



# City of Los Angeles

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City of Los Angeles Personnel Department

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## UNDERGROUND DISTRIBUTION CONSTRUCTION SUPERVISOR

**Class Code: 3814**

**Open Date: 07-25-14**

### **ANNUAL SALARY**

\$100,662 to \$106,279 and \$105,882 to \$111,791

### **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](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**

An Underground Distribution Construction Supervisor assigns, reviews, and evaluates the work of a group of technical employees engaged in the 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**

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

### **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 is met.
2. A valid California driver's license is required. Applicants 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.

### **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, AUGUST 7, 2014.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

**Examination Weight: Essay** ..... **Advisory**  
**Interview** ..... **100%**

The examination will consist entirely of an evaluation of training, experience, and personal qualifications by interview. In the interview, emphasis may be placed on the adequacy of your experience, training, and professional development as they have provided the knowledge of: general underground construction standards, methods and practices; standardized types of plans for the construction of underground vaults, maintenance holes and conduit lines; hazards of working in and around electric or energized equipment, maintenance holes, vaults and excavations; proper placing of approved warning devices; electrical codes related to underground construction; survey marking symbols related to underground facilities (USA); procedures for exposing energized lines and cables encased in concrete; methods, use and limitations of materials and tools in performing carpentry, form building and installation, excavation, shoring and cement work for construction, maintenance or repair of underground ducts, conduit lines, maintenance holes and vaults; Department of Water and Power and CAL/OSHA safety regulations and practices, including awareness of the electrical codes related to underground construction standards and non-electrical phases of underground construction; pertinent City and Personnel Department rules, policies and procedures, including Equal Employment Opportunity and Memorandum of Understanding; supervisory principles and practices, including planning, delegating, motivating, training, counseling and disciplining; the ability to lay out work at the job site working from plans, drawings and survey marks; read and interpret plans and diagrams related to all types of underground construction, including non-electrical phases; maintain a work environment to enhance both employee morale and productivity; deal effectively and tactfully with others; communicate orally and in writing in an effective manner; prepare routine records and progress reports; and other necessary skills, knowledge and abilities.

Prior to the interview, candidates will be required to prepare some written material relating to the duties and responsibilities of the Underground Distribution Construction Supervisor. This 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 writing session may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified by 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 **OCTOBER 20, 2014 to OCTOBER 31, 2014**.

### **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](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 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.