



City of Los Angeles

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City of Los Angeles Personnel Department

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HEAD CUSTODIAN SUPERVISOR

Class Code: 3178

Open Date: 03-13-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$47,439 to \$58,944

The salary for Los Angeles World Airports is \$50,279 to \$62,472

NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Head Custodian Supervisor supervises, through subordinate supervisors, employees performing a variety of cleaning and custodial tasks in City buildings; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

1. Two years of full-time paid experience with the City of Los Angeles as a Custodian Supervisor; **or**
2. Four years of full-time paid experience with the City of Los Angeles as a Senior Custodian or in a class at that level in the supervision of cleaning and custodial tasks.

NOTES:

1. Applicants who lack six months or less of the above required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

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 available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, MARCH 26, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weight: Essay	Advisory
Interview	100%

The examination will consist of an evaluation of the candidate's qualifications by interview. In the interview, emphasis may be placed on the adequacy of the candidate's experience and training as it relates to the candidate's knowledge of: uses and applications of chemicals and disinfectants; cleaning methods for buildings, sidewalks, and parking lots; custodial equipment and machinery, including their hazards, care and maintenance requirements; safety practices used in custodial work, including chemicals and disinfectants, ladders, safety belts, scaffolds, and accident-reporting procedures; principles and practices of supervision, including directing, assigning, motivating, training, counseling, disciplining, commending and evaluating the work of subordinates; relevant City and Personnel Department rules, policies and procedures, including Memoranda of Understanding (MOU) as they relate to subordinate employees and Equal Employment Opportunity; selection interview techniques and procedures; and the ability to direct and coordinate the work of groups of employees engaged in a variety of custodial activities; communicate both orally and in writing in a clear, persuasive, tactful and effective manner to employees and the public; use computer software such as word processing and spread sheets in order to produce memos, reports, and control inventory; deal tactfully and effectively with others; and other necessary skills, knowledge, and abilities.

At the time of the interview, candidates will be required to prepare some written material related to the duties and responsibilities of a Head Custodian Supervisor. The essay material will not be separately scored, but will be presented to the interview board for discussion with each candidate and for consideration in the overall evaluation of the candidate's qualifications. Candidates who fail to complete the advisory essay may be disqualified. Candidates may anticipate being scheduled to a test location where PCs (personal computers) will be made available to type their advisory essay response.

Candidates will be notified later by e-mail of the date, time and location of the interview and advisory writing exercise, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **MAY 18, 2015 to MAY 29, 2015**.

NOTES:

- 1. This examination is based on a validation study.
- 2. 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.
- 3. 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.
- 4. A final average score of 70% is required to be placed on the eligible list.
- 5. You must have received a regular appointment to a City position or be on a reserve list in order to file on a promotional basis.
- 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.

**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.