

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

08/20/82

CONSTRUCTION AND MAINTENANCE SUPERVISOR, 3127

Summary of Duties: Supervises, through subordinate supervisors, field crews made up of craft and labor supervisors, journey-level workers, equipment operators, helpers, and laborers engaged in a variety of construction and maintenance work; and does related work.

Class Characteristics: A Construction and Maintenance Supervisor normally assists a Construction and Maintenance Superintendent in the direction of a major construction project or maintenance and construction program by supervising a portion of the work or an assigned district, or supervises a smaller project or program. Work assignments may be in the form of plans and specifications, and the Construction and Maintenance Supervisor is often required to determine personnel, material, and equipment needs. An employee of this class usually supervises, through subordinate supervisors, the work of several crews of journey-level workers and other employees. Construction and Maintenance Supervisor is distinguished from craft supervisor classes in that an employee in this class supervises a variety of work which may include any of the recognized crafts in the building and construction field, whereas, the craft supervisor supervises only one craft specialty. This class is distinguished from Construction and Maintenance Superintendent in that the latter supervises the work of several Construction and Maintenance Supervisors and other employees, and is responsible for directing work of a larger scope, variety, and difficulty.

Examples of Duties: Plans, lays out, assigns, and supervises through subordinate supervisors, coordinates, and inspects the work of a group of craft and labor supervisors, journey-level workers, equipment operators, helpers, laborers, and other employees engaged in a variety of construction and maintenance work; coordinates the work done by employees under direct supervision with that done under other supervisors on the same job;

Reads and interprets plans and specifications; confers with engineers and other supervisors to clarify or correct plan details; checks engineers' bills of material to see that sufficient materials and supplies have been ordered; estimates materials, supplies, personnel, and equipment needed to complete a job; orders construction and building materials as needed for delivery at a specific time; instructs workers in, and enforces safe practices; occasionally inspects contract work for conformance to plans and specifications; checks time cards; makes work reports;

Plans, supervises, coordinates, and inspects all types and phases of construction and maintenance work including excavation, form building and stripping, cutting, binding, and placing reinforcing steel, mixing and placing concrete, masonry, steel erection, earth and rock fill, marine repair, guniting, grading, blasting, equipment installation, and rough and finish carpentry, painting, plumbing, and similar building work in the construction, maintenance, and repair of nine lines, transmission lines, buildings, retaining walls and piers, culverts, drains, fences, tunnels, reservoirs, roads, harbor facilities, canals, conduits, aqueducts, and check dams; may supervise and assign the work of employees in a maintenance yard;

Supervises, within an assigned district, patrol of the aqueduct and its installations; control of water flow through the aqueduct and the spreading of surplus water operation and maintenance, of the aqueduct sanitation system; and the servicing, maintenance, and repair of automotive

and construction equipment; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Plan and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the practices, processes, and materials used in general building and construction, such as excavating, grading, paving, reinforced concrete and blockwall construction, tower footing, heavy foundation work, welding, steel erection, and plumbing; a good knowledge of crafts and trades employed in general construction in order to assign, supervise, and inspect their work, a good knowledge of the methods of interpreting designed construction plans; a good knowledge of the use and operation of construction equipment and machinery a good knowledge of proven practices and procedures for workers' safety, including the California Division of Industrial Safety Construction and Trench Construction Safety Orders; a working knowledge of laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of explosives as used in construction work; a general knowledge of first aid; a general knowledge of City personnel rules, policies, and procedures; a good knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to read and interpret plans and specifications and to estimate personnel, material, and equipment requirements for construction jobs; the ability to plan, lay out, supervise, coordinate, and inspect the work done by a, group of employees of various crafts and trades; the ability to keep routine records and make reports; the ability to act effectively in emergencies; and the ability to deal tactfully and effectively with employees and the public.

Two years of experience as a full supervisor level in charge of a crew doing construction work is required.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to five pounds and occasionally over 15 pounds; good sneaking and hearing ability; and good eyesight. Persons with handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

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.