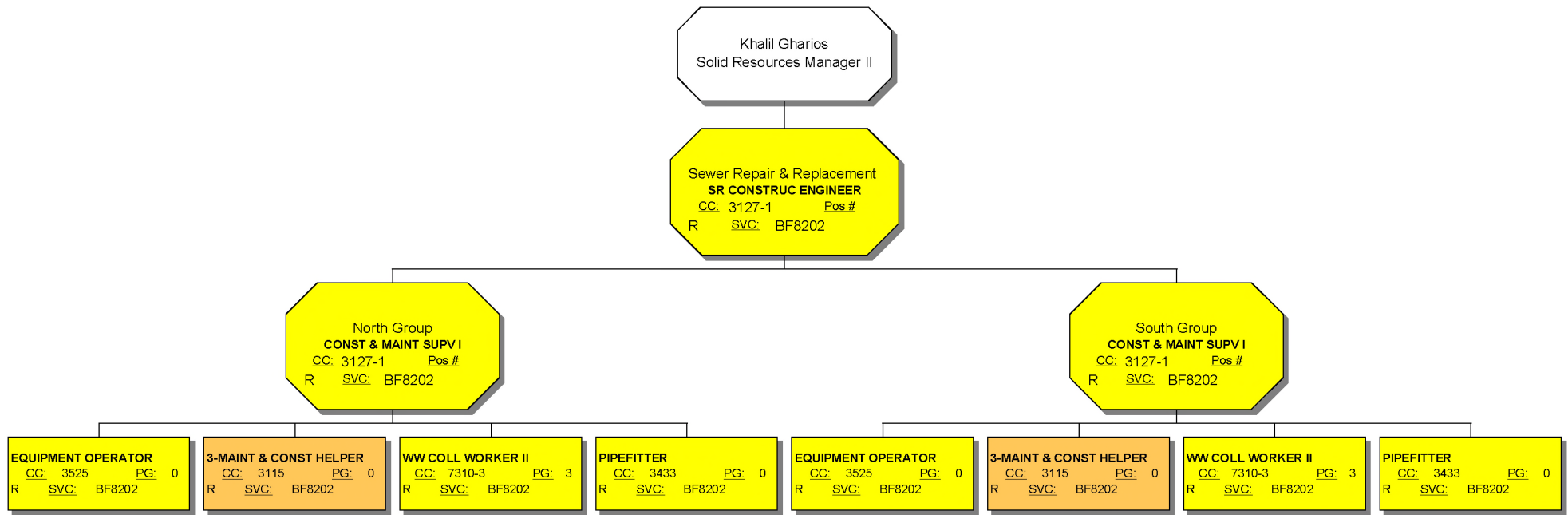


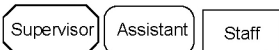


FY 2019-20 Sewer Repair & Replacement Section
Proposed Org Chart

Solid Resources Processing and Construction Division



Legends



Light Orange = MULTIPLE
Yellow = PROPOSED/CHANGED Position

Sky Blue = VACANT Position

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Maintenance & Construction Helper 3115-0	3. Present Salary or Wage Rate: \$52,681
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4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared: 05/21/2019
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5. Location of office or place of work: Lopez Canyon Landfill 11950 Lopez Canyon Road Lake View Terrace, CA	6. Name of Department: PUBLIC WORKS/LASAN Division: SRPCD Section: Lopez Canyon Divisional Reference ID#: 7011
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7. Name and title of the person from whom you ordinarily receive instruction and who supervises or reviews your work:

Name: _____ Title: Construction and Maintenance Supervisor

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of you time and then describe the duties that infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
85%	Perform a variety of manual tasks in construction, maintenance and repair activities related to sanitary sewers. Duties will includes moving and placing materials and equipment; assists in sewer lines cleaning and repair, laying out and installing traffic signal, heats and sprays asphalt for bonding new to old street surfaces, cut and remove roots along with other debris from sewer lines. Also, assist equipment operator with the operation of high pressure sewer cleaner (jetter), vac-truck and various attachments, rodder, trenchless rehab system, front end loader, excavator, dump truck, sludge spreader, flushing tanker, air compressor, jackhammer, and concrete saw.
10%	Attend specialized training courses for certification on respiratory safety, trenching, piping, sewers, equipment operation(s). Use and maintain safety equipment and personal protective equipment (PPE), and determine appropriate safety equipment and PPE per assigned task.
5%	Attend meetings and report information pertaining to sewer projects or other construction tasks.

