

**MECHANICAL ENGINEER
(CLASS CODE 7558)**

TASK LIST – 2021

Code Enforcement

1. Emphasizes and ensures staff compliance and enforcement of pertinent Federal, State, City and Personnel Department rules, policies, and procedures along with safety practices and procedures, such as LAFD REG4 (Los Angeles Fire Department Regulation 4) and California Title 24, are planned for and observed both in the daily activities of the workplace and in employee designs and construction activities in order to ensure the safety of staff and the public.

Project Management

2. Plans for and oversees the preparation of studies, cost estimates, designs, specifications, bills of material, and recommendations for the awarding of contracts in connection with the design, construction, installation, maintenance, procurement, and testing of mechanical equipment in electrical and water facilities, shops, buildings, and other LADWP facilities or on customer facilities and collaborates with employees, experts, and manufacturers' representatives on problems involving equipment requirements, operation, troubleshooting, improvement, and design in order to ensure compliance with rules and regulations while maximizing operations and efficiency to meet department objectives.
3. Coordinates the design, testing, operation, and maintenance of power and water facilities in order to ensure a smooth workflow and continuous conformance with pertinent laws, codes, and construction requirements of the facilities.

Supervision

4. Supervises a group of employees engaged in design, evaluation, installation, testing, maintenance, and operating activities (e.g., project management activities, resource planning and development, construction engineering, quality assurance/quality control, energy and fuel procurement activities, performance monitoring and management, major power or water project); considers assignments in terms of content, difficulty, safety, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments, while providing technical expertise in difficult phases of assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
5. Observes employee performance, reviews work of employees, and monitors job progress in order to ensure safe and timely completion of work and that its quantity and quality are consistent with standards; makes adjustments as needed to work in progress.
6. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and

discusses evaluations with the employee, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.

7. Conveys information to employees orally or in writing, including information from management, such as policy changes or department objectives, interpretations of City policies, laws, codes, ordinances, regulations, Municipal Code, OSHA regulations and other safety requirements, design requirements, construction standards, or MOU's, updated safety information, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate; discusses and coordinates activities of unit with other supervisors and/or other staff; and documents and informs management of completed work activities, deviations from planned work, concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.
8. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to ensure necessary levels of staffing, timely completion of work, and appropriate documentation.
9. Interviews job candidates; applies the principles of Equal Employment Opportunity; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions, inappropriate conduct, or safety violations; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
10. Writes job descriptions and/or develops performance standards for quantity of work, such as number of studies completed, reports written, complaints received, items inspected, customers served, and/or quality of work, including work products produced, in order to inform employees of job expectations.
11. Orients new employees by explaining job requirements and providing written materials, such as safety and performance standards, personnel rules, policies, and procedures, and trains employees by explaining and demonstrating work procedures and then observing employee performance; assists employees in preparation for industry and certification exams and promotional opportunities; provides safety and/or other specialized training to staff and/or other employees; facilitates employees' work by ensuring necessary resources (e.g., tools, equipment, testing materials, manuals, work area, computers, and software) are available in order to ensure employees are properly trained and provided relevant equipment and information.