



# City of Los Angeles

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City of Los Angeles Personnel Department

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## BUILDING CONSTRUCTION AND MAINTENANCE SUPERINTENDENT

**Class Code: 3124**

**Open Date: 05-01-15**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$114,610 to \$142,380

### **NOTE:**

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 Building Construction and Maintenance Superintendent plans, organizes, and directs the work of maintenance and construction organizations engaged in the operation, maintenance, repair, alteration, and construction activities of City buildings and facilities and appurtenant equipment; applies sound supervisory and management principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **REQUIREMENT**

Two years of full-time paid experience as a Building Maintenance District Supervisor, Construction and Maintenance Supervisor, or in a class which is at the level which provides experience as a second-level supervisor of full-time building craft supervisors in the construction, maintenance, or major alteration and repair of large commercial, industrial, or governmental buildings and appurtenant equipment.

### **NOTE:**

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. Some positions may require a valid California driver's license. Candidates 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 <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

### **NOTES:**

1. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.
2. All application materials must be complete at the time of filing for you to be considered a candidate in this examination.

### **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, MAY 14, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

## **SELECTION PROCESS**

**Examination Weight: Training and Experience Evaluation .....100%**

The examination will consist entirely of an evaluation of training and experience, wherein candidates will be evaluated on their knowledge, experience, professional background, personal qualifications and abilities necessary to plan, estimate, schedule, coordinate, organize and direct the work of second level craft supervisors and their crews in administering building services programs for the construction and maintenance of City maintained buildings and facilities. Emphasis will be placed on the candidate's background and experience as they have prepared the candidate to provide organizational and operational techniques sufficient to supervise a variety of building trades, including knowledge of: methods, processes, and equipment used in the operation, maintenance, and construction of facilities and equipment; construction and maintenance requirements for fire-life safety systems, heating, plumbing, air conditioning and refrigeration systems, electrical, carpentry, concrete, roofing and other appurtenances in large buildings; preventative construction or maintenance program development and implementation; State laws, City ordinances and codes pertaining to building maintenance and construction; engineering principles applicable to building plans and specifications; and the ability to make recommendations for improved methods and procedures and the use of new materials; determine the need for building repairs and alterations; direct proper practices and procedures for public and worker safety, such as California OSHA requirements and safety orders; apply Personnel Department rules, policies and procedures, including equal employment laws and regulations; deal tactfully and effectively with managers, employees, City officials, and the public; communicate in a clear and effective manner, including the concise and comprehensive preparation of written material; and other necessary skills, knowledge and abilities.

Training and Experience Questionnaires of all candidates will be submitted to an expert review panel for evaluation. The expert review panel will assign a numeric score to each candidate based on an assessment of each candidate's qualifications, as described on the candidate's Training and Experience Questionnaire. Unsolicited supplemental information will not be submitted to the review panel.

The Training and Experience Questionnaire will be administered in a single half-day session on **SATURDAY, JUNE 27, 2015** in Los Angeles. Candidates will be notified later by e-mail of the time and location of the test. Candidates may anticipate being scheduled to a test location where PCs (personal computers) will be made available to type their Training and Experience Questionnaire responses.

### **NOTES:**

1. Appointment to a position in this class is subject to a one-year probationary period under the provisions of Section 1011 of the City Charter.
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. Candidates will accrue seniority credit at the rate of 0.10 of a point for each year of continuous service in those classes which provide qualifying experience for this position. A maximum of one point will be added to the score of those candidates.

### **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.