9. How long have the duties been substantially as described above?
NEW
10. List any machinery or equipment operated and any unusual or hazardous working conditions.
While performing various duties, may assists in operating sewer equipment and power tools, in close proximity to sewage. Sewage discharge may release vapors and other contaminants.
11. Percent of time spent supervising (training and evaluation employees, assigning and reviewing work).
0%
12. Indicate the number of employees supervised by class title.
None.
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described
Duties and responsibilities are accurately and sufficiently described.
15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
Work assignments are usually oral, but are written on occasion. Direct supervision is frequent
16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
(a) Education (include specific matter). (b) Experience (type and length: list appropriate City classes, if any).
(a) None.
(b) One year full paid experience as a Maintenance Laborer or one year paid experience in construction, grounds maintenance or craft work.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities to do this job.

<input checked="" type="checkbox"/> Strength to: <u> x </u> Lift <u> x </u> Push <u> x </u> pull		Hours
Average weight <u> 5 </u>	SPECIAL NEED FOR:	per
Heaviest weight <u> 70+ </u>	<input checked="" type="checkbox"/> Vision to read fine print/numbers	week
<input checked="" type="checkbox"/> Climbing (stairs, ladders, poles)	<input checked="" type="checkbox"/> Hearing, for telephones/alarms	<u> 40 </u>
How far <u> 20' </u>	<input checked="" type="checkbox"/> Balance, for working heights	<u> 40 </u>
<input checked="" type="checkbox"/> Face severe working conditions	Other/Explain:	<u> 40 </u>
Outdoors <u> X </u> on/near water		

EXTENSIVE USE OF:	Hours
<input checked="" type="checkbox"/> Legs, for walking/standing	per
<input checked="" type="checkbox"/> Hands and fingers	week
<input checked="" type="checkbox"/> Back, for strenuous labor	<u> 40 </u>

Other/Explain:

Other Explain:

- (a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.
Must wear personal protection safety equipment.

18. RESPONSIBILITIES.

- (a) Policy and Methods: Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any and approval by higher authority required.
Employee must understand and comply with safety policies, but is not responsible for enforcement.
- (b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.
Must have good working knowledge of construction duties, hand and power tool usage, mixing and storing materials.
- (c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities or for planning or engineering in connection with the same: indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.
Good knowledge of functions and operating and maintenance requirements of construction equipment and machinery.
- (d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month. N/A
Is position bonded? no ; amount of bond **\$ 0**
- (e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Frequent contact with other employees, supervisors and superintendents.
- (f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto
Keeps work records and reports hazards and unsafe conditions to supervisors. Keeps time and equipment records, responsible for accurate reporting and maintenance of sewer lines,

Signature of the immediate supervisor: _____ Date: _____

Class Title: Equipment Supervisor Extension: _____

Signature of Department Head: _____ Date: _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described
Duties and responsibilities are accurately and sufficiently described.
15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
Supervision will consist of instructions or direction, verbal or written, and occasional follow-up of work at necessary intervals. Work is subject to review in terms of adherence to policy, soundness of judgment and results attained.
16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
(a) Education (include specific matter). (b) Experience (type and length: list appropriate City classes, if any).
(a) Knowledge of building and construction work, crafts and trades employed in general construction, use of construction equipment and machinery, proper practices and procedures for workers safety including State and City regulations.
(b) Two years full time paid journey-level experience in operating heavy construction equipment.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities to do this job.

<input checked="" type="checkbox"/> Strength to: <u> x </u> Lift <u> x </u> Push <u> x </u> pull		Hours
Average weight <u> 15 </u>	SPECIAL NEED FOR:	per
Heaviest weight <u> 75+ </u>	<input checked="" type="checkbox"/> Vision to read fine print/numbers	week
<input checked="" type="checkbox"/> Climbing (stairs, ladders, poles)	<input checked="" type="checkbox"/> Hearing, for telephones/alarms	<u> 40 </u>
How far <u> 12' </u>	<input checked="" type="checkbox"/> Balance, for working heights	<u> 40 </u>
<input checked="" type="checkbox"/> Face severe working conditions	<u> Other/Explain: Work in rough and hilly terrain. </u>	<u> </u>
Outdoors <u> X </u> on/near water		<u> Other Explain: </u>

Other/Explain: Work in all weather conditions.

- (a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.
Operate various sewer construction equipment such as but not limited to; loaders, dozers, excavators, backhoe, compaction equipment, high pressure sewer cleaner (jetter), rodder, air compressor, jackhammer, concrete saw, and trenches equipment.

