



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: MECHANICAL SUPERVISOR I - II

DEFINITION: Under direction, plans and supervises the maintenance of mechanical systems and associated controls of City building complexes.

REPORTS TO: Division Head

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the duties of the classification.

Grade Level II - Assumes responsibility for the maintenance of major building complexes such as the Civic Center, the Long Beach Convention Center, and City-wide building facilities.

EXAMPLES OF DUTIES:

- Plans, supervises, and/or performs the installation and maintenance of heating, ventilating and air conditioning systems, elevator and escalator systems, and electrical systems;
- Ensures that systems and associated controls constructed and maintained for the City under private contract conform to specifications;
- Ensures that building complexes and appurtenances are appropriately maintained;
- Establishes operating procedures and work standards;
- Determines job requirements, estimates material and labor costs, and requisitions materials;
- Prepares or assists in the preparation of contract specifications for the alteration, repair, or maintenance of building complex facilities;
- Ensures that crews are properly supplied with materials, tools and equipment;
- Plans, develops, coordinates, and supervises a system for providing emergency repair services;
- Develops and maintains safe working practices and enforces strict conformance to safety regulations;
- Selects, trains, assigns, and evaluates the work of subordinate personnel;
- Maintains records and prepares reports;
- May operate and maintain pneumatic systems and equipment;
- May install and maintain boilers and hot water heaters, storm and sewer pumps, and fire sprinkler systems;
- May develop and coordinate a computerized energy management system;
- May assist in the development and management of a budget;
- Performs other related duties as required.

MECHANICAL SUPERVISOR I-II (continued)

MINIMUM REQUIREMENTS:

Four years of recent experience in the maintenance, repair, operation, and installation of mechanical and electrical systems;

Experience must include the installation and maintenance of heating, air conditioning, ventilating, and refrigeration equipment in major building complexes;

One year of recent experience as a supervisor of employees highly skilled on such systems;

A valid motor vehicle operator license.

HISTORY:

Established 07/01/75

Grade Level II established 07/01/80

Revised - 04/03/81, 05/24/88

Approval/Adoption Dates: 11/01/88 - Human Resources Department
11/30/88 - Civil Service Commission