

Pipefitter Supervisor (3438)
Task List 2016

PROJECT MANAGEMENT

1. Plans the work of Pipefitters, Welders, and occasional helpers in other job classifications such as Maintenance and Construction Helpers and Mechanical Helpers by taking into account the schedule of the job, cost estimates of labor hours, blueprints or drawings of the actual work, the priority and difficulty level of each job, the skillset needed to complete the remainder of work, and the schedules and workloads of available subordinates and/or crewmembers, and assigns work via email (e.g., Google Mail), cell phone (e.g., phone calls), and in-person in order to accomplish project goals.
2. Creates a job estimate outlining manpower, timeframe, and material such as piping, fittings, valves, hangers, and instrumentation needed for the completion of specific jobs using Microsoft Word or Excel and submits job estimate to the planning section to ensure that project timelines are being met and that required materials are available to crewmembers and/or subordinates to perform the work.
3. Uses project management software such as Maximo to create work orders, track labor costs, labor hours, project status, material supply, fleet costs, and to program recurring notifications as a reminder of important information related to costs, work schedules, and status of projects.
4. Meets with estimators, engineers, and facility managers, in-person, at job sites and performs job walks to preplan jobs by determining the amount of crew members needed, equipment and materials required, and the construction feasibility of proposed projects at specific locations based on criteria such as the type of job and the condition of the location.
5. Reads and interprets electronic and hand-sketched versions of blueprints and drawings such as isometric drawings and piping diagrams of industrial pipe systems (e.g., high pressure, high temperature, steam, gas, oil and water) in order to gain an understanding of the work to be performed.
6. Drafts sketches, drawings, and templates such as isometric drawings and piping diagrams containing details of a job such as measurements and equipment needed using paper and pencil in order to provide a work plan to a crew and/or engineers and to determine if additional materials such as fittings, valves, and hangers are needed.

SUPERVISION

7. Trains employees by verbally explaining and physically demonstrating work procedures, and by scheduling them to attend specific trainings provided by vendors or by in-house staff with the Department of Water and Power Training Program in order to develop their skillsets to complete jobs.
8. Inspects crewmembers' and/or subordinates' work for quality (visually) such as piping being installed in accordance with applicable codes and according to specifications and drawings, quantity of work being performed, and timeliness of work completion to ensure that their workload and quality of work are in line with expectations.

9. Writes hardcopy and electronic requisitions for work materials such as piping, fittings, valves, hangers, and instrumentation using paper logs and Microsoft Word/Excel, and submits requisitions to vendors, purchasing departments, and intradepartmental stores to keep a sufficient supply of work materials for subordinates and/or crewmembers to use to complete assignments.
10. Uses time management systems such as WorkTech to input and approve work time, vacation time, sick time, and overtime of subordinates and/or crewmembers to keep an updated record of staff time.
11. Provides recommendations to other supervisory crewmembers (e.g., Carpenter Supervisors, Boilermaker Supervisors, Plumber Supervisors, Welding Supervisors, Engineers) regarding personnel and job-related problems such as schedule conflicts and required services from other crafts by email, phone, and/or in-person in order to resolve work-related issues, restore crew operations to normal conditions, and advance current jobs.
12. Serves as a project manager in the absence of a Construction and Maintenance Supervisor by attending meetings and providing supervisory updates on current projects, and by coordinating the work of other craft supervisors such as Boilermaker Supervisors, Plumber Supervisors, and Welding Supervisors in order to advance work processes.
13. Applies the principles of Equal Employment Opportunity through the promotion of a positive work environment by providing training opportunities to staff, monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation, and by taking appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
14. Counsels employees regarding personnel issues such as rule infractions or inappropriate conduct and/or disciplines employees in areas of behavioral deficiency such as excessive tardiness, theft, and insubordination by taking corrective action such as issuing a letter of warning or suspension that complies with City and departmental policies in order to correct employee performance issues.

SAFETY

15. Inspects working conditions of work sites such as generating stations, water distribution stations, commercial and industrial buildings, and remote locations by visually ensuring that proper safety rules, procedures, devices and precautions are being adhered to by subordinates and crewmembers in order to ensure that work is being performed in accordance with individual department policies and state-issued safety regulations such as California Occupational Health and Safety Administration (CAL-OSHA).
16. Administers safety meetings addressing specific safety topics pertaining to the job and the environment such as heat illness, fall protection, ladder safety and other job-specific hazards to verify that subordinates and crewmembers are sufficiently trained in safety protocol to complete specific tasks and to ensure that their safety certifications are current.