18. RESPONSIBILITIES.

- (a) Policy and Methods: Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any and approval by higher authority required.
Interprets and enforces Cal/OSHA safety rules, Bureau, Board of Public Works, safety policies, regulations and principles of first aid as well as rules of supervision and affirmative action.
- (b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.
Inspects equipment for maintenance and efficient operations, inspects to see that plans are followed on time, and ordering materials and it's use are correct and in a timely manner.
- (c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities or for planning or engineering in connection with the same: indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.
Good knowledge of functions and operating and maintenance requirements of construction equipment and machinery.
- (d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month. N/A
Is position bonded? no ; amount of bond **\$ 0**
- (e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Contacts with subordinates, superintendents, managers, engineers, and the public.
- (f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto
Keeps work records and reports hazards and unsafe conditions to supervisors. Keeps time and equipment records, including records for rented equipment.

Signature of the immediate supervisor: _____ Date: _____

Class Title: Equipment Supervisor Extension: _____

Signature of Department Head: _____ Date: _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code: Pipefitter / 3433-0	3. Present Salary or Wage Rate: \$99,651
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4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared: 05/21/2019
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5. Location of office or place of work: Lopez Canyon Landfill 11950 Lopez Canyon Road Lake View Terrace, CA	6. Name of Department: PUBLIC WORKS/LASAN Division: SRPCD Section: Lopez Canyon Divisional Reference ID#: 7011
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7. Name and title of the person from whom you ordinarily receive instruction and who supervises or reviews your work:

Name: _____ Title: Construction and Maintenance Supervisor I

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of you time and then describe the duties that infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
80%	Perform skilled manual work in the installation, replacement, maintenance, and repair of sanitary sewer, and other pipe systems, including high pressure and high temperature systems. Install, replace, maintain and repair steel, iron, alloy, copper, brass, hard rubber, plastic, and other types of pipe and tubing of various sizes, including fittings, valves, gauges, meters, control instruments, steam traps, and other appurtenances used for piping. Place and connect self-contained units such as pumps, compressors, and some type of tanks. Cut, thread, ream, bends, joins, and caulk pipe using hand and power tools and equipment. Measure pipes for length and angle. Solder joints on copper tubing and pipe, make bolted flange connections and fabricate, and install pipe hangers, supports, and braces. Clean, adjust, grind, and pack the following; valves, pumps, and pipelines. Apply insulation and protective coating to piping if required.
10%	Operate safely and accurately a variety of sewer construction heavy equipment involved in sewer repair and maintenance operations. Duties include operating rubber tire loaders, excavators, backhoe, compactors, water pulls, pavers, rollers, high pressure sewer cleaner (jetter), rodder, air compressor, jackhammer, concrete saw, trencher, and various other types of related equipment.
5%	Maintain current all required licenses and certificates to operate equipment by attending operator certification training and classes with the appropriate agencies. Also, attend meeting(s) related to; safety training, various construction crew general meetings, and project update(s) meetings.
5%	Keep accurate records such as fuel consumption reports, equipment service request, and daily inspection sheets. Coordinate delivery of construction equipment to construction sites.

9. How long have the duties been substantially as described above?
NEW
10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Operate various sewer construction equipment such as but not limited to; loaders, dozers, excavators, backhoe, compaction equipment, high pressure sewer cleaner (jetter), rodder, air compressor, jackhammer, concrete saw, and trenches equipment. Work related duties will be in close proximity to sewage.
11. Percent of time spent supervising (training and evaluation employees, assigning and reviewing work).
0%
12. Indicate the number of employees supervised by class title.
None.
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described
Must meet requirements of job bulletin and have a valid California Class A Drivers Licenses. Must be physically able to perform duties as described on front page.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
Receives oral and written work assignments. Work is personally reviewed by the supervisor.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
 (a) Education (include specific matter). Experience (type and length: list appropriate City classes, if any).
(a) Must meet requirements of job bulletin, complete with Class A California Drivers License. Must be able to perform manual laborer assignments as necessary.
(b) Two years full time equipment operations experience. Experience which would enable employees to process appropriate license.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities to do this job.

