



# City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

[per.lacity.org](http://per.lacity.org)

## SENIOR ELECTRICAL REPAIR SUPERVISOR

**Class Code: 3856**

**Open Date: 01-22-16**

**REVISED: 01-25-16**

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

### **ANNUAL SALARY**

\$104,253 to \$129,518 and \$112,188 to \$139,394

### **NOTES:**

1. 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).
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
3. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

### **DUTIES**

A Senior Electrical Repair Supervisor supervises and coordinates the work of several supervisors and their crews engaged in shop and field maintenance and repair of electrical equipment and auxiliaries; applies sound supervisory techniques in building and maintaining an effective workforce; and fulfills Equal Employment Opportunity responsibilities.

### **REQUIREMENT**

Two years of full-time paid experience as an Electrical Repair Supervisor with the City of Los Angeles.

### **NOTES:**

1. In addition to the regular City application, all applicants must complete a Senior Electrical Repair Supervisor Qualifications Questionnaire at the time of filing. The Senior Electrical Repair Supervisor Qualifications Questionnaire is located within the Supplemental Questions section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination and their application will not be processed.
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. A valid California driver's license is required. Applicants 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.

### **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 and Qualifications Questionnaires must be received by THURSDAY, FEBRUARY 4, 2016.**

## **SELECTION PROCESS**

**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 adequacy of candidate's background, training, and experience as they have provided the knowledge of: repair, overhaul, inspection, testing, installation, reconditioning and modification of a variety of electrical, hydraulic and steam equipment, their auxiliaries and building facilities including elevators, cranes, hoists, air conditioning, refrigeration and heating equipment; operating characteristics, electrical and mechanical features of classes of equipment, apparatus and machinery used in water and power utilities and facilities; inspection and testing procedures to determine conformance to standards such as NEMA, ANSI and OEM; performance characteristics including capacity, precision, durability, and worker qualification requirements; rigging, hoisting and material handling practices; hazard and safety measures, including accident-analysis procedures, safety codes, regulations, and safety management methods; estimating personnel, time, and material costs for the repair of projects, including the utilization of the asset management system; Department of Water and Power organization, policies and practices and working rules; fundamental principles and practices of supervision, including directing, assigning, motivating, training, counseling, disciplining, commending and evaluating the work of subordinates; pertinent City and Personnel Department rules, policies and procedures including Equal Employment Opportunities and Memoranda of Understanding; and the ability to recommend methods for project completion involving difficult disassembly, installation, repair, modification, overhaul and rebuilding of equipment; prepare and interpret drawings and specifications related to repair and modification; plan, organize, direct, and coordinate activities through subordinate supervisors; evaluate personnel skill and knowledge requirements in order to develop an effective training program; prepare and review the preparation of narrative reports; communicate orally for the purpose of providing and receiving information and to persuade others to accept a point of view; deal tactfully and effectively with management, subordinates, members of other departments and other agencies; 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 Senior Electrical Repair Supervisor. 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 may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay response.

As part of their evaluation of each candidate's overall qualifications for the job, the interview panel members will consider the information in the candidate's Qualifications Questionnaire. Candidates may expect panel members to discuss this information during the interviews. Unsolicited supplemental information will not be submitted to the interview panel.

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 **MARCH 28, 2016 to APRIL 8, 2016.**

## **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 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.
7. 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.
8. 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.