

TASK LIST-WATERWORKS MECHANIC SUPERVISOR  
(CLASS CODE 3987)

1. Writes job descriptions and/or develops performance standards for quantity of work such as number of studies completed, reports written, complaints received, and/or items inspected, and/or quality of work such as work products produced and/or repairs made in order to inform employees of job expectations.
2. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, and procedures, and benefits.
3. Trains employees by explaining and demonstrating work procedures and then observing employee performance to ensure employees are properly trained and to determine additional training needs; provides safety and/or other specialized training to staff and/or other employees.
4. Reads engineering drawings, installation manuals, safety manuals, written instructions, computerized or written work orders in order to interpret procedures and directions.
5. Plans work of unit, assuring priority assignments are handled first; considers assignments in terms of content, difficulty, safety, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
6. Plans, coordinates and presents safety meetings and training classes including scheduling topics, preparing computerized presentations, arranging for outside vendors, and reserving location and equipment in order to relay safety information to crews according to OSHA mandates.
7. Arranges employee fire fighting demonstrations with LAFD in order to prepare employees for hazards in accordance with standard safety code.
8. Facilitates employees' work by ensuring necessary resources (e.g., tools, equipment, manuals, work area) are available, recommending use of efficient and effective procedures, and answering questions.
9. Determines equipment needed such as backhoe, loader, bulldozers, and cranes, in order to trench, grade, or install well drilling equipment such as drilling rig, and to instruct equipment operator on site location and installation procedures.
10. Determines proper lifting devices and appurtenances such as slings, shackles, hooks, and eyebolts, to match lifting requirements.

11. Determines type of mobile hoisting equipment needed for activity such as crane, grade-all, pitman and gallions, in order to safely move materials and machinery with regards to size and location of lifting operation.
12. Compares governing dimensions shown on drawings to actual work completed in order to assure proper installation.
13. Observes employee performance, reviews work of employees, and monitors job progress in order to ensure safe and timely completion of work and that its quantity and quality are consistent with standards; makes adjustments as needed to work in progress.
14. Directs equipment operators using verbal or hand signals in order to specify where and how deep to dig, disposal of spoils, use of crane to locate codes and ordinances.
15. Directs support personnel such as welders, plumbers, electricians, structural steel workers, enamellers, and painters in order to coordinate their activities with overall job assignment.
16. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
17. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and discusses evaluations with the employee in order to provide positive and negative feedback and identify developmental needs.
18. Conveys information to employees orally or in writing, including information from management such as policy changes or department objectives, interpretations of City policies or MOU's, updated safety information, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate; discusses and coordinates activities of unit with other supervisors and/or other staff; and documents and informs management of completed work activities, deviations from planned work, concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.
19. Receives verbal instructions from supervisor, engineers and other personnel regarding drawings, blueprints or written orders in order to determine adequate procedures and coordinate assignments.

20. Confers with engineers or personnel from other groups support personnel on matters pertaining to blueprints, sketches, schematics, manufacturer's bulletins, interpolations, tests, calculations and other data, in order to discuss procedure to complete job.
21. Interviews job candidates; applies the principles of Equal Employment Opportunity; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
22. Enforces safety and working rules such as confined entry, personal protective equipment, MSDS, hand signals, sling safety and lifting techniques using safety reminders, supervisory feedback, Notice to Correct Deficiencies, and disciplinary process according to Department and OSHA policies.
23. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.
24. Records entries in safety logs such as supervisory feedback, MSDS, equipment and vehicle inspection in order to document safety related activities as required by OSHA.
25. Writes reports such as daily work reports, job status reports, meter accuracy reports, maintenance logs, information for engineers, and supervisor reports in order to document job activities.
26. Fills out reports such as time sheets, requisitions, daily location reports and CAL OSHA required reports, in order to document required information.
27. Estimates/determines supplies, equipment, and staffing needs to complete assigned work; procures it within the organization or via contract; considers future equipment and staffing needs in order to assist in budget preparation.
28. Requests, through purchasing department or the storekeeper, outside sand blasting personnel, painters, Electrical Repair Service, Mechanical Repair Service and other support personnel, through a computerized system, verbally and through written requisitions, in order to have them available to perform necessary tasks.