

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

8/21/92 SENIOR UNDERGROUND DISTRIBUTION CONSTRUCTION SUPERVISOR, 3815

Summary of Duties: Constructs, maintains, and repairs underground ducts, maintenance holes, and vaults; or supervises such work; may assign, review, and evaluate the work of subordinates; or plans, organizes and directs the work of subordinates; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: An Senior Underground Distribution Construction Supervisor is responsible for coordinating the work of several crews in an assigned area or coordinating the use of employees and equipment in several areas. An employee of this class checks the work in the field for accuracy and to see that adequate standards of production are maintained. In addition, a Senior Underground Distribution Construction Supervisor has the responsibility for planning and scheduling the work of the various crews to make the most effective use of employees, materials, and equipment. The operation directed by an employee of this class is specialized in the building of underground conduit systems, but not highly technical inasmuch as the installation of electric lines, cables, and equipment is not involved. As bona fide supervisors, incumbents in the class of Senior Underground Distribution Construction Supervisor are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Example of Duties:

- Plans, coordinates, and supervises, through subordinate supervisors, the work of several crews;
- Schedules jobs, taking into consideration the urgency and need of installation of various widely scattered projects;
- Reviews proposed jobs with supervisors at the job site;
- Monitors jobs in the field to assure they are started and progressing satisfactorily;
- Sees that crews have the proper equipment, materials, tools, supplies, and means of transportation for doing the work assigned, including trucks, compressors, concrete mixers, and other necessary tools and equipment;
- Expedites delivery of materials and supplies and arranges for the use of equipment;
- Advises and instructs supervisors in the field and by telephone from a central office regarding specific construction problems;
- Receives and reviews time reports and the reports of the progress of the work and prepares periodic summaries;
- Consults with supervisors and design engineers and makes recommendations concerning the design of underground conduit lines, maintenance holes, and vaults, with regard to the practical features of plans and changes in existing lines;

- Contacts contractors and other representatives to coordinate projects with outside agencies work schedules;
- Contacts owners to arrange for dumping of dirt from excavations;
- Contacts representatives of other utilities regarding substructures in line of excavation;
- May coordinate and schedule the use of construction personnel and equipment throughout the City to provide maximum utilization of such personnel and equipment;
- Prepares cost estimates for conduit construction;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program;
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- Hazards of working in and around maintenance holes, vaults, and excavations, and the proper placing of approved warning devices;
- Methods, materials, and tools used in performing rough carpentry, form building and installation, excavation and cement work for the construction maintenance, or repair of underground ducts, maintenance holes and vaults;
- Standardized types of plans for the construction of underground vaults, maintenance holes, and conduit lines;
- Uses and limitations of the principle materials used in the construction of such underground structures;
- Safety regulations and practices and the electrical codes related to underground construction;
- Use of compressors, pneumatic tools, cement makers, power hoists, skipladders, gradealls, trenchers, clamshells, and other underground construction 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 for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- General construction methods and practices;
- Standards and methods related to non-electrical phases of underground construction;
- Department of Water and Power working rules and personnel regulations;
- Public relations practices;

A working knowledge of:

- Memoranda of Understanding as they relate to subordinate personnel;

A general knowledge of:

- City personnel rules, policies, and procedures.

Ability to:

- Follow written and oral instructions and make routine reports;
- Read and interpret plans and diagrams related to non-electrical phases of underground construction;
- Plan, schedule, layout, and supervise the work of a group of laborers and semi skilled workers;
- Prepare routine records, materials requisitions, and progress and other reports;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Organize, supervise, and make the most effective use of equipment, materials, and personnel used in widely scattered areas;
- Review progress reports submitted by subordinates.

Requirements: Two years of experience as an Underground Distribution Construction Supervisor.

License: A valid California driver's license and good driving record may be required.

Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling to an unusual extent; and good speaking and hearing ability; and good eyesight.

Because the class of Underground Distribution Construction Mechanic has been designated as Safety Sensitive in accordance with City policy, a drug and alcohol screening test may be required prior to appointment.

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.