

METAL TECHNICAL SUPERVISOR

DEFINITION

Provides technical direction over metal work operations of the District, including control of specifications, procedures, and new products and equipment evaluations.

TYPICAL DUTIES

Provides technical advice to District designers, craft supervisors, inspectors, and contracting architects and engineers regarding fabrication, installation, and maintenance of sheet metal, wrought iron, lockers, vents, and stainless steel items, such as counters and sinks.

Establishes, directs, and participates in the development and maintenance of quality standards, procedures, and standards for tools, materials, and equipment used in metal work fabrication and installation.

Supervises and participates in the development of tasks standards, job specifications, working drawings, and guides for work methods and procedures.

Ensures adherence to established standards by conducting inspections and meeting with craft supervisors and seniors to inform them of deviations from standards and corrective actions required.

Devises and conducts tests of materials, tools, and equipment to measure durability and assure conformance with building codes, fire regulations, and District specifications.

Confers with government and District personnel regarding fire safety, environmental, structural, and other design requirements.

Coordinates and assists in planning, scheduling, and equipment selection for installation or renovation projects with school personnel, and sales representatives.

Prepares costs estimates for work projects.

Approves requisitions for stock and non-stock materials and reviews low-value purchase orders for compliance with established standards.

Reviews contracts and District designs for sheet metal work for conformance with approved standards and specifications.

Arranges and conducts in-service training programs related to sheet metal work for District employees, including craftsmen, and inspectors.

Provides information to current and potential contractors, community representatives, vendors, and the public concerning District standards and specifications for metal-related materials and installations.

Analyzes problem situations and develops solutions by adapting techniques and materials.

Reviews periodicals for information on new products and methods and evaluates new products for efficiency and practicality.

Investigates metal work problems and acts as technical expert in cases and hearings.

Assesses and makes recommendations for craft-related Facility component life cycle replacements.

Develops craft-related preventative maintenance programs for Facility components.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Metal Technical Supervisor is responsible for the technical direction of metal work and determines and controls standards and specifications of equipment, materials, and workmanship for metal work, including welding, performed by contractors and District personnel.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a Maintenance and Operations local district.

An Area Metal Work Supervisor manages the overall metal operations in a local district maintenance and operations area by supervising, assigning, inspecting, and evaluating the work of assigned staff; providing technical work direction to site-based staff; and monitoring and inspecting the work performed by contractors.

SUPERVISION

General direction is received from an Area Facilities Services Director or a higher-level supervisor or manager. General supervision is exercised over Senior Metal Workers. Technical supervision is exercised over District procedures, standards, methods, and materials related to metal work.

CLASS QUALIFICATIONS

Knowledge of:

- Current practices related to design fabrication, installation, and maintenance of metal work
- Testing and inspection methods for metal work and equipment
- Strength and other characteristics of various metals
- Vendors, materials, and services provided in the metal work field
- Terminology, phrases, and conditions used in contracts and specifications
- Government building codes, orders, and ordinances
- Fire and safety regulations pertinent to metal fabrication and installation
- Methods and procedures used in planning and estimating job projects
- Pertinent provisions of labor contracts
- Principles of supervision
- Principles of organization and personnel management
- Microsoft Word, Excel, and Outlook, and PowerPoint

Ability to:

- Plan and organize projects
- Develop techniques for defining job and project costs
- Estimate cost of labor and materials
- Read, interpret, and prepare preliminary drafts of blueprints, plans, and drawings
- Write clear and concise instructions and reports
- Compile and analyze data from surveys, studies, and inventories
- Apply engineering principles to the solution of difficult problems concerning metal fabrication and installation
- Work effectively with administrators, District personnel, government authorities, and the public
- Supervise effectively
- Communicate effectively, both orally and in writing
- Enter and retrieve data using computers

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency and two adult school or college-level courses in supervision, business management, personnel management, construction technology, or craft-related subjects. Successful completion of the LAUSD's Organizational Excellence Branch's Exceptional Supervisor Certificate Program I may be substituted for the required courses.

Experience:

Five years of journey-level experience fabricating, installing, and maintaining metal work as a sheet metal worker or welder, including two years of supervisory experience or two years as a Los Angeles Unified School District Senior Metal Worker.

Special:

Facilities Planner Program Certificate is required upon completion of the probationary period.

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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