



# City of Los Angeles

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City of Los Angeles Personnel Department

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## BUILDING MAINTENANCE DISTRICT SUPERVISOR

**Class Code: 3190**

**Open Date: 07-25-14**

### **ANNUAL SALARY**

\$111,687 (flat-rated)

### **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 Maintenance District Supervisor plans, organizes and directs the work of craft supervisors and technical employees engaged in the operation, maintenance, and repair of buildings and appurtenant equipment under the control of the Department of General Services in a major area of the City; applies sound supervisory principles and 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 a full craft supervisor, supervising seniors and craft personnel in building alteration, maintenance and repair; or
2. Two years of full-time paid experience as a Technical Advisor with the City of Los Angeles.

### **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 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 7, 2014.**

**SELECTION PROCESS**

<b>Examination Weight:</b>	<b>Essay</b> .....	<b>Advisory</b>
	<b>Interview</b> .....	<b>100%</b>

The examination will consist of an evaluation of professional and personal qualifications by interview. In the interview, emphasis will be placed on the candidate's background and experience as they have provided the knowledge of: tools, materials, equipment, practices and standards employed in the preventive maintenance and repair of a variety of building and appurtenant equipment; safety principles and practices, and code and maintenance standards as applied to the operation and repair of buildings; supervisory principles and practices including Equal Employment Opportunity and City personnel rules, policies and procedures; the ability to: read and interpret plans and specifications; prepare clear and concise records and written and oral reports; analyze a situation and provide a feasible and practical solution; plan, supervise, and coordinate the work of groups of employees engaged in building operation, maintenance, and repair activities; communicate orally in a clear and effective manner; deal tactfully and effectively with City officials, employees, and the public; and other necessary knowledge, skills, and abilities.

On the same day as the interview, candidates will be required to respond to an advisory writing exercise related to the duties and responsibilities of a Building Maintenance District Supervisor. This material will not be separately scored, but it will be presented to the interview panel for discussion with the candidate and consideration in the overall evaluation of the candidate's qualifications. Candidates who fail to complete the advisory writing exercise may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory exercise responses.

Candidates will be notified later of the specific date, time, and location of the interview, which will be held in Los Angeles.

**NOTES:**

- 1. This examination is based on a validation study.
- 2. Upon appointment, Building Maintenance District Supervisors may be required to furnish their own automobiles, properly insured, for use in City Service. Mileage will be paid according to established rates.
- 3. 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).
- 4. Applications accepted are 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.
- 5. A final average score of 70% is required to be placed on the eligible list.
- 6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
- 7. 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.

**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.