



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SENIOR UNDERGROUND DISTRIBUTION CONSTRUCTION SUPERVISOR

**Class Code: 3815**

**Open Date: 07-18-14**

### **ANNUAL SALARY**

\$114,819 to \$121,229 and \$133,318 to \$140,752

### **NOTES:**

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. **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).**
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 Senior Underground Distribution Construction Supervisor plans, organizes and directs the work of two or more Underground Distribution Construction Supervisors and their crews engaged in construction, maintenance, and repair of underground ducts, maintenance holes and vaults; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **REQUIREMENT**

Two years of full-time paid experience as an Underground Distribution Construction Supervisor 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 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