

Sheet Metal Supervisor (3777)
Tasks List - 2021

Supervision

1. Confers with managerial or technical personnel within the department or other departments and contractors to resolve problems or coordinate operations and activities.
2. Oversees and/or supervises staff, such as Sheet Metal Workers, engaged in the operation of sheet metal products by planning, delegating, coordinating, assigning, and reviewing/inspecting work of staff, considering factors such as staff workload, knowledge and experience, interest, staff development, priority assignments, timeline, and/or complexity of assignment in order to ensure that all necessary maintenance and repairs are done efficiently and effectively and report any significant information to the Senior Supervisor.
3. Reviews, analyzes, and approves departmental reports, such as work completed, work orders, blueprints, requests for materials, supplies, equipment, and other records and reports, to ensure progress is being made on projects or programs, and determines production requirements and evaluates current production estimates and outputs.
4. Reviews and approves personnel reports, such as employee selection, transfer, termination, evaluation, production schedules, and vacation requests, in order to ensure personnel matters are handled in an efficient and effective manner.
5. Fulfills responsibilities within the City of Los Angeles Equal Employment Opportunity (EEO) guidelines by interviewing and recruiting job candidates using their knowledge of the class; listening to employee grievances and disputes to identify a fair solution based on facts; resolving conflict among subordinates by openly dealing with problems and taking corrective action; counseling employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplining employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
6. Monitors the work and workload of subordinates and evaluates employee performance on an ongoing basis in areas such as task performance, communication, division/department/team performance, achievement of goals and objectives, and timeliness based upon information obtained from staff, managers, other agencies, clients, and the public in order to discuss evaluations with the employee to ensure safe and timely completion of work and provide positive and negative feedback to improve skills, identify developmental needs, and enhance success.

7. Conveys information to employees orally, or in writing, such as company policy, procedures, specifications, department objectives, interpretations of City policies or Memoranda of Understanding (MOUs), updated safety information, principles of Equal Employment Opportunity (EEO), trainings, and promotional opportunities, and listens to employee suggestions and concerns and follows-up as appropriate, while coordinating activities of the unit with other supervisors and/or other staff and informing management of completed work activities, deviations from planned work, concerns, and suggestions in order to ensure everyone is provided with the relevant information.
8. Trains and mentors employees by explaining job requirements, providing written materials, such as safety and performance standards, personnel rules, policies, and procedures, and demonstrates work procedures in order to ensure employees are properly trained.

Department Operations, Inspections, and Investigations

9. Inspects and reviews vendor products, before purchase, in order to determine whether or not the products meet suitability for a particular application.
10. Drafts schedules, standards and budget estimates, including information such as the scope of the work requested, requested materials, and staff needed, considering factors including timelines and available personnel in order to schedule any outside vendors and building access.
11. Reviews alteration and improvement plans of proposed projects, considering factors such as feasibility and projected maintenance necessary over the life of the project, using references or software including production plans and specifications, operation manuals, and computerized maintenance management systems in order to ensure that the projects comply with Federal, State, and local codes and Department standards.
12. Inspects production for compliance by reviewing drawings, specifications, and code manuals in order to ensure that the production complies with Federal, State, and local safety code and maintenance standards.
13. Investigates complaints and requests pertaining to maintenance and repair services and makes special investigations of work needed by reviewing maintenance requests, materials used, and code specifications, considering factors such as Department responsibility, and drafting work tickets, sketches, and estimates in order to resolve these issues, if possible.

Written and Oral Communication

14. Confers with representatives of tenant Departments to discuss issues or information pertaining to equipment maintenance and repair projects such as materials, staffing, cost estimates, and work procedures and methods in order to begin equipment maintenance and repair or resolve changes to the projects.
15. Drafts reports pertaining to operations, maintenance, and repair, including metrics on monthly maintenance operations, weekly activities, and quarterly energy conservation and project completions, in order to provide this information to Department management and/or other divisions.

Safety

16. Visually inspect work location, equipment, and tools to ensure conformance with proper safety regulations, including Cal/OSHA and departmental safety standards.
17. Arranges for the proper disposal of hazardous waste and materials and maintains records of disposal in accordance with State and Federal regulations.
18. Conducts periodic training meetings with subordinate personnel using written materials, visual training aids, and practical demonstrations in order to ensure subordinate personnel's understanding of and compliance with Cal/OSHA and other general safety shop standards, as well as changes in policy, rules, and regulations.