

BUILDING CONSTRUCTION & MAINTENANCE GENERAL SUPERINTENDENT  
(CLASS CODE 3194)

Task List – 2020

**PROGRAM RESPONSIBILITY**

1. Implements programs and policies consistent with codes and ordinances, such as the Los Angeles Building Code, the California Uniform Building Code, California Code of Regulations Title 24, American Disability Act (ADA), and the National Electric Code (NEC), in order to ensure efficient and safe operation of public buildings throughout the City, including when performing maintenance, upgrades, and renovations.
2. Plans and directs work of building trade supervisors, journey-level workers, helpers, and operating personnel related to preventative maintenance, emergency repairs, and construction activities through subordinate building superintendents, construction and maintenance supervisors, and district supervisors in order to ensure work for all public buildings and facilities under the control of the General Services Department is successfully coordinated and completed.
3. Standardizes procedures for administering construction jobs and performing preventative maintenance and repair of building facilities in order to extend the lifecycle of equipment and to ensure that all projects are completed consistent with the City of Los Angeles Building Codes.
4. Proposes budget projections for Building Maintenance divisions, including district operation, central shops, and capital projects, in order to ensure adequate funding to meet the proposed needs of the division.
5. Plans Construction Division projects based on budgetary reports, including scopes of work, cost estimates, and funding requests, in order to make decisions that meet the construction needs of client departments.
6. Assigns and evaluates the development of in-service training and safety programs to subordinate staff, including superintendents and supervisors, in order to maximize performance and productivity and ensure employee safety.

## **SUPERVISION**

7. Applies the principles of Equal Employment Opportunity (EEO) through the promotion of a positive work environment through training, discussion and monitoring of the employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation in order to take appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
8. Discusses completed work with employees such as subordinate superintendents and supervisors, including quantity and quality, timeliness, and problems encountered, and provides verbal and/or written feedback in order to provide recognition of good/poor performance and to coach them for effective performance of current and future assignments.
9. Evaluates employees in areas relevant to the job, performs employee evaluations and completes documentation, and discusses evaluations with the employee in order to provide feedback, identify developmental needs, and prepare employee for career advancement opportunities.
10. Communicates information to employees orally and in writing, including information from management on items such as policy changes or department objectives and priorities including, but not limited to, interpretations of City policies or memorandums of understanding (MOU), Executive Directives (ED), such as updated safety information, and training and promotional opportunities.
11. Communicates activities of unit with other supervisors and/or staff and informs management of completed work activities, deviations from planned work, and/or employee suggestions and concerns in order to ensure everyone is informed of work activities including project status.
12. Counsels employees, including subordinate supervisors, on personnel issues such as rule infractions or inappropriate conduct and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.