



City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

per.lacity.org

SENIOR WASTEWATER TREATMENT OPERATOR

Class Code: 4124

Open Date: 04-14-17

(Exam Open to Current City Employees)

ANNUAL SALARY

\$114,234 (flat-rated)

NOTES:

1. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
2. Higher salaries may be paid for night work.

DUTIES

A Senior Wastewater Treatment Operator assigns, reviews and evaluates the work of Wastewater Treatment Operators engaged in the operation and maintenance of liquids treatment, solids handling and/or reclamation processing equipment in a wastewater treatment plant; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. One year of full-time paid experience in a class at the level of Wastewater Treatment Operator functioning as a lead worker in directing and instructing a crew in the maintenance and operation of wastewater treatment, sludge treatment and sludge processing equipment; **and**
2. A Grade III Certificate issued by the State Water Resources Control Board.

PROCESS NOTES

1. A Grade IV Certificate issued by the State Water Resources Control Board is required prior to appointment.
2. 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.
3. Applicants using City experience from a class other than Wastewater Treatment Operator are required to submit a VWE form. The completed form may be attached to their online application at the time of filing or will have seven (7) calendar days from the online submission date to email a copy of their completed VWE form, including the required signatures, to per.appdocs@lacity.org. The subject line of your email must include the exam title, your name and indicate it is a VWE. In the body of your email, you must also include your first and last name, last four digits of your Social Security Number and contact phone number. Applicants who fail to submit their signed VWE form within the time required will not be considered further in this examination and their applications will not be processed.
4. Based on Cal/OSHA regulations, Departmental regulations require the wearing of a Self-Contained Breathing Apparatus (SCBA) under hazardous and emergency conditions. Therefore, as a condition of employment, all employees in this class must ensure they are free from certain types of facial hair and medical conditions so that a SCBA can be worn safely.
5. 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).
6. Applicants MUST submit a copy of their Grade III certificate issued by the State Water Resources Control Board at the time of filing. The copy of the certificate must be attached to the online application BEFORE the application is submitted. If the certificate is attached AFTER the online application has been submitted, it will not be available to the City and applicants WILL NOT be credited with having submitted it. Applicants who fail to submit the certificate at the time of filing by attaching it to the online application will not be considered further in this examination.

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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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, APRIL 27, 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 professional development as they demonstrate knowledge of: operation and preventive maintenance of wastewater treatment, solids handling, water reclamation and related equipment; hazards and necessary safety precautions in a wastewater treatment plant; the various stages of wastewater liquids treatment, solids handling and water reclamation processes; corrective and preventative maintenance necessary to support reliability of treatment plant equipment; supervisory principles and practices including City and Personnel Department rules, policies and procedures; Equal Employment Opportunity responsibilities and MOUs as they apply to subordinate personnel; permit requirements as it relates to daily operations; the ability to: review, record and interpret operational data; plan for emergency preparedness activities, respond to emergencies and return to normal operational status; prioritize and coordinate corrective and preventative maintenance for repairs of treatment plant equipment; plan, coordinate and review the work of subordinate personnel on shift operations; use computer applications; prepare clear and concise written reports; communicate verbally in a clear and efficient manner; deal tactfully and effectively with employees and the public; 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 Senior Wastewater Treatment Operators. 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 will be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **JUNE 12, 2017 to JUNE 23, 2017.**

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 in the interview portion of the examination 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.