



City of Los Angeles

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City of Los Angeles Personnel Department

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PARK MAINTENANCE SUPERVISOR

Class Code: 3145

Open Date: 02-05-16

(Exam Open to Current City Employees)

ANNUAL SALARY

\$51,198 to \$72,809

The salary in the Department of Water and Power is \$64,832 to \$80,555 and \$67,630 to \$84,042

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.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
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 Park Maintenance Supervisor directly supervises a group of employees engaged in grounds and/or golf course maintenance, building custodial maintenance, or landscaping; or directs the grounds maintenance, building maintenance, or repair activities for a major organizational unit or for a geographic area consisting of numerous parks, golf courses, or Department of Water and Power high-voltage energized facilities; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

REQUIREMENTS

1. Two years of full-time paid experience as an Irrigation Specialist, Senior Gardener or in a class at that level and which provides experience in supervision of employees engaged in gardening; or
2. One year full-time paid experience as noted above and one year education (30 semester units or 45 quarter units) at an accredited college or university with at least 12 semester or 18 quarter units in horticulture, botany, or a related field.

NOTES:

1. 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.
2. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire if their record within the past 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
3. A California Department of Pesticide Regulation, Pest Control Advisor License and/or a Qualified Applicator's Certificate may be required for some positions.
4. Applicants filing under Requirement #2 must list the school name, location, course titles with number of semester or quarter units, and completion dates in the General Education section of the on-line application.
5. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, FEBRUARY 18, 2016.**

SELECTION PROCESS

Examination Weight: Interview100%

Your examination score will be based entirely on an evaluation of your qualifications by interview. In the interview, emphasis will be placed upon the nature and adequacy of your experience, training, and development as they have provided you with the background needed to supervise the work of a group of employees engaged in gardening, grounds and golf course maintenance, building custodial maintenance, and landscaping layout and development, including an understanding of: elements of gardening and grounds maintenance, including various types of soils, fertilizers, plant materials, irrigation equipment, watering, planting needs for various types of plants, grasses, and trees; job-related safety programs and practices applicable to the duties of a Park Maintenance Supervisor and their subordinates; operation and safety of hand and power tools; pruning requirements and techniques for various plants; plant and tree planting procedures; and the ability to: apply the fundamental principles and practices of supervision, including planning, prioritizing, delegating, motivating, evaluating performance, training, counseling and disciplining, and implementing effective employee relations and Equal Employment Opportunity programs; analyze a variety of job-related problem situations and develop practical, logical, and cost-effective solutions to such problem situations; communicate orally in a clear, organized, and articulate manner on a person-to-person basis or on a person-to-group basis; deal tactfully and effectively with management, coworkers, subordinates, representatives of other City and non-City agencies, and the public; and other necessary knowledge, skills, and abilities.

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 **APRIL 4, 2016 TO APRIL 15, 2016.**

NOTES:

1. This examination is based on a validation study.
2. Individuals appointed to a position in this class may be required to work evenings, weekends or holidays.
3. Based on the Federal Omnibus Transportation Employee Testing Act of 1994, you may be required to undergo mandatory drug and alcohol testing prior to and during employment in this class.
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 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% in the interview 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. Seniority credit at the rate of 0.25 of a point for each year of continuous classified City service will be added to the weighted test score of each candidate.
9. 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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