



City of Los Angeles

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City of Los Angeles Personnel Department

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AIRPORTS MAINTENANCE SUPERINTENDENT

Class Code: 3331

Open Date: 07-31-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$93,521 to \$116,197

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

An Airports Maintenance Superintendent plans, organizes, and directs, through subordinate supervisors, the work of several crews of skilled craft and maintenance workers engaged in the operation, custodial care, maintenance, alteration, repair, and construction of airports buildings, grounds, airfields, and appurtenant equipment, including complex air-conditioning equipment; applies sound supervisory techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

1. Two years of full-time paid experience as an Airports Maintenance Supervisor, or in a class which is at that level, supervising employees engaged in building equipment maintenance and operation, equipment operation, fleet maintenance, fleet equipment procurement, construction, or street maintenance; **or**
2. Four years of full-time paid experience as a Senior Building Operating Engineer, or in a class which is at that level, as a working supervisor of employees engaged in building equipment maintenance and operation, equipment operation, fleet maintenance, fleet equipment procurement, construction, or street maintenance.

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 has been 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 <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 13, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weight: Interview100%
Essay Advisory

The examination will consist entirely of an evaluation of the candidate's professional and personal qualifications by interview. In the interview, emphasis will be placed on the candidate's experience, background, and personal qualifications as they have prepared the candidate to perform the duties of an Airports Maintenance Superintendent, including knowledge of: maintenance program administration, including buildings, grounds, airfields, heating ventilating and air conditioning, electrical systems, or custodial services; safety codes and regulations as applied to the operation, maintenance, alteration, and repair of buildings, airport facilities, airfields, parking lots, and roadways; LAWA Administration manual pertaining to the policy, working activities, and personnel management within the organizational unit; supervisory principles and practices including relevant MOU's and Equal Employment Opportunity; the ability to: plan, direct, coordinate, evaluate the work of and discipline subordinate personnel; plan and prepare budgets by calculating, estimating, prioritizing and scheduling; communicate orally in an effective manner; deal tactfully and effectively with City officials, Federal Aviation Administration officials, airport tenants, outside contractors, 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 relating to the duties of a Airports Maintenance Superintendent. 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 response.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews for this examination will begin during the period of **OCTOBER 05, 2015 through OCTOBER 16, 2015.**

NOTES:

1. This examination is based on a validation study.
2. 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.
3. A final average score of 70% is required to be placed on the eligible list.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. Seniority credit at the rate of 0.25 of a point for each year of continuous City service will be added to the weighted test score of each candidate.
6. 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.
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.

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