

**CLASS SPECIFICATION**

06/28/07

**DIRECTOR OF MAINTENANCE AIRPORTS, CODE 7270**

**Summary of Duties:** Directs, or assists in the direction of comprehensive construction and maintenance including remodeling, repair, rehabilitation, and force account construction programs involving all four Airports under department control, including buildings, field facilities, utility systems, and equipment; applies sound managerial principles and techniques in building and maintaining an effective work force; fulfills equal employment responsibilities; and does related work.

**Distinguishing Features:** Employees in this class are responsible for directing, planning, coordinating, and reviewing the construction and maintenance of all Department of Airports' buildings, airfield facilities, equipment, and utility systems. A Director of Maintenance Airports directs the building maintenance, building equipment operation, field maintenance and utilities or facilities cleaning activities within the Department's overall construction and maintenance program.

Assignments are received in the form of plans or statements of required objectives or mandated functions, and work is reviewed for efficient and satisfactory completion. A Director of Maintenance Airports enforces and assists in revising Department construction and maintenance policies and work standards and ensures compliance with Federal, State and local rules and regulations affecting airport safety and facilities.

Incumbents make recommendations to management on operational and administrative policy, and on the need for major alterations of buildings and facilities. Incumbents in the class of Director of Maintenance Airports, as bona fide supervisors, are responsible for the performance of the full range of managerial activities including developing and implementing policies and procedures, directing studies and making recommendations to assure work is done efficiently, application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off.

This class differs from other construction and maintenance classes in that it is concerned with construction, maintenance rehabilitation and repair of Airport facilities such as runways and taxiways, airline, terminals, airline support buildings and the Airport infrastructure.

**Examples of Duties:**

- Directs, through subordinate supervisors the construction, maintenance, rehabilitation, and repair of property owned at four Airports including buildings, terminals, runways, taxiways, aircraft aprons, terminal and airfield lighting operations, central utility plant, cogeneration operation, computerized life/safety support system, office and shop building, baggage conveyors, moving sidewalks, elevators, escalators, pipelines, storm

drains, sewers, streets and service roads, street lighting systems, Airport owned construction equipment and tools, a fleet of 700 vehicles including trucks, buses, trams and construction equipment;

- Administers the day to day activities of the estimating, purchasing, building trades personnel, landscaping, custodial, street maintenance equipment operators, and helpers in the Construction and Maintenance Division;
- Directs Force Account construction and maintenance projects by Department work forces;
- Coordinates projects with the community, tenants, the F.A.A., Operations, Engineering, and Police Divisions;
- Prepares maintenance cost analyses and annual field maintenance, utilities, building maintenance, building equipment operation, or facilities cleaning budget requests;
- Develops and implements preventive maintenance policies, safety programs, work priorities and standards, and other policies, procedures, standards, and schedules;
- Investigates reported hazards, inspects work and public areas for safety, and responds to accidents;
- Recommends and prepares material and equipment specifications;
- Reviews subordinates requisitions for maintenance equipment and supplies;
- Develops, interprets, administers, and coordinates the policies, programs, procedures, standards, and schedules affecting the construction and maintenance, repair, and alteration of Department of Airport field facilities, utility systems, buildings and equipment;
- Directs the resolution of specific construction, maintenance and technical problems involving equipment and facility maintenance, modification, remodeling, rehabilitation, planning and manpower utilization;
- Coordinates construction and maintenance work by tenants and contractors with the Departments maintenance, mechanical operation, and safety requirements;
- Assigns priorities to major construction and maintenance projects;
- Directs the management of an eight mega-watt co-generation system the energy management and the fire/life safety system for the entire airport complex;
- Studies, and recommends areas of construction and maintenance that can be done more cost effectively or efficiently by outside contract;
- Develops and prepares the specifications for outside contracts;
- Conducts or sits on interview boards to select contractors and makes recommendations to upper management and the Board of Airport Commissioners for award of these contracts;
- Manages contracts for cost, quality control, adherence to specifications and approves payment;
- Recommends building and airfield space arrangement and allocations;
- Participates in planning new facilities;
- Determines and recommends materials which minimize maintenance costs;
- Conducts meetings and hearings with subordinate supervisors to discuss personnel problems, employee grievances, and to review personnel actions taken by subordinate supervisors in the resolution of problems;
- Reviews and authorizes time records, and requests for overtime, vacation, and leaves of absence;
- Communicates equal employment information to employees;

- Applies job related criteria in selecting, orientating, assigning, training, counseling, evaluating and disciplining subordinates;
- Attends various meetings with Airport management, employees, and tenants to resolve problems; and
- Recommends construction procedures, and plans for future needs.

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

**Qualifications:**

**Knowledge of:**

- SCAQMD, California Title 24 – Energy Conservation, Los Angeles County Hazmat and Storm Drain Regulations;
- Recycling and Green Methods and Concepts;
- Tools, materials, practices, equipment, and work standards employed in the construction, alteration, repair, rehabilitation, preventive maintenance, custodial care, and operation of airfield facilities, large buildings, and appurtenant equipment;
- Federal, State and City laws, ordinances, and regulations pertaining to the construction, maintenance, and repair of airport field facilities;
- Operation and maintenance requirements of elevators, escalators, heating, air conditioning, ventilation, plumbing, electrical systems, Co-Generation, Fire/Life safety, energy management systems, and equipment in large buildings;
- FAA Rules pertaining to security of airport buildings and field areas;
- Rules and regulations pertaining to vehicular traffic on restrictive landing areas and procedures for closing such areas for repair and maintenance work;
- Strength, design, marking, and lighting requirements for runways, taxi ways and loading aprons;
- 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 as set forth in the City's Equal Employment Opportunity Program;
- Effective safety principles and practices;
- Memoranda of understanding as they apply to subordinate personnel; and
- City personnel rules, policies and procedures.

**Ability to:**

- Direct, or assist in the direction of, the operation of the Construction and Maintenance Division of the Airports Department;
- Coordinate the personnel needs, budget and work programs of the Division;
- Deal effectively with labor relations problems and equal employment opportunity needs and provide management support for subordinate supervisors and superintendents in charge of various sections of the Division;

- Manage and coordinate construction and maintenance projects by Department work forces; and
- Develop effective and economic solutions to specific problems or mandated regulations in the construction, maintenance and repair of airport facilities.

**Requirements:** Two years of experience as an Airport Maintenance Superintendent, or in a position which is at least at the level, as a second-level fulltime supervisor of journey-level workers in construction, building maintenance, street maintenance, or equipment repair is required.

**Probation:** Appointment to a position in this class is subject to a one year probationary period as provided by Civil Service Rules 5.26 and Charter Section 1011.

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

**Physical Requirements:** Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds, and frequent walking or standing; 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.**