



City of Los Angeles

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City of Los Angeles Personnel Department

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WATER SERVICE SUPERVISOR

Class Code: 3930

Open Date: 01-27-17

(Exam Open to Current City Employees)

ANNUAL SALARY

\$89,888 to \$94,899, \$96,319 to \$101,685, \$101,184 to \$106,822, \$108,805 to \$114,881, \$114,568 to \$120,957

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.
3. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

DUTIES

A Water Service Supervisor assigns, reviews and evaluates the work of a group of employees engaged in inspecting, repairing, reconditioning, rebuilding, testing, and calibrating a variety of water meters, detector checks and appurtenant water service equipment, inspecting service connections in the field, and inspecting consumer property to determine the cause of consumer complaints; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENT/MINIMUM QUALIFICATION

Three years of full-time paid experience as a Water Service Worker or a Water Utility Worker with the Los Angeles Department of Water and Power. Only applicants that are currently or have previously worked in the Department of Water and Power in DDR Numbers 93-39121, 93-39137, 93-39120, 93-39135, 93-39119, 93-39138, 93-39010, 93-39126, 93-39002, 93-39023, 93-39026, 42-39301, or 93-39130, and meet the above noted requirement qualify to take this examination.

PROCESS NOTES

1. Applicants who lack six months or less of the above experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. All positions will require a Grade 2 California State Water Resources Control Board Distribution Operator Certificate prior to appointment.
3. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire 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 also available at <https://www.governmentjobs.com/careers/lacity/promotionaljobs> 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, FEBRUARY 9, 2017.**

EQUAL EMPLOYMENT OPPORTUNITY

SELECTION PROCESS

After meeting minimum qualifications, candidates will be scheduled for the following:

Examination Weight: Interview 100%

Your examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training, professional development and personal qualifications necessary to perform the duties of a Water Service Supervisor, and the knowledge of: Department rules and regulations governing water service such as inspection rules and procedures, and Department Working Rules; procedures, materials and tools used for installing, disassembling, repairing, and reassembling water meters and associated equipment sufficient to inspect installation and/or repairs and to detect faulty or unsafe practices; measurements related to water service sufficient to use them to make calculations; hydraulics sufficient to understand relationships such as effects on volume and/or velocity of flow when either pressure or size of water line is changed, and the meaning of head; safety regulations, OSHA regulations, safety rules, practices, requirements and procedures for working near high pressure lines, hoisting equipment, and working in streets; supervisory principles, practices, and techniques, including City and department policies and Equal Employment Opportunity; the ability to: evaluate meters and/or parts brought into the shop for repair sufficient to determine whether they can be repaired and reused; assign priorities to various jobs; continually observe and analyze work procedures in both the shop and field; read and interpret material sufficient to apply the information to specific situations; read and interpret technical material; use a computer; identify training needs and/or limitations of subordinates in order to provide training; communicate orally; interact and deal tactfully and effectively with others; and other necessary knowledge, skills, and abilities.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that the interviews will begin during the period of **MARCH 27, 2017 to APRIL 7, 2017**.

NOTES:

1. This examination is based on a validation study.
2. 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.
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. 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 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.
7. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

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.