



# City of Los Angeles

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City of Los Angeles Personnel Department

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## STREET SERVICES SUPERINTENDENT

**Class Code: 4158**

**Open Date: 06-19-15**

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

### **ANNUAL SALARY**

\$88,740 to \$110,246 and \$97,948 to \$121,709

### **NOTES:**

1. Candidates from the eligible list are normally appointed only to vacancies in the lower pay grade positions.
2. 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 Street Services Superintendent directs or assists in directing general or specialized street maintenance activities such as resurfacing or pavement preservation for a large geographical area; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **REQUIREMENTS**

1. Three years of full-time paid supervisory experience with the City of Los Angeles in a class at the level of Street Services Supervisor in street construction, street maintenance, asphalt plant operation, street resurfacing or special street maintenance projects; **or**
2. Three years of full-time paid supervisory experience as a Senior Street Services Investigator with the City of Los Angeles; **or**
3. Three years of full-time paid experience as a Civil Engineering Associate II, III, or IV with the City of Los Angeles performing or directing field engineering activities related to the design, specification, construction, maintenance, inspection and operation of projects concerning the public right-of-way.

### **NOTES:**

1. **Candidates must achieve a passing score in the qualifying Training and Experience Questionnaire in order to be called for subsequent portions of the examination.**
2. 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.
3. 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).
4. Completion of a Street Maintenance Technology program at an accredited college is desired.
5. Street resurfacing experience is desired, but not required.
6. After appointment, employees of this class may be required to furnish their own automobiles, properly insured, for use in City service. Mileage will be paid according to established rates.

### **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, JULY 2, 2015.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

<b>Examination Weights:</b>	<b>Training and Experience Questionnaire .....</b>	<b>Qualifying Interview .....</b>	<b>100%</b>
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The examination will consist of a qualifying Training and Experience Questionnaire and an interview. In the qualifying Training and Experience Questionnaire, candidates may be examined for knowledge of: staffing, training, equipment, and scheduling needs required to provide street services; employee safety requirements including protective gear and handling of hazardous materials; organizational pavement management policies and procedures pertaining to clearances, operating orders, and plant procedures; department budgeting requirements including personnel, transportation equipment and purchasing policies; fundamental principles and practices of supervision including directing, assigning, training, motivating, counseling, disciplining, commending and evaluating the work of subordinates; and the ability to apply plans, specifications and grade sheets sufficient to estimate materials and labor required for street cleaning, maintenance, resurfacing, repair, rehabilitation, construction and special projects of streets, sidewalks, gutters and curbs; identify necessary staff, equipment and facility deficiencies in order to improve street services; apply knowledge of workloads, deadlines, equipment limitations, labor costs and overtime needs in order to identify solutions for street services problems and coordinate street work; inspect streets to identify hazardous conditions and determine repairs; supervise and monitor the work of a large group of subordinates; deal effectively and tactfully with employees, City officials and the public; communicate in writing in a clear, concise, and organized manner; and other necessary skills, knowledge and abilities.

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

### **Passing Score for the Qualifying Test**

The passing score for the qualifying Training and Experience Questionnaire will be determined by Personnel Department staff after the qualifying test is administered. Consideration will be given to the number of candidates taking the qualifying test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying Training and Experience Questionnaire may be set either above or below 70%.**

The qualifying Training and Experience Questionnaire will be administered in a single half-day session on **SATURDAY, AUGUST 22, 2015**, in Los Angeles. Candidates will be notified by e-mail of the time and location of the written test. Candidates may anticipate that PCs (personal computers) will be made available to type their responses to the qualifying Training and Experience Questionnaire.

Candidates must achieve a passing score on the qualifying Training and Experience Questionnaire in order to be invited to the interview.

The examination score will be based entirely on the interview. In the interview, candidates may be examined for the knowledge of: standard engineering specifications for roadwork sufficient to apply them to repairs and construction; the organization, policies and procedures of the Bureau of Street Services, including street maintenance, cleaning, sidewalk repair operations, and hazardous materials and waste procedures; departmental budgeting requirements related to bidding, purchasing and awarding of contracts; safety policies and procedures; general State and Federal regulations regarding the handling and disposal of hazardous materials; supervisory principles and practices; pertinent City and Personnel Department rules, policies and procedures, including equal employment opportunity and Memorandum of Understanding; and the ability to identify necessary staff, equipment and facility deficiencies in order to improve street services; apply knowledge of workloads, deadlines, equipment limitations, labor costs and overtime needs in order to identify solutions for street services problems, make recommendations on existing procedures, and coordinate street work; inspect plant and equipment for lack of preventative maintenance and proper safety precautions sufficient to oversee staff work; supervise and train employees involved in various street maintenance activities; formulate and justify budget needs; determine relevant information sufficient to provide to subordinates, management and other department personnel; plan, organize and conduct various meetings; communicate effectively orally and in writing; deal tactfully and effectively with others; and other necessary skills, knowledge and abilities.

### **NOTES:**

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
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 score of 70% in the interview portion of the examination 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.

### **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.

**Class Code 4158 .....** **06-19-15**