



City of Los Angeles

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City of Los Angeles Personnel Department

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BUILDING REPAIR SUPERVISOR

Class Code: 3338

Open Date: 06-20-14

ANNUAL SALARY

\$75,877 to \$94,273

The salary in the Department of Water and Power is \$82,977 to \$103,105; \$91,099 to \$113,169; \$88,447 to \$109,870; \$85,545 to \$106,279; and \$91,099 to \$113,169. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

NOTE:

For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.

DUTIES

A Building Repair Supervisor assigns, reviews and evaluates the work of craft workers and other employees engaged in the maintenance, repair, and nonstructural alteration of buildings, grounds, and appurtenant equipment; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

Four years of full-time paid experience with the City of Los Angeles as a Building Repairer or in a class which is at least at that level and which provides experience in building maintenance and repair work.

NOTES:

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement has been met.
2. A valid California Class C driver's license is required prior to appointment. Candidates will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTES:

1. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.
2. All application materials must be complete for you to be considered a candidate in this examination.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, JULY 3, 2014.**

SELECTION PROCESS

Examination Weights:	Written Test	Qualifying
	Essay	Advisory
	Interview	100%

In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: purchase procedures including orders, contracts, requisitions; arithmetic and geometry sufficient to calculate area measurements, angles, and radius; CAL/OSHA, City, department, and federal safety regulations sufficient to identify safety hazards and promote safety; hand and power tools; supervisory principles and practices in assigning, reviewing, evaluating, counseling, grievance handling, and Equal Employment Opportunity; and the ability to: estimate quantities and costs for materials, supplies, equipment, and labor; read instruments, plans, blueprints, sketches, technical materials, street guides and topographical maps; inspect the work of outside contractors; develop workers by work assignments, skill development, training, and evaluations; plan and organize work to ensure work is done properly and on schedule; exercise independent judgment regarding work activities, inspections, and services; write narrative and routine reports; and other necessary knowledge, skills, and abilities.

Passing Score for Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.**

At the time of the qualifying written test, candidates will be required to respond to an advisory essay question related to the job duties and responsibilities of a Building Repair Supervisor. The response to the advisory essay will not be separately scored. For those candidates who pass the qualifying written test, their advisory essay will be provided to the interview board. The interview board may discuss the response with the candidate and will consider the response in the overall evaluation of the candidate's qualifications.

In the interview, emphasis will be placed on an evaluation of the nature and adequacy of the candidate's experience, training, and personal qualifications as they have provided the background needed to perform the duties of a Building Repair Supervisor, supervising the work of craft workers and other employees engaged in the maintenance, repair, and nonstructural alteration of buildings, grounds, and appurtenant equipment, including knowledge of: CAL/OSHA, City, Department, and federal safety regulations; supervisory principles and practices of assigning, reviewing, evaluating, counseling, grievance handling, developing workers, providing training, and Equal Employment Opportunity; and the ability to: make sound job-related judgments; deal tactfully and effectively with the public, subordinate employees, other governmental officials, and private contractors; communicate both orally and in writing in a clear and effective manner; and other necessary knowledge, skills, and abilities.

Candidates will be notified later by mail of the time and location of the qualifying written test and advisory essay, which will be held in a single half-day session on **SATURDAY, AUGUST 23, 2014** in Los Angeles.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. The incumbents of some positions in this class may be required to pass an annual periodic work fitness evaluation to determine their eligibility for continued employment in this class.
3. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
4. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
5. A final average score of 70% is required to be placed on the eligible list.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
7. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.