

**DIRECTOR OF MAINTENANCE AIRPORTS**  
**Task List - 2016**

1. Directs construction and maintenance projects by using department workforces and coordinates projects with all Los Angeles World Airports (LAWA) tenants, groups, divisions, and stakeholders, and provides project cost estimates when appropriate to ensure project process is streamlined.
2. Develops maintenance cost analyses and annual airfield maintenance, landside maintenance, building maintenance, building equipment operation, facilities cleaning, and budget requirements by looking at data such as LAWA archival trends and Consumer Price Index data to ensure airport facilities and grounds are maintained at a level to maximize the guest experience and security of passengers.
3. Develops and implements preventive maintenance policies, public safety programs, fleet management, work priorities and standards, and other policies, procedures, standards, and schedules based on industry standards and concurrent cost analyses to maintain industry standards for fleet availability and manage all infrastructure assets or properties.
4. Investigates reported hazards at LAWA by inspecting work and public areas for use of safe practices and procedures in order to respond to accidents, incidents and emergencies.
5. Reports to LAWA department operations center (DOC), incident command post (ICP), or ad hoc sites in-person to provide facilities management support and direct resources as needed for emergency response.
6. Recommends and prepares staffing analysis material and equipment specifications, and reviews subordinates' requisitions for staffing, maintenance equipment, and supplies by taking into consideration historical data and trends, such as guest flow, to ensure proper personnel and resource availability.
7. Interprets, administers, manages, and coordinates personnel and administrative policies, such as Equal Employment Opportunity (EEO), programs, procedures, safety standards, and schedules affecting the maintenance, cleaning, repair, and alterations of LAWA infrastructure, and fleet equipment to ensure compliance with City of Los Angeles administrative requirements.
8. Directs the resolution of specific maintenance, technical, work planning, and resource utilization issues, such as personnel and budget, to ensure continuity of operation.
9. Reviews construction and maintenance work by tenants, development, and internal construction groups with the Department's maintenance, mechanical operation, and

safety requirements to comply with applicable LAWA requirements, Federal, State, and City standards, laws, ordinances, and regulations.

10. Prioritizes and assigns work by considering factors such as public safety, public convenience, and deadlines for major maintenance and construction projects in order to delegate appropriate work for project personnel and to satisfy safety, deadline, and management concerns.
11. Recommends areas of maintenance by outside contract, such as projects or initiatives where LAWA has no in-house expertise, and develops and prepares the specifications for these contracts to complete projects more cost effectively and efficiently.
12. Serves as an interview rater to select contractors for the various contracts, and makes recommendations to upper management and the Board of Airport Commissioners for award of these contracts.
13. Participates in the planning, reviewing, and design of new and/or renovated facilities and airport grounds to ensure maintainability of the new or renovated facility by LAWA staff.
14. Reviews and recommends materials to be used by the department, such as mechanical paper towel dispensers and light-emitting diode (LED) lighting, which minimize maintenance costs to ensure proper use of City funds.
15. Conducts meetings to discuss personnel issues and employee grievances with subordinate supervisors and reviews personnel actions taken by subordinate supervisors in the resolution of problems to implement corrective personnel actions as recommended by the Personnel Services section.
16. Reviews and authorizes time records and requests for overtime, vacation, and leaves of absence by considering factors such as project timelines and staffing capabilities to ensure compliance with City and Federal regulations.
17. Attends various meetings with airport management and tenants to resolve problems, recommend construction procedures, plan for future needs, and share necessary information.
18. Communicates employment information verbally or in written form to employees, applies job related criteria in making employment recommendations, assists employees in preparing for promotion by conducting mock interviews, and provides employee morale support to disseminate information, be in ethical compliance with the City's policies or regulations, and to create a culture of inclusiveness.
19. Directs through subordinate supervisors the construction, maintenance, rehabilitation, cleaning, and repair of LAWA properties and assets and the LAWA

recycling program and management of the LAX waste stream via contract in order to maximize the guest experience and security of passengers, and to adhere to all LAWA environmental policies and procedures pertaining to City and State mandates.

20. Manages contracts for construction, maintenance, repair, and supplies to ensure adherence or compliance with cost, schedule, and quality.
21. Reviews yearly data and new technologies related to or appropriate for all LAWA facilities and provides management with information verbally or in written form related to needs regarding new technologies for LAWA.
22. Provides information and subject knowledge expertise to the Attorney's Office in preparation for litigation to assist in resolving legal matters, such as personnel issues, bid protests, and contract disputes.
23. Attends various meetings with Mayoral staff to represent LAWA on the Mayor's directives, such as sustainability and conservation of the environment.