; maintains a central toolroom; conducts section safety meetings and technical training classes; advises on difficult repair problems; makes repair or replacement recommendations; interprets sketches and blueprints; determines cause of equipment and machinery failure; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of methods, processes, materials, machinery, tools, and equipment used in the installation, maintenance, and repair of a wide variety of construction and transportation equipment, construction facilities, floating marine and marine accessory equipment, well drilling and pumping equipment, water control structures and facilities and related electrical installations; a good knowledge of shop and field safety practices and procedures; a good knowledge of operating requirements of a variety of transportation and construction equipment; a good knowledge of preventive maintenance methods and practices; a good knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a good knowledge of administrative practices including budget preparation, cost estimating, purchasing procedures, supplies requisitioning, storekeeping methods, personnel management, work scheduling and work measurement, report preparation, and methods of keeping shop and equipment records and of computing maintenance and repair costs; a good knowledge of supervisory practices; a general knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies, and procedures; a general knowledge of the sources of information on operating, maintenance, and repair problems; a general knowledge of a variety of crafts including auto painting, battery building, and repair, machine shop, electric shop, sheet metal, welding, and related shop and field work; the ability to diagnose trouble and mechanical failures in a wide variety of machinery and transportation and construction equipment; the ability to devise and implement improved procedures and establish and maintain work standards; the ability to deal tactfully and effectively with others; the ability to plan, lay out, coordinate and direct the work of a large group of employees; the ability to write specifications for tools, equipment and machinery; and the ability to read and interpret blue-prints and specifications.

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One year of experience as a Machinist Supervisor or an Equipment Repair Supervisor or in a class which is at least at that level and which provides experience in line supervision of the repair and maintenance of construction, transportation and floating marine equipment is required for Mechanical Repair General Supervisor.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting of less than 15 pounds and occasionally over 25 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

Persons with certain handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.