

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

9-27-96

BUILDING CONSTRUCTION AND MAINTENANCE SUPERINTENDENT, 3124

Summary of Duties: A Building Construction and Maintenance Superintendent plans, organizes and directs the work of craft employees engaged in the operation, maintenance, repair, alteration and construction activities of City buildings and facilities and appurtenant equipment; applies sound supervisory and management principles and techniques in building and maintaining an effective work force; and fulfills affirmative action responsibilities.

Distinguishing Features: A Building Construction and Maintenance Superintendent is responsible for the operation, maintenance, repair, alteration and construction activities associated with City maintained buildings and facilities and may be either responsible for implementing and executing building service programs in an assigned district, for implementing and executing the city forces construction program, or for implementing and executing the repair shop activities.

The work requires supervision, through second level supervisors, of building craft and operation employees. Assignments are normally received in terms of desired objectives and an employee of this class is responsible for carrying out the details necessary to accomplish these objectives within budget allocations. Review is through inspection of work in progress and completed work and for administrative effectiveness in carrying out building and facilities services programs.

A Building Construction and Maintenance Superintendent is distinguished from a Construction and Maintenance Superintendent in that the former is concerned primarily with the operation, maintenance, repair, alteration and construction of buildings and facilities while the latter is concerned primarily with large construction projects and the maintenance thereof involving reservoirs, aqueducts, power transmission lines and generating plants; and recreation facilities.

Examples of Duties: A Building Construction and Maintenance Superintendent:

- ! Plans, estimates, schedules, coordinates, organizes and directs the work of second level craft supervisors and their crews in administering building service programs for the operation and maintenance of City maintained buildings and facilities;
- ! Estimates usage, wear, obsolescence, and replacement costs in executing and implementing preventive maintenance programs;
- ! Directs personnel engaged in making minor building alterations and improvements, operating heating and air conditioning systems, including high and low pressure boilers, maintaining and repairing plumbing, electrical, refrigeration, air conditioning, elevators and equipment, interior and exterior wall surfaces, roofs and all structural and architectural parts of buildings and sites;
- ! Inspects and is in charge of the inspection of City maintained buildings and facilities to determine the need for major repairs and alterations;
- ! Prepares and directs the preparation of labor and material cost estimates for major repairs and alterations and recommends work procedures and methods, requests the performance of major repairs and alterations by City craft crews;

Examples of Duties (Con'd):

- ! Determines need and requests the performance of shop repair work by the Central Shops;

- ! Plans and directs construction activities relating to the major alteration and repair of City buildings and facilities;
- ! Directs and participates in the review and analysis of plans, specifications and time and cost estimates;
- ! Defines potential construction problems including the credibility of project time and cost allowances;
- ! Schedules and programs building projects according to indicated priorities and available staffing level;
- ! Confers with architects, engineers, and administrative personnel to resolve problems;
- ! Directs the preparation of material and labor cost estimates;
- ! May make special investigations of building and project sites and recommends changes in plans and specifications based on conditions found;
- ! Inspects work in process and reviews progress and cost reports;
- ! Directs the preparation of project progress reports showing the status of current projects and workforce utilization and balance reports;
- ! Revises methods for handling unusual problems and adapting equipment and machinery;
- ! Supervises, coordinates and inspects the work of carpentry, electrical, plumbing and heating, sheet metal, painting and refinishing and upholstery shops;
- ! Analyzes work tickets, plans, and specifications for completeness of information, potential problems of personnel, material, cost, and priority factors, and determines sequence of operations;
- ! Confers with other district supervisors, engineers, architects, and others to clarify work stipulations, plans, specifications, priorities, and delivery dates;
- ! Prepares or supervises the preparation of shop project time and material cost estimates;
- ! Makes special studies and recommendations concerning staffing, material, and work methods involved in special or difficult shop projects, and reports of investigation of suggestions submitted by shop personnel;
- ! Assists in projecting staffing needs as related to master plan scheduling;
- ! Keeps a log of work tickets reflecting the status of, and the cost of labor and materials on shop projects in progress and completed;
- ! Supervises a clerical staff in the preparation and maintenance of payrolls and records of materials, equipment and supplies and encumbrances and expenditures of budgeted funds;
- ! Directs the purchase and requisition of supplies;
- ! Prepares budget estimates;
- ! Directs the maintenance of system of locks and keys for buildings;
- ! Prepares reports;

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

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- ! The techniques and methods of organization and operation as related to the overall supervision of a variety of building trades;
- ! The methods, processes, materials, equipment, tools, practices and standards used in the operation, maintenance, repair, alteration and construction activities of a variety of buildings, facilities and appurtenant equipment;
- ! Operation and maintenance requirements of heating, plumbing, air conditioning and refrigeration systems, electrical, elevators and other appurtenances in large buildings;
- ! Proper practices and procedures for workers' safety, including pertinent requirements of the California Occupational Safety and Health Act;
- ! State laws and City ordinances and codes applicable to building operation, maintenance, repair, alteration and construction.

A working knowledge of:

- ! Laws and regulations related to equal employment opportunity and affirmative action;
- ! Contract administration.

A general knowledge of:

- ! Architectural, structural, mechanical and electrical engineering principles applicable to building plans and specifications and the alteration and construction of large buildings sufficient to plan and direct the operation, maintenance, repair, alteration and construction of buildings and facilities and their equipment;
- ! City personnel rules, policies and procedures;
- ! Memoranda of understanding as they apply to subordinate personnel.

The ability to:

- ! Plan, direct, schedule, and inspect construction activities associated with the alteration and repair of buildings;
- ! Coordinate the work of several craft shops;
- ! Read and interpret plans and specifications and to estimate the personnel, materials, and time required for completion of shop fabrication;
- ! Plan work schedules to obtain the most efficient coordination of varied shop activities;
- ! Make recommendations for using new materials, improving methods and procedures, and adapting shop facilities for specialized operations;
- ! Determine the need for building repairs and alterations;
- ! Schedule maintenance and repairs required to maintain continuous, efficient operation of buildings and equipment;
- ! Deal tactfully and effectively with employees, City officials and the public.

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 depends 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.

Minimum Requirement:

Two years of full-time paid experience as a Building Maintenance District Supervisor, or in a class which is at least at that level which provides experience as a supervisor of full-time building craft supervisors in the contraction, or major alteration and repair of large commercial, industrial or governmental buildings and appurtenant equipment.

License: A valid California driver's license and a good driving record may be required prior to appointment.

As provided for in Section 109 of the City Charter, appointment to the class of Building Construction and Maintenance Superintendent is subject to a one year probationary period.

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 the duties and responsibilities of any position shall be.