

Summary of Duties : Assigns, directs, reviews, and evaluates the work of employees engaged in the maintenance, repair, and nonstructural alteration of buildings, grounds, and appurtenant equipment; applies supervisory principles and techniques in building and maintaining an effective workforce; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features : A Building Repair Supervisor directs craft workers, custodians, gardeners, and other employees carrying out a substantial part of a major maintenance and repair program involving a large number of employees, whereas a Building Maintenance Superintendent is usually responsible for the overall program. The work to be done is determined by the Building Repair Supervisor through inspections, requests submitted by other sections, or by oral and written orders from supervisors. Employees in this class may act as lead worker to other Building Repair Supervisors.

Employees in this class are distinguished from such classes as Principal Building Operating Engineer and Steam Plant Maintenance Supervisor in that the latter classes are principally involved in directing the operation and maintenance of high pressure boilers or maintaining and repairing specialized equipment in a steam electric generating plant. The work of a Building Repair Supervisor is distinguished from a craft supervisor in that an employee in the former class supervises employees in a variety of different journey level crafts and numerous other employees engaged in many phases of building maintenance and repair work.

Incumbents in the class of Building Repair Supervisor, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance, and approval of time off requests.

Examples of Duties : Inspects buildings and appurtenant equipment for conditions requiring maintenance and repair work, including carpentry, electrical, elevator, air-conditioning, painting, plumbing, plastering, and masonry; assigns specific duties to appropriate craft, maintenance or repair workers; inspects work for conformance to Building Code requirements, acceptable standards, plans, and blueprints;

Supervises and instructs several craft workers and helpers engaged in such duties as: constructing, installing, and repairing partitions, shelves, and office furniture; refinishing floors; installing and repairing doors, door and window checks, locks, venetian blinds, windows, screens, and soap and towel dispensers; repairing and replacing roofs; painting and refinishing furniture, building equipment, and building interiors and exteriors; repairing and

patching concrete floors, walks, foundations, water channels, and paving; laying or replacing small paved or carpeted areas and walks; patching and replacing plaster; repairing and adjusting pipe systems, process piping, sanitary plumbing, plumbing fixtures, fire protective equipment, and backflow devices; welding, as required in repairing steel furniture and installing steel partitions; doing all types of electrical and air-conditioning work; woodframe construction for remodeling projects; and custodial maintenance of buildings and grounds;

May supervise or assist in supervising the operation and maintenance of a heating plant, air cooling, and air-conditioning equipment in a building, including blowers and appurtenant equipment; makes recommendations for purchases of material and equipment for use in building and grounds maintenance and repair; reviews and approves reports of work completed, as well as requests for material and equipment;

Investigates complaints and requests for building and field support services and makes investigations of work needed in order to properly develop, schedule and prioritize work required; confers with representatives of tenant departments and prepares recommendations and cost estimates for repair work and improvements reflecting material, manpower, and scheduling; may prepare contract specifications; may review and inspect the work of contractors for conformance to plans and specifications; maintains and directs the maintenance of records of work projects, costs, and related reports; arranges working schedules; prepares both standard and detailed narrative reports related to work completed, materials used, and supplies needed; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative action Program; enforces the application of safety codes and regulations; may act as second level supervisor in latter's absence; and may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the methods, standards, and equipment used in the operation, inspection, preventive maintenance, and repair of buildings and appurtenant equipment; a good knowledge of the materials and crafts commonly used in building repair; a good knowledge of the hazards involved and applicable safety precautions in all phases of building repair work, and pertinent provisions of the Safety Orders of the California Division of Industrial Safety; a good knowledge of the Los Angeles City Building Code; a good knowledge of supervisory principles and practices including: planning, delegating and controlling the work of subordinates; a good knowledge of techniques of training, instructing and evaluation of subordinate work performance; a good knowledge of techniques for counseling, disciplining, and motivating subordinate personnel; a good knowledge of the procedures for grievance handling; a good knowledge of

effective safety principles and practices; a working knowledge of the ordinances and codes applicable to the repair and maintenance of building equipment, including electrical, air-conditioning, and heating equipment; a general knowledge of the materials and methods used in building custodial service and grounds maintenance; a working knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures; a general knowledge of the materials and methods used in building custodial service and grounds maintenance; a general knowledge of applicable Environmental Protection Agency related laws and regulations.

The ability to inspect buildings and equipment to determine maintenance and repair needs; the ability to prepare cost estimates and recommendations for building repair; the ability to plan, lay out, assign, coordinate, and supervise the work of subordinate supervisors and employees; the ability to communicate clearly and accurately, both orally and in writing; the ability to deal tactfully and effectively with employees, private contractors, and the public; the ability to prepare specifications for building maintenance and repair materials; the ability to prepare recommendations and cost estimates for major repair work and for improvements in building and grounds maintenance and repair methods and procedures; the ability to inspect the work of contractors for conformance to plans and specifications; the ability to establish and maintain a work environment to enhance both employee morale and productivity; the ability to apply supervisory principles and techniques; and the ability to fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Four years of experience as a Building Repairer or in a class which is at least at the level which provides experience in building maintenance and repair work is required for Building Repair Supervisor.

License : A valid California driver's license and a good driving record are required.

Physical Requirements : Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's 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 what the duties and responsibilities of any position shall be.