

**CITY OF LOS ANGELES  
CIVIL SERVICE COMMISSION**



**CLASS SPECIFICATION**  
POSTED JUNE 1999

**9-13-96**

**Shops Superintendent, 3780**

**Summary of Duties:** A Shops Superintendent plans, organizes and directs machine shop, electrical repair, welding, structural steel, sheet metal, and related shop and field activities in the inspection, maintenance, overhaul, repair and reconditioning of major generating, transmitting and distributing equipment in the Department of Water and Power; applies sound supervisory and management principles and techniques in building and maintaining an effective work force; and fulfills affirmative action responsibilities.

**Distinguishing Features:** A Shops Superintendent is responsible for the direction of the five organizations in the Central Repair and Fabrication Services Business Unit. Those organizations are Administrative Services, Electrical Repair Services, Mechanical Repair Services, Field Repair Services, and Hazardous Waste Treatment, Storage and Disposal Facility. An employee of this class is responsible for the review of safety practices and the development of shop procedures, standards and practices to reduce costs, improve service, and ensure the maintenance of a high quality of work.

A Shops Superintendent assists the Assistant General Manager, Central Services Organization, and Chief Administrative Officer of the Department of Water and Power by making recommendations on personnel, training, affirmative action, safety practices, material and equipment needs for the operation of the machine, structural steel, sheet metal, welding, blacksmith, battery and electrical repair shops. The Shops Superintendent is in charge of Field Repair Services and Hazardous Waste Treatment, Storage and Disposal Facility. The Assistant General Manager Central Services Organization, and Chief Administrative Officer directs the work of the Shops Superintendent largely through executive review of shops budget, expenditure control procedure, reports of shop operations, recommendations on repair or replacement of major items of power operation or shop equipment, and by interpreting broad Departmental policies governing the Shops Superintendent's work.

**Examples of Duties:** A Shops Superintendent:

- ! Plans, organizes, directs, and coordinates the activities of the machine, structural steel, sheet metal, welding, blacksmith, and electrical repair shops, field repair service crews and the Hazardous Waste Treatment, Storage and Disposal Facility;
- ! Makes studies of shop procedures and practices to see that high standards of work and efficiency are maintained and that Departmental policies are being followed;
- ! Reviews equipment repair projects and cost estimates and recommends repairing or replacing major equipment;
- ! May inspect new equipment during manufacture and testing at outside manufacturing plants;

**Examples of Duties (Cont'd):**

- ! Makes recommendations concerning personnel needs and selects and disciplines employees; directs the training of personnel and handles the personnel grievances;
- ! Directs the activities of the Hazardous Waste Treatment, Storage and Disposal Facility;

- ! Directs the preparation of the shops budget and controls expenditures; prepares reports on the operations of the shops;
- ! Formulates business unit policies;
- ! Directs plant, yard maintenance and environmental activities at a large operating facility.

May be assigned to other duties for training purposes and to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A good knowledge of:**

- ! The operation of a large general shops organization;
- ! The organization, procedures, and policies of the Department of Water and Power regarding the coordination of shop work with the specialized needs of the Department of Water and Power, the relationship between the several shops, and the integration of shops activities with those of the operating units;
- ! Methods, materials, and equipment used in machine shop work, electrical repair, structural steel fabrication, sheet metal working, welding, blacksmithing, and field repair services in order to lay out production programs and to evaluate methods and costs as reported or proposed by subordinate supervisors;
- ! Markets and prices related to work done in general mechanical, electrical, and field repair services;
- ! Laws and regulations related to equal employment opportunity and affirmative action.

**A general knowledge of:**

- ! Memoranda of understanding as they apply to subordinate personnel;
- ! Civil Service Commission rules;
- ! Safety rules and investigation techniques.

**The ability to:**

- ! Direct varied shop operations by establishing uniform practices and procedures and by planning and estimating personnel, material, equipment, and repair parts needs;
- ! Plan the repair of large electrical and mechanical units to minimize system outages;

- ! Direct the adaption and modification of assisting shop machinery for specialized machine operations;
- ! Direct the record keeping on production and costs of a variety of shop work;
- ! Solve the budgetary and personnel problems of a large organizational unit;
- ! Prepare activity and financial reports;
- ! Deal tactfully and effectively with Departmental personnel, vendors, contractors, and the general public;

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 depends, 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.

**Minimum Requirements:**

Two years of full-time paid experience as a senior supervisor in the fabrication, major repair, reconditioning, or rebuilding of water and power generation and distribution equipment is required for Shops Superintendent.

Appointment to this class is subject to a one year probationary period as provided by Section 109 of the Charter.

**License:** A valid California driver's license and a good driving record may be required prior to appointment.

**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.**