



THE CITY OF LOS ANGELES

CIVIL SERVICE COMMISSION

Class Specification

06/10/2010

PORT ELECTRICAL MECHANIC SUPERVISOR, 3759

Summary of Duties: Assigns, reviews and evaluates the work of journey-level craft employees engaged in electrical, mechanical, electronic, welding and rigging maintenance, testing, and repair work on de-energized and energized high voltage electrical conductors, wharf-side high voltage electrical power connections, circuit protection devices and associated switchgear, ship based electrical power connections, barge mounted high voltage electrical equipment, container cranes, drawbridges, and other related marine terminal and Harbor Department (Department) structures and equipment; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

Distinguishing Features: A Port Electrical Mechanic Supervisor is a first-level supervisor over journey-level craft employees engaged in skilled electrical and mechanical maintenance of marine terminal structures and equipment at the Harbor Department. An employee of this class directs major and minor maintenance and repair activities at outdoor levels up to 240 feet above the ground, often in hazardous situations. Incumbents in the class of Port Electrical Mechanic Supervisor, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Example of Duties:

- Directs and supervises the activities of a wide variety of skilled trade and building craft positions engaged in electrical, mechanical, electronic, welding and rigging maintenance, testing, and repair work of marine terminal and Department's structures and equipment;
- Supervises the repair and maintenance of solar panels;
- Oversees switching operations, inspections, tests and equipment maintenance at customer stations such as automatic throw over and trip mechanisms on circuit breakers, busses, insulators, and disconnect switches for AMP (Alternative Maritime Power);
- Schedules and supervises the work of subordinates engaged in the maintenance and repair of marine terminal and Department's structures and equipment on a seven day per week/24 hours a day basis;
- Develops work schedules which vary according to the tenants' needs and are often based on uncertain ship arrival and departure times;
- Develops procedures and schedules for use in diagnosing malfunctions, testing, operations, maintaining and repairing sophisticated and complicated mechanical, hydraulic, electronic and rigging systems on marine terminal and Department's structures and equipment;
- Trains subordinates in the maintenance and repair work of marine terminal and Department's structures and equipment;
- Consults with tenants frequently to discuss service provided, operating schedules, and operations procedures;

- Makes recommendations regarding specifications for the purchase and construction of marine terminal and Department's structures, and the purchase of equipment used in maintenance;
- Administers contracts for standby and maintenance of marine terminal structures and equipment;
- May recommend and prepare specifications for the maintenance of marine terminal and Department's structures and equipment by outside contractors and oversees such work;
- Communicates equal employment information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- Assists employees in preparing for promotion; and
- May be assigned to other related duties for training purposes, or to meet technological changes, or emergencies.

Qualifications:

Knowledge of:

- Electrical, mechanical, electronic, rigging and hydraulic components and systems;
- Major and minor malfunctions of the Department's electrical equipment and the methods of repairing them;
- Preventive maintenance measures for the Department's electrical equipment;
- Working of test instruments such as digital and analog volt-ohm meters, clamp-on meters, meggers, dial indicators and pressure test gauges;
- Operations of equipment used in the repair of marine terminal structures and the Department's electrical equipment;
- Hazards involved and the applicable safety procedures for working on or in proximity to open energized conductors and equipment, including CPR, first aid and pertinent provisions of the California Electrical Safety Orders;
- Fundamentals of electricity and electronics as related to the installation, maintenance, and repair of electrical equipment; and the installation, maintenance, and repair of electronic solid state devices, circuits, wiring, and including container cranes;
- Los Angeles City Electrical Code, Cal/OSHA Title 8 Electrical Safety Rules, California Electrical Code, National Electrical Code, and National Electric Safety Code;
- Port Hazardous Energy Control Program, including lockout/tagout procedures and safety working practices on, or in proximity to, energized low and high voltage conductors and equipment;
- Supervisory principles and practices including planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing, and evaluation of subordinate work performance;
- Techniques of counseling, disciplining and motivating subordinate personnel;
- Procedures for grievance handling;
- Laws and regulations related to equal employment opportunities;
- City personnel rule, policies, and procedures; and
- Memoranda of Understanding as they apply to subordinate personnel.

Ability to:

- Read, interpret and work from electrical schematics, hydraulic diagrams and mechanical blueprints, and drawings;

- Write routine, timely reports, and descriptions of work accomplished or problems encountered;
- Demonstrate orally, in writing, and by physically working with subordinate personnel, the principles and application of electrical, hydraulic and mechanical components marine terminal structure and equipment handling;
- Work at elevated heights during construction and maintenance activities (up to 240 feet); and
- Deal tactfully and effectively with subordinates, other employees, tenants, and the public in handling their problems and complaints.

Minimum Requirements:

- Four years of full-time paid journey level experience in an electrical or mechanical trade with the Harbor Department, two years of which have been performing maintenance or repair duties including inspection, maintenance and repair of marine terminal equipment; or
- Two years of full-time paid journey level experience as a Port Electrical Mechanic performing maintenance and repair of marine terminal equipment

License: A valid California driver's license may be required prior to appointment. Some positions may require a Class B commercial driver's license. Some positions may require a license to operate a forklift or a crane.

Physical Requirements: Persons in these classes must be able to lift at least thirty-five pounds and sometimes over seventy pounds. Some positions require frequent or extended standing or frequent bending, stooping, and reaching.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

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 all of the duties and responsibilities of any position shall be.