

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

6/26/87

SENIOR MACHINIST SUPERVISOR, 3768

Summary of Duties: Cuts and shapes metals and other materials using precision hand and machine tools in the construction assembly, installation, or repair of various types of machinery, equipment, tools, and dies; disassembles, repairs, and reassembles machinery where fine alignment and close tolerances are required; or supervises such work; or plans, coordinates and schedules the overhaul and repair process of power plants and stations; and does related work.

Distinguishing Features: A Senior Machinist Supervisor is a second-level supervisor in charge of shop and field maintenance, repair and overhaul either of hydraulic and steam generating equipment or of maintenance and construction equipment and other machinery, or as the primary responsibility, plans, organizes, coordinates and schedules the overhaul and repair process done by mechanical crews on power plants and stations, but not involved in the direct supervision of the work performed.

Assignments are received orally, by written memoranda and by sketches and blueprints. The procedures and methods used in carrying out the assignments are usually left to the Senior Machinist Supervisor, subject to general review by other supervisors. This work differs from that of Water General Shops Supervisor in that the latter includes responsibility for directing a larger number of employees performing work in a greater variety of crafts.

Example of Duties:

- Plans, organizes, directs and coordinates through subordinate supervisors the work done by Machinists, Welders, Structural Steel Shop Workers, Blacksmiths, Plumbers, Cabinet Makers, Carpenters and other employees engaged in the fabrication, installation, maintenance and repair of a wide variety of machinery and mechanical equipment;
- May plan, organize, coordinate and schedule the overhaul and repair process of power plants and stations;
- Prepares drawings and sketches, interprets blueprints and explains difficult jobs to subordinates;
- Assigns subordinate supervisors and crews to jobs;
- Supervises power plant and station overhaul jobs;
- Establishes work schedules;
- Checks job progress;
- Enforces conformance to safety rules and regulations;
- Makes field inspections of equipment and gathers information concerning efficiency of operation, the extent of wear or damage, and the need for repair and replacement of machines and equipment;
- Works with engineers and makes recommendations for solving operational problems such as faults in design and causes of mechanical equipment failure;

- Makes reports and recommendations for future work after making field inspections;
- Determines the most practical methods and procedures for repairing, overhauling, rebuilding and modifying mechanical equipment;
- Plans and writes procedures manuals;
- Prepares detailed cost estimates on contemplated work, including tools, equipment, employees and time required to complete the job;
- Makes preliminary surveys of damage, estimates cost of repairs and makes recommendations as to whether units should be repaired or replaced in case of an emergency such as breakdown of essential units;
- Supervises the necessary work to put the units back in service;
- Prepares reports of employee utilization, work progress, and necessary changes in work;
- Prepares purchase specifications and recommendations for the award of bids for purchase of materials and tools;
- Contacts vendors and service agencies for information, parts and materials;
- Fulfill supervisory affirmative action responsibilities as set forth in the City's Affirmative Action program;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- Standard practices, processes, terminology, and tools of the machinist trade;
- Working properties and uses of a variety of metal alloys, spray metal and other materials;
- Principles and practices of safety in machine shop and field work including safe rigging practices in the lifting of heavy equipment;
- Dismantling, repair and assembly of gas, diesel, steam and marine engines, steam and hydraulic turbines, fireboat engines, fire apparatus and pumps, automotive systems, construction equipment and a variety of mechanical, hydraulic, pneumatic and electrical assemblies;
- Disassembly, repair and modification of plant equipment;
- Shop mathematics and the charts and tables commonly used in machine shop work;
- Practices, terminology and tools of blacksmithing structural steel, plumbing and welding trades as applied to general mechanical maintenance and repair;
- Principles of supervision including the laws and regulations related to affirmative action and equal employment opportunity;
- Safety principles and practices;
- City personnel rules, policies and procedures.

A working knowledge of:

- Memoranda of understanding as they apply to subordinate personnel.

Ability to:

- Interpret and apply blueprints, drawings, sketches, specifications and written and verbal instructions;
- Make working and reference shop drawings;
- Keep records and make reports;
- Supervise one or more crews of employees and schedule their work;
- Deal tactfully and effectively with subordinates and other employees;
- Make recommendations on plans, cost estimates and purchase specifications;
- Determine practical methods and procedures for installing, maintaining, repairing and overhauling mechanical equipment;
- Direct and coordinate the work of several crews consisting of various crafts and recognize and solve related administrative problems.

Requirements: Two years of experience as a first-line supervisor in machinist, welding, structural steel shop, or similar work is required.

License: A valid California driver's license and good driving record are required prior to appointment.

Physical Requirements: Strength to perform average lifting of up to 15 pounds and occasionally over 25 pounds; good speaking and hearing ability; and good eyesight.

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, responsibilities, and required qualifications of any position shall be.