



CLASS SPECIFICATION

**9/8/2011 STREET LIGHTING CONSTRUCTION AND MAINTENANCE
SUPERINTENDENT, 3820**

Summary of Duties: Manages the activities of the Field Operations Division of the Bureau of Street Lighting, Department of Public Works; and does related work.

Distinguishing Features: Under the general administrative direction of the Director and Assistant Director, Bureau of Street Lighting, a Street Lighting Construction and Maintenance Superintendent oversees a major division of the Bureau that is responsible for the implementation of the Light-Emitting Diode (LED) conversion program, the systems conversion program, new construction projects, and the maintenance and repair of the entire City's street lighting system. This position is accountable for the quantity and quality of work and productivity of the Division as well as the achievement of the Division's objectives consistent with the Bureau's goals, and has close contact with the public, City Council and Mayoral offices. The class of Street Lighting Construction and Maintenance Superintendent differs from other classes in the Street Lighting Electrician Supervisor series in that it has direct responsibility for all operational, warehousing, personnel, administrative, fiscal and policy matters affecting Street Lighting field operations.

Example of Duties:

- Directs the City-wide street lighting construction and repair program;
- Directs through subordinate supervisors the inspection, removal, repair, and replacement of damaged or defective electroliers, fixtures, equipment, and wiring;
- Directs the conversion and replacement of older model street lighting lamps to Light-Emitting Diodes (LED) fixtures;
- Directs the construction and installation of new or modified electrolier intersection lighting associated with certain projects of other agencies;
- Investigates and directs the relocation of electroliers;
- Assists in the equipment evaluation and testing activities of the Bureau of Street Lighting;
- Coordinates the field work of the Bureau with that of other bureaus and departments;
- Coordinates the Bureau's Storm Water Pollution Prevention Program (SWPPP);
- Submits preliminary budgets and various reports on the field activities of the Bureau;
- Manages the use and the purchase of vehicles, tools and equipment, and materials used in the field, shops, and yards;
- Communicates equal employment opportunity information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;

- Coordinates and manages the Bureau's emergency operation program;
- Oversees multiple work shifts;
- Manages field facilities; and
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Knowledge of:

- Methods, processes, tools, equipment, and materials used in the construction and repair of electrolier street lighting systems;
- State and City laws and regulations relating to safety principles and practices including safety devices necessary in working on street lighting systems and in proximity to energized circuits and equipment;
- The interpretation and analysis of plans and specifications pertaining to the construction, reconstruction, and repair of street lighting systems;
- Practical application of the principles of electricity to the circuits and equipment used in the construction, reconstruction and maintenance of electrolier street lighting systems;
- Fiscal management principles and techniques for budget preparation;
- City personnel rules, policies and procedures; and
- Memoranda of Understanding as they apply to subordinate personnel.

Ability to:

- Determine personnel, equipment, and material requirements as well as plan, direct, and evaluate the work of several crews;
- Accurately assess situations with minimal guidance and respond to a wide range of complex situations using sound judgment and decision making skills;
- Prepare progress and cost reports and direct the maintenance of adequate records;
- Write narrative material such as letters, memos and reports on matters such as budget recommendations and other issues in relation to the work methods and procedures of the Field Operations Division;
- Deal tactfully and effectively with subordinates, City officials, other government and private agencies, and the public; and
- Apply supervisory principles and techniques.

Requirements:

Four years of full-time paid experience in construction, installation, maintenance or repair work at the level of Street Lighting Electrician Supervisor.

Appointment to the position in this class is subject to a one year probationary period as provided by Section 1011(a) of the Los Angeles City Charter and Section 5.26 of the Rules of the Board of Civil Service Commissioners.

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

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds, also good hearing and speaking ability and good eyesight.

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.

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.