

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

8/21/92 UNDERGROUND DISTRIBUTION CONSTRUCTION SUPERVISOR, 3814

Summary of Duties: Constructs, maintains, and repairs underground ducts, maintenance holes, and vaults; or supervises such work; may assign, review, and evaluate the work of subordinates; or plans, organizes and directs the work of subordinates; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: An Underground Distribution Construction Supervisor is responsible for a crew of Underground Distribution Construction Mechanics and other employees involved in building or maintaining an underground conduit system. However, an employee of this class may be assigned to a non-supervisory position that involves marking the location of underground facilities for contractor's excavations in public streets or inspecting street excavation work to prevent damage to, or interference with, other underground installations. Assignments are received in the form of job orders or by phone, and definite standard blueprints are used in the work. A Senior Underground Distribution Construction Supervisor checks the work for progress and conformance with accepted standards, but the Underground Distribution Construction Supervisor has the responsibility for the details necessary for the completion of each project. As bona fide supervisors, incumbents in the class of Underground Distribution construction Supervisor are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Example of Duties:

- Assigns, reviews, evaluates, and may participate in the work of a group of Underground Distribution Construction Mechanics and other employees engaged in building or maintaining an underground conduit system;
- Lays out work according to diagrams and blueprints;
- Makes minor deviations from plans during construction and confers with supervisors or design engineers regarding major deviations necessary for the economical and practical completion of the work;
- Directs and assists employees engaged in operating a variety of equipment such as compressors, skipladders, trenchers, backhoes, and other earth moving equipment;
- May direct the ordering, storing, issuing, repairing, and inventorying of tools used in underground construction and maintenance work;
- May check street excavation work of City departments, utilities, and private contractors to prevent interference with or damage to the substructures of other agencies and to those of the City;
- May meet with representatives of other departments and agencies for a reciprocal exchange of information relative to the location of substructures in the path of street

- excavation work in progress or contemplated;
- Prepares reports of work activities;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program;
- May be occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- Hazards of working in and around maintenance holes, vaults, and excavations, and the proper placing of approved warning devices;
- Methods, materials, and tools used in performing rough carpentry, form building and installation, excavation and cement work for the construction maintenance, or repair of underground ducts, maintenance holes and vaults;
- Standardized types of plans for the construction of underground vaults, maintenance holes, and conduit lines;
- Uses and limitations of the principle materials used in the construction of such underground structures;
- Safety regulations and practices and the electrical codes related to underground construction;
- Use of compressors, pneumatic tools, cement makers, power hoists, skiploaders, gradealls, trenchers, clamshells, and other underground construction equipment;
- Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- Techniques of training, instructing and evaluation of subordinate work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;

A working knowledge of:

- General construction methods and practices;
- Memoranda of Understanding as they relate to subordinate personnel;

A general knowledge of:

- City personnel rules, policies, and procedures.

Ability to:

- Follow written and oral instructions and make routine reports;
- Read and interpret plans and diagrams related to non-electrical phases of underground construction;
- Plan, schedule, layout, and supervise the work of a group of laborers and semi skilled workers;
- Prepare routine records, materials requisitions, and progress and other reports;
- Establish and maintain a work environment to enhance both employee morale and productivity.

Requirements: Four years of field experience as an Underground Distribution Construction Mechanic or in a class at that level performing work in the construction, maintenance, and repair of underground electrical conduits, maintenance holes, and vaults.

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

Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling to an unusual extent; and good speaking and hearing ability; and good eyesight.

Because the class of Underground Distribution Construction Mechanic has been designated as Safety Sensitive in accordance with City policy, a drug and alcohol screening test may be required prior to appointment.

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 depend, 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.

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, responsibilities, and required qualifications of any position shall be.