



City of Los Angeles

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City of Los Angeles Personnel Department

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SHOPS SUPERINTENDENT

Class Code: 3780

Open Date: 01-08-16

REVISED: 01-21-16

(Exam Open to Current City Employees)

ANNUAL SALARY

\$138,977 to \$172,677; \$149,166 to \$185,330

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 Shops Superintendent plans, organizes and directs or assists in the direction of all machine shop, electrical repair, welding, structural steel, sheet metal, and related shop and field activities in the inspection, maintenance, overhaul, repair, and reconditioning of major generation, transmitting, and distribution equipment in the Department of Water and Power; applies sound supervisory 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 senior supervisor in the fabrication, major repair, reconditioning, or rebuilding of thermal and hydro powered electrical generating units and large power transformers.

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. 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 violations and/or at-fault accidents, or a conviction of a major violation (such as DUI).
3. Applicants must clearly indicate experience with all three types of equipment on the application form or the application will not be processed.
4. Applicants must list the KVA rating of the transformers on the application form in the Work Experience section. Applicants who fail to include this information on the application may not be considered further in this examination and their application will not be processed.

WHERE TO APPLY

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online 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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications must be received by **THURSDAY, JANUARY 28, 2016.**

SELECTION PROCESS

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

The examination will consist entirely on an evaluation of your professional qualifications by interview. In the interview, candidates may be examined for knowledge of: scheduling, planning, estimating, prioritizing and budgeting as they relate to the operations of several shops engaged in the inspection, maintenance, overhaul, repair, and reconditioning of major power generation, transmission, and distribution equipment of the Department of Water and Power; research and analytical techniques concerning job requirements, investigations, and recommendations to management; operation and maintenance of various machine tools, machines and equipment; safety principles and Cal-OSHA requirements, including procedures for getting and removing CLEARANCES for equipment to be worked on; ability to: effectively communicate orally and in writing; managerial, supervisory and administrative abilities including employee relations and equal employment opportunity principles and sexual harassment policies; and other necessary skills, knowledge and abilities.

At the time of the interview, candidates will be required to prepare a written response to a problem relating to the duties of a Shops Superintendent. This material will not be separately scored, but will be presented to the interview board members for discussion with the candidate and for consideration in the overall evaluation of the candidate's qualifications.

Candidates will be notified later by email 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 **MARCH 7, 2016 TO MARCH 18, 2016.**

NOTES:

1. This examination is based on a validation study.
2. Appointment to this position is subject to a one-year probationary period as provided by Section 1011 of the City Charter.
3. 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.
4. 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.
5. 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.
6. A final average score of 70% is required to be placed on the eligible list.
7. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
8. Upon appointment, a Shops Superintendent may be required to furnish an automobile, properly insured, for use in City service. Mileage will be paid according to established rates.
9. 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
10. 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.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

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.