



THE CITY OF LOS ANGELES

08/11/2011

Class Specification PORT MAINTENANCE SUPERVISOR, 3128

<u>Summary of Duties:</u> Directly supervises a labor and maintenance crew performing construction and maintenance activities on Port properties, marine terminals, piers, marinas, wharves, beaches and waterways; applies supervisory principles and techniques in building and maintaining an effective workforce; fulfills equal employment opportunity responsibilities; and performs related work.

<u>Distinguishing Features:</u> Employees in this class are normally responsible for the efficient maintenance of port properties. This involves the effective utilization of employees in several operations, craft, maintenance, and custodial activities. Employees may be assigned to work nights and weekends. Assignments are normally received in terms of desired objectives through established policies and procedures.

A Port Maintenance Supervisor is distinguished from a Labor Supervisor in that an employee of this class does not supervise truck and equipment operators. Persons in this class however, supervise custodial crews that are assigned to the terminals. A Port Maintenance Supervisor does not supervise new construction, nor would he/she supervise the maintenance and operation of aqueducts, canals, reservoirs, water control structures, water spreading equipment, pipelines, or other water system equipment and facilities. Instead a Port Maintenance Supervisor would be tasked with supervising a custodial crew in cleaning and maintaining Harbor waterways, railroad tracks, and open lots in and around the marine environment.

Examples of Duties:

- Plans, assigns, directs, coordinates, and evaluates the work of semi-skilled, labor, and custodial employees engaged in a variety of custodial, construction and maintenance activities in a marine environment, which includes custodial services, cleaning Harbor waterways, cleaning and scrapping boats and barges, maintaining railroad tracks and switch gears, land clean-up, and weed abatement;
- Placing ship moorings, camels, and fender logs for berthing;
- Coordinates the set-up of facilities for large and small Port events and coordinates with the Director of Corporate Communications;
- Inspects facilities and equipment for maintenance and repair requirements;
- Investigates complaints from tenants, employees, and the public concerning terminal and port facility conditions;
- Estimates and requisitions materials as needed to complete assigned tasks;
- Conducts safety meetings, enforces all safety regulations, and enforces the use of personal protective equipment;

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- Prepares standard reports related to work completed, materials used and supplies needed;
- Initiates City stores, petty cash, and procurement card purchases;
- Prepares timesheets, daily work orders, purchase orders, sub purchase orders, workers compensation claim forms, and budget appropriation requests; and
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

Knowledge of:

- Methods, equipment, and materials used in the construction, maintenance, and repair of marine terminal facilities including wharves, piers, warehouses, buildings and waterways;
- Layout and location of port facilities and terminals;
- Safety codes pertaining to construction and maintenance of marine terminal facilities;
- Regulations regarding the safe operation of boats and other equipment on waterways;
- Budgeting for equipment and cost estimation procedures;
- Techniques of training, counseling, evaluating, and disciplining subordinates;
- Memorandum of Understanding as they relate to subordinate personnel; and
- Supervisory principles and practices including equal employment opportunity responsibilities.

Ability to:

- Read and interpret schematics, plans, and specifications pertaining to port maintenance activities;
- Analyze problems related to port maintenance activities;
- Supervise labor and maintenance crews performing a variety of port construction and maintenance activities;
- Communicate orally and in writing in a clear and effective manner;
- Deal tactfully and effectively with City officials, Transportation Security Administration officials, employees, and the public;
- Operate a personal computer to input data into a Computerized Maintenance Management System and generate written reports; and
- Fulfill supervisory equal employment opportunity responsibilities as indicated in the City's Equal Employment Opportunity program.

Requirements:

- 1. Four years of full-time paid experience as a manual laborer in construction or maintenance of marine terminal facilities; or
- 2. Two years of full-time paid experience as a semi-skilled worker or a leader of a crew of manual laborers in construction or maintenance of marine terminal facilities.

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Conditions of Employment:

- 1. Completion of the United States Coast Guard Boating Skills and Seamanship class is required, and will be provided on the job.
- 2. Must obtain a Transportation Workers Identification Card (TWIC) prior to completing probation.
- 3. Must obtain a US Customs Security Clearance prior to completing probation.
- 4. Certain positions may require a Class B Commercial Driver's License prior to completing probation.

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 that the duties and responsibilities of any position shall be.