



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR UNDERGROUND DISTRIBUTION CONSTRUCTION SUPERVISOR

Class Code: 3815

Open Date: 07-28-17

(Exam Open to Current City Employees)

ANNUAL SALARY

\$119,454 to \$126,115 and \$138,726 to \$146,452

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. **For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.**
3. 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 Senior Underground Distribution Construction Supervisor plans, organizes and directs the work of two or more Underground Distribution Construction Supervisors and their crews engaged in construction, maintenance, and repair of underground ducts, maintenance holes and vaults; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENT/MINIMUM QUALIFICATION

Two years of full-time paid experience as an Underground Distribution Construction Supervisor with the City of Los Angeles.

PROCESS 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 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 also available at 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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications must be received by **THURSDAY, AUGUST 10, 2017.**

SELECTION PROCESS

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

Examination Weight:	Essay	Advisory
	Interview	100%

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis may be placed on the candidate's experience, training, and background as they demonstrate the knowledge of: underground construction standards sufficient to ensure that crews are installing conduit and structures properly; excavation, shoring, and cement work sufficient to ensure that construction crews are using correct techniques when completing work; procedures used to expose energized lines and cables that are encased in concrete sufficient to explain the proper procedures for chipping conduit and identify unsafe practices; electrical codes related to underground construction sufficient to ensure that electrical conduit has been installed properly and in accordance with established codes; hazards of working in and around maintenance holes, vaults, excavations, energized electrical equipment, and other substructures containing hazardous materials; the proper placement of approved warning devices; safety practices and procedures related to underground construction, including safety regulations of the Department of Water and Power, the Distribution Section, Cal/OSHA requirements, and the Department of Transportation; pertinent City, Personnel Department and Department of Water and Power rules, policies, and procedures, including Civil Service Rules, Equal Employment Opportunity Policies and Memoranda of Understanding (MOUs) as they apply to subordinate personnel; Department of Water and Power disciplinary and grievance handling procedures; principles and practices of supervision, including directing, assigning, motivating, training, counseling, disciplining, commending and evaluating the work of subordinates; and the ability to prepare estimates of time and supplies needed to complete underground construction projects; plan, prioritize, schedule, and supervise the work of several underground construction crews engaged in underground construction and maintenance work; prepare records and routine reports on deviations in the progress of work, performance of employees, and other subjects as necessary to keep management apprised of the status of various projects; operate a personal computer (PC) sufficient to prepare written reports and compose and send email correspondence; communicate in writing clearly and effectively; communicate orally with underground construction crews, Underground Distribution Construction Supervisors, and others, on a one-to-one or one-to-group basis, in order to conduct training sessions, explain procedures, and provide information to, or obtain information and cooperation from design engineers, load dispatchers, outside contractors, or other utility companies; 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 Senior Underground Distribution Construction Supervisor. This essay material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory essay may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified later by e-mail of the date and location of the interviews, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **OCTOBER 2, 2017 TO OCTOBER 13, 2017.**

NOTES:

1. This examination is based on a validation study.
2. 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.
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. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
7. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidates' City applications by Personnel Department staff to ensure that the minimum qualifications have been met.
8. 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.