

Construction and Maintenance Superintendent 2024

Task List

1. Plans, organizes, directs, inspects and coordinates, through subordinate supervisors, the activities of a large group of craft employers engaged in the construction and maintenance of the City of Los Angeles facilities and structures including:
 - a. Patrolling operations, maintenance, and constructions of aqueducts including waterways, wells, pumps, and related structures.
 - b. Steam and hydro-electric operating plants, receiving and distribution stations, dams, tunnels, penstocks, warehouse equipment and machinery foundations and transmission lines.
 - c. Operation and storage, servicing, repair, overhaul, and maintenance of automotive construction and pumping equipment.
2. Reviews, studies, and analyzes construction drawings, specifications, bills of materials, subordinate reports, and related documents in order to be familiar with aspects of each job and to anticipate difficulties which may arise in connection with specific assignments of subordinates.
3. Collaborates with subordinates on the quantities of materials and equipment to ensure they coincide with each job requirements. Additionally, reviews supply of materials periodically and confers with suppliers as necessary to secure satisfactory delivery service.
4. Determines the type and kind of construction equipment necessary for specific projects and arranges for obtaining such equipment at the proper time.
5. Determines workforce needs for specific projects and requisitions new or additional personnel needed to maintain working forces at proper size and composition based on project needs.
6. Inspects work sites, observes project progress, organization, and supervision, the condition of employee morale, site hazards, and confers with subordinate supervisors regarding actions necessary to correct faulty conditions.
7. Directs the enforcement of Department safety rules, Industrial Accident Commission Code requirements, Cal/OSHA, Fed/OSHA, and General Construction Safety Orders to ensure safety as a priority and reduce equipment, material, and personnel losses.
8. Confers with management, engineers, representatives of outside agencies, and other technical and administrative personnel in developing and modifying construction plans, designs, estimates, specifications and schedules in order to complete projects in a cost-effective manner.

9. Prepares progress reports, tabulations of personnel and equipment time and overtime, reports, and reports on construction problems as they arise to department management.
10. Investigates and discusses work-related issues with union representatives to resolve issues or grievances or provide recommendations to management.
11. Ensures oversight for the safe operation and maintenance of various construction equipment.
12. Fulfills supervisory responsibilities, including Equal Employment Opportunity responsibilities to ensure the workplace is free of any discrimination and harassment.
13. Administers effective, sustainable disciplinary personnel actions to ensure compliance with City of Los Angeles policies.
14. Participates in joint labor management committees using mutual gains bargaining techniques to address workplace issues.