<input checked="" type="checkbox"/> Strength to: <u> x </u> Lift <u> x </u> Push <u> x </u> pull			Hours
Average weight <u> 25 </u>	SPECIAL NEED FOR:		per
Heaviest weight <u> 70+ </u>	<input checked="" type="checkbox"/> Vision to read fine print/numbers	EXTENSIVE USE OF:	week
<input checked="" type="checkbox"/> Climbing (stairs, ladders, poles)	<input checked="" type="checkbox"/> Hearing, for telephones/alarms	<input checked="" type="checkbox"/> Legs, for walking/standing	<u> 40 </u>
How far <u> 25' </u>	<input checked="" type="checkbox"/> Balance, for working heights	<input checked="" type="checkbox"/> Hands and fingers	<u> 40 </u>
<input checked="" type="checkbox"/> Face severe working conditions	<u>Other/Explain:</u>	<input checked="" type="checkbox"/> Back, for strenuous labor	<u> 10 </u>
Outdoors <u> X </u> on/near water		<u>Other Explain:</u>	

Other/Explain: dust and odor

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.
Possible use of specialized tools and or machinery to aid in physical demands.
Must wear personal protection safety equipment in accordance with OSHA standards and City policies.

18. RESPONSIBILITIES.

(a) Policy and Methods: Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any and approval by higher authority required.
Valid equipment safety license, valid California Class A drivers license, knowledge of all listed equipment before attempted operation.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.
Daily Inspections of equipment assigned for repairs and/or preventive maintenance, operator equipment or trucks in appropriate manner.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities or for planning or engineering in connection with the same: indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.
Responsible for operating of all equipment listed, responsible for connecting equipment attachments, minor adjustments and accurately describing need repairs or maintenance.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month. N/A
 Is position bonded? no ; amount of bond **\$ 0**

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Frequent contact with other employees, supervisors, superintendents, managers, engineers, and the public.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto
Reports fuel usage, daily check out sheets, repair and maintenance requests.

Signature of the immediate supervisor: _____ Date: _____

Class Title: Solid Resources Manager Extension: _____

Signature of Department Head: _____ Date: _____

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code: Equipment Operator / 3525-0	3. Present Salary or Wage Rate: \$102,244
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared: 05/21/2019
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5. Location of office or place of work: Lopez Canyon Landfill 11950 Lopez Canyon Road Lake View Terrace, CA	6. Name of Department: PUBLIC WORKS/LASAN Division: SRPCD Section: Lopez Canyon Divisional Reference ID#: 7011
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7. Name and title of the person from whom you ordinarily receive instruction and who supervises or reviews your work:

Name: _____ Title: Equipment Supervisor

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of you time and then describe the duties that infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
85	Operate safely and accurately a variety of sewer construction heavy equipment involved in sewer repair and maintenance operations. Duties include operating rubber tire loaders, excavators, backhoe, compactors, water pulls, pavers, rollers, high pressure sewer cleaner (jetter), rodder, air compressor, jackhammer, concrete saw, trencher, and various other types of related equipment.
5	Maintain current all required licenses and certificates to operate equipment by attending operator certification training and classes with the appropriate agencies. Also, attend meeting related to; safety training, construction crew various general meetings, and project updates meetings.
5	Keep accurate records such as fuel consumption reports, equipment service request, and daily inspection sheets. Coordinate delivery of construction equipment to construction sites.
5	Perform manual laborer work as required. Duties may include installing shoring, installing concrete or asphalt, install storm drains systems and or landfill methane gas recovery systems.

9. How long have the duties been substantially as described above?

NEW

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

Operate various sewer construction equipment such as but not limited to; loaders, dozers, excavators, backhoe, compaction equipment, high pressure sewer cleaner (jetter), rodder, air compressor, jackhammer, concrete saw, and trenches equipment.

11. Percent of time spent supervising (training and evaluation employees, assigning and reviewing work).

0%

12. Indicate the number of employees supervised by class title.

None.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

- 14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described
Must meet requirements of job bulletin and have a valid California Class A Drivers Licenses. Must be physically able to perform duties as described on front page.
- 15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
Receives oral and written work assignments. Work is personally reviewed by the supervisor.
- 16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
 - (a) Education (include specific matter). Experience (type and length: list appropriate City classes, if any).
 - (a) **Must meet requirements of job bulletin, complete with Class A California Drivers License. Must be able to perform manual laborer assignments as necessary.**
 - (b) **Two years full time equipment operations experience. Experience which would enable employees to process appropriate license.**
- 17. PHYSICAL REQUIREMENTS. Check below all physical capabilities to do this job.

<input checked="" type="checkbox"/> Strength to: <u> x </u> Lift <u> x </u> Push <u> x </u> pull			Hours
Average weight <u> 25 </u>	SPECIAL NEED FOR:		per
Heaviest weight <u> 70+ </u>	<input checked="" type="checkbox"/> Vision to read fine print/numbers	EXTENSIVE USE OF:	week
<input checked="" type="checkbox"/> Climbing (stairs, ladders, poles)	<input checked="" type="checkbox"/> Hearing, for telephones/alarms	<input checked="" type="checkbox"/> Legs, for walking/standing	<u> 40 </u>
How far <u> 25' </u>	<input checked="" type="checkbox"/> Balance, for working heights	<input checked="" type="checkbox"/> Hands and fingers	<u> 40 </u>
<input checked="" type="checkbox"/> Face severe working conditions	Other/Explain:	<input checked="" type="checkbox"/> Back, for strenuous labor	<u> 10 </u>
Outdoors <u> X </u> on/near water		Other Explain:	

Other/Explain: dust and odor

- (a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.
Possible use of specialized tools and or machinery to aid in physical demands.
Must wear personal protection safety equipment in accordance with OSHA standards and City policies.

18. RESPONSIBILITIES.

- (a) Policy and Methods: Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any and approval by higher authority required.
Valid equipment safety license, valid California Class A drivers license, knowledge of all listed equipment before attempted operation.
- (b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.
Daily Inspections of equipment assigned for repairs and/or preventive maintenance, operator equipment or trucks in appropriate manner.
- (c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities or for planning or engineering in connection with the same: indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.
Responsible for operating of all equipment listed, responsible for connecting equipment attachments, minor adjustments and accurately describing need repairs or maintenance.
- (d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month. N/A
Is position bonded? no ; amount of bond \$ 0
- (e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Frequent contact with other employees, supervisors, superintendents, managers, engineers, and the public.
- (f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto
Reports fuel usage, daily check out sheets, repair and maintenance requests.

Signature of the immediate supervisor: _____ Date: _____

Class Title: Equipment Supervisor Extension: _____

Signature of Department Head: _____ Date: _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described
Duties and responsibilities are accurately and sufficiently described.
15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
Supervision will consist of instructions or direction, verbal or written, and occasional follow-up of work at necessary intervals. Work is subject to review in terms of adherence to policy, soundness of judgment and results attained.
16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
(a) Education (include specific matter). (b) Experience (type and length: list appropriate City classes, if any).
(a) Knowledge of building and construction work, crafts and trades employed in general construction, use of construction equipment and machinery, proper practices and procedures for workers safety including State and City regulations.
(b) Two years full time paid journey-level experience in operating heavy construction equipment.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities to do this job.

<input checked="" type="checkbox"/> Strength to: <u> X </u> Lift <u> X </u> Push <u> X </u> pull			Hours
Average weight <u> 15 </u>	SPECIAL NEED FOR:		per
Heaviest weight <u> 25 </u>	<input checked="" type="checkbox"/> Vision to read fine print/numbers	EXTENSIVE USE OF:	week
<input checked="" type="checkbox"/> Climbing (stairs, ladders, poles)	<input checked="" type="checkbox"/> Hearing, for telephones/alarms	<input checked="" type="checkbox"/> Legs, for walking/standing	<u> 40 </u>
How far <u> 12' </u>	<input checked="" type="checkbox"/> Balance, for working heights	<input checked="" type="checkbox"/> Hands and fingers	<u> 40 </u>
<input checked="" type="checkbox"/> Face severe working conditions		<input type="checkbox"/> Back, for strenuous labor	
Outdoors <u> X </u> on/near water	<u>Other/Explain:</u> Work in rough and hilly terrain.	<u>Other Explain:</u>	

Other/Explain: **Work in all weather conditions.**

- (a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.
None Required

18. RESPONSIBILITIES.

- (a) Policy and Methods: Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any and approval by higher authority required.
Interprets and enforces Cal/OSHA safety rules, Bureau, Board of Public Works, safety policies, regulations and principles of first aid as well as rules of supervision and affirmative action.
- (b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.
Inspects equipment for maintenance and efficient operations, inspects to see that plans are followed on time, and ordering materials and it's use are correct and in a timely manner.
- (c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.
Good knowledge of functions and operating and maintenance requirements of construction equipment and machinery.
- (d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month. N/A
Is position bonded? no ; amount of bond **\$ 0**
- (e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Contacts with subordinates, superintendents, managers, engineers, vendors of equipment rental, and the public.
- (f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto
Keeps work records and reports hazards and unsafe conditions to supervisors. Keeps time and equipment records, including records for rented equipment.

Signature of the immediate supervisor: _____ Date: _____

Class Title: Solid Resources Manager Extension: _____

Signature of Department Head: _____ Date: _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: New	2. Employee's Present Class Title/Code: Sr. Construction Engineer / 7289	3. Present Salary or Wage Rate: \$124,069.00
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared: May 17, 2019
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5. Location of office or place of work: Public Works Building 1149 South Broadway, Suite 500 Los Angeles, CA 90015	6. Name of Department: PUBLIC WORKS/LASAN Division: SRPCD Section: Construction and Maintenance Divisional Reference ID#: SRPCD201
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7. Name and title of the person from whom you ordinarily receive instruction and who supervises or reviews your work:

Name: **Khalil M. Gharios** Title: **Solid Resources Manager II**

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of you time and then describe the duties that infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
35%	Technically supervises and directs the sewer repair and replacement section of fourteen (14) City staff that includes; two (2) construction & maintenance supervisors, two (2) equipment operators, six (6) maintenance & construction helpers, two (2) wastewater collection workers, and two (2) pipefitters. Duties include conducting job site meetings to review construction progress; resolving differences in interpretation of plan and specification provisions; making adjustments in construction procedures for projects that are behind schedule; and coordinating with other agencies on joint construction projects and to resolve utility and other construction conflicts.
35%	Reviews and prepares design construction plans as related to construction site specific to meet City construction standards and permit compliance. Conduct job site and supervision and meetings to review construction progress and avoid construction delays; make recommendations concerning differences in interpretations of City design standards; works with other public agencies in coordination to resolve any non-routine problems.
20%	Prepares and reviews construction cost estimates related to Capital Improvement Projects related to sewers projects; develop construction schedules for each project to avoid construction delays and cost overruns; and prepare documentation for purchase approval for construction materials and equipment.
10%	Prepare monthly construction reports for management review; attend monthly update meetings to keep management informed of the construction project progress; represent LASAN at the Board of Public Works, City Council, and other public meetings related to sewer construction repair projects. Act as acting Division Manager as needed.

9. How long have the duties been substantially as described above?
NEW
10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Personal computer, telephone, laptop, and cell phone.
11. Percent of time spent supervising (training and evaluation employees, assigning and reviewing work).
35%
12. Indicate the number of employees supervised by class title.

TWO CONSTRUCTION & MAINTENANCE SUPERVISOR 3127

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described
Duties and responsibilities are accurately and sufficiently described.
15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
Work assignments are usually oral, but written on occasion. Supervision received from Solid Resources Manager II
16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
(a) Education (include specific matter). Experience (type and length: list appropriate City classes, if any).
Must meet requirements of job bulletin and registration as a Professional Engineer with the California State Board of Registration for Professional Engineers and Land Surveyors and have a valid Driver's License.
17. PHYSICAL REQUIREMENTS. Check below all physical capabilities to do this job.

<p>___ Strength to: <input checked="" type="checkbox"/> Lift ___ Push ___ Pull Average weight <u>15</u> Heaviest weight <u>25</u> ___ Climbing (stairs, ladders, poles) How far _____ ___ Face severe working conditions Outdoors ___ on/near water</p>	<p>SPECIAL NEED FOR: <input checked="" type="checkbox"/> Vision to read fine print/numbers <input checked="" type="checkbox"/> Hearing, for telephones/alarms ___ Balance, for working heights <u>Other/Explain:</u></p>	<p>EXTENSIVE USE OF: <input checked="" type="checkbox"/> Legs, for walking/standing ___ Hands and fingers ___ Back, for strenuous labor <u>Other Explain:</u></p>	<p>Hours per week <u>10</u></p>
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Other/Explain:

- (a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES.
- (a) Policy and Methods: Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any and approval by higher authority required. **Employee interprets and enforces all applicable City policies and regulations in regard to LASAN management. .**
- (b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.
Enforcement of all applicable City policies and regulations.
- (c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities or for planning or engineering in connection with the same: indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.
Employee will use personal computers and operate city vehicles daily.
- (d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month. N/A
Is position bonded? No ; amount of bond \$ N/A
- (d) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Frequently comes in contact with city residents, bureau employees, and local elected officials.
- (e) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto.
N/A.

Signature of the immediate supervisor: _____ Date: _____

Class Title: Solid Resources Manager II Extension: _____

Signature of Department Head: _____ Date: _____