

Summary of Duties: An Equipment Supervisor assigns, reviews and evaluates the work of employees engaged in the operation of construction equipment when excavating, backfilling, loading, compacting, and moving earth and other materials on construction, maintenance, or landfill monitoring projects. In this class an employee applies supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: An **Equipment Supervisor** is normally responsible for supervising employees who operate all earth moving and construction equipment on a project. On landfill projects, subordinates may be engaged in a variety of construction, maintenance and monitoring projects related to gas collection systems, flare system operation, hazardous materials, or work requiring respirator equipment. The work of this class is more specialized and less varied than that of a Construction and Maintenance Supervisor who is a second-level supervisor with responsibility for all phases of a construction or maintenance project. An Equipment Supervisor receives oral and written work assignments accompanied by construction plans, blueprints, maps, sketches, or specifications. The work may be at isolated locations and generally involves considerable hazard and exposure to the elements and materials found in landfills such as methane gas, condensate, and leachate. Equipment Supervisors, as bona fide supervisors are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Examples of Duties: An Equipment Supervisor:

- * Supervises Power Shovel Operators, Riggers, Compressor Operators, Equipment Operators, Truck Operators, helpers, and laborers who operate cranes, draglines, clamshells, gradealls, bulldozers, graders, loaders, trenchers, compactors, and other earth moving and construction equipment and mechanical attachments which are used to excavate, load, and move earth and other materials.
- * Subordinate employees also dig and backfill trenches.
- * Cut and grade roads, bridle paths, and firebreaks.
- * Prepare work and building sites.
- * Demolish buildings.
- * Cut, move, compact, and fill earth and rubbish on land reclamation projects.
- * Hoist and position equipment and structural elements.
- * Haul debris to disposal sites.
- * Performs other monitoring and construction and maintenance

tasks.

- * Works with engineers, consultants, surveyors or tenants in developing construction plans and schedules.
- * Plans and develops drainage channels and debris basins.
- * Inspects the work performed to ensure that plans are followed, and that grades and lines as indicated by survey stakes are maintained, and to determine project status.
- * Schedules earthwork operations, estimates costs of proposed work.
- * Requisitions necessary equipment and personnel.
- * Prepares and maintains daily work records and reports including time, equipment or environmental records.
- * Coordinates the transportation of equipment to job locations and inspects equipment for maintenance and efficient operation.
- * Enforces safety regulations.
- * Identifies work hazards.
- * Renders first aid.
- * Notes earth formation changes disclosed by excavation and recommends changes in slope, shoring, compaction, drainage or other requirements.
- * Supervises the installation of corrugated drain pipe, irrigation pipe, PVC pipe and polyethylene pipe.
- * Communicates equal employment and affirmative action information to employees.
- * Applies job related criteria in selecting, orienting, assigning, training, counselling, evaluating, and disciplining subordinates.
- * Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

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 functions and operating and maintenance requirements of mobile earth moving and construction equipment.
- * Safety procedures and regulations related to the operation of earth moving and construction equipment.
- * Boom structure, crane capacities, mechanical characteristics of hoisting equipment and the load bearing capacities of soil.
- * Gas flow rates, condensate collection and discharge systems.
- * Drainage methods for controlling erosion and water runoff.
- * The utilization of pumping equipment.
- * Methods and practices in earthwork, including the interpretation of grading plans and specifications.
- * Equipment scheduling.
- * The regulations governing the operation of boom type vehicles and heavy truck trailer combinations on streets.
- * Rigging practices.

- * Identifying, handling, transporting and disposing of hazardous waste.
- * Sound supervisory principles and practices including: planning, delegating, and controlling the work of subordinates.
- * Techniques of training, instructing, and evaluating subordinate work performance.
- * Techniques for counseling, disciplining, and motivating subordinate personnel.
- * Grievance handling.
- * Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program.

A working knowledge of:

- * First aid methods related to construction and land reclamation sites.
- * Southern California Air Quality Management Department regulations related to landfill operation and methods of compliance.
- * The laws and regulations related to equal employment opportunity and affirmative action.
- * Memoranda of Understanding as they apply to subordinate personnel.

A general knowledge of:

- * Concrete work including forming and debris basin lining.
- * Asphalt work.
- * Trench work including shoring and related safety measures.
- * City personnel rules, policies and procedures.

The ability to:

- * Understand and follow grading plans, specifications, blueprints, maps, and oral and written instructions.
- * Interpret grades as indicated by surveyor's stakes.
- * Determine equipment requirements and estimate job costs.
- * Prepare and maintain a variety of records and reports.
- * Work with a variety of City employees, contractors, engineers, harbor tenants, political and civic organizations and other members of the public.
- * Establish and maintain a work environment to enhance both employee morale and productivity.
- * Apply sound supervisory principles and techniques.
- * Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Minimum Requirements:

Four years of journey level experience in operating heavy construction equipment, including experience on both shovels and cranes, or similar equipment and on other heavy earth moving equipment is required.

Licenses: A valid California driver's license and a valid Equipment Operator's license issued by the Los Angeles City Department of Building and Safety with endorsements for operating both rubber-tired and track-type tractors and for operating type A power cranes or stationary hoists are required. Some of the positions in the class may require an endorsement for operating a hydrocrane.

Physical requirements:

Strength to lift, move, and carry tools, lubricant containers, and pipe sections with an average weight of up to 15 pounds and occasionally over 25 pounds and to walk and stand frequently; good eyesight and depth perception.

Those with medical limitations may be able to perform the duties of this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

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 all of the duties and responsibilities of any position shall be.