

Assistant Deputy Superintendent of Building - 4219 Task List

Program Responsibility

1. Directs or assists engineers, inspectors, clerical and professional staff in managing the activities of a bureau, division, or district office, which is responsible for plan checking, inspecting and enforcing City and State ordinances, laws, and codes related to building, structural, zoning, grading, disabled accessibility, green, electrical, plumbing, heating, refrigeration, ventilation, air conditioning, fire life safety, elevator, and pressure vessel designs, specifications, installations, and equipment for new and existing structures in order to ensure compliance with the Los Angeles Building Codes, City, County and State ordinances, policies, and procedures.
2. Develops policies and procedures, such as the Los Angeles Department of Building and Safety (LADBS) Information Bulletins and Standard Operating Procedures, to ensure a uniform application of the Building Codes, ordinances, policies, and procedures for staff and the public.
3. Identifies and makes recommendations for management and staff on policies, reorganization and problems pertaining to the application of the Building Codes sufficient to resolve organizational and administrative challenges.
4. Reviews, evaluates, and prepares or directs the preparation of a variety of administrative and technical reports, such as department metrics, operational directives, budget proposals and requests, and correspondence to elected officials, other agencies and the public, in order to monitor and report on department affairs.
5. Provides technical assistance to subordinate engineers, inspectors, staff members and other stakeholders on complicated matters in order to clarify uniform application of the Building Codes.

Safety Focus

6. Prepares and coordinates emergency management and possible response efforts, primarily related to building damage assessment, including developing and maintaining information technologies and managing division resources, in order to ensure public safety.

Community Relations

7. Advises, through phone calls, meetings and/or memoranda, other City departments, agencies or businesses associated to or within the building industry, property owners, and the general public on matters within the jurisdiction of the specific bureau assigned in order to ensure uniform application of the Building Codes.
8. Acts on the behalf of an absent Deputy Superintendent of Building by representing Deputy Superintendent of Building at Management meetings, City Council, and supervises the subordinate staff of the Deputy Superintendent of Building.
9. Represents the Department of Building and Safety (LADBS) when appearing before the City Council, Department commissions, industry, and community groups in order to communicate a department policy or position on a particular matter.

Supervision

10. Handles staffing and personnel issues, such as job assignments, maintaining schedules, and discipline and grievances, by applying applicable Personnel Policies and applicable Memorandum of Understanding provisions in order to comply with supervisory obligations and motivate and manage an effective team.
11. Develops trained and motivated staff members and establishes a positive working environment for staff by applying Equal Employment Opportunity principles and holding regular staff meetings and training sessions in order to ensure an effective and productive team.

Process Improvement

12. Plans, initiates, and implements new programs, policies, procedures, and other operational improvements in order to achieve more effective and efficient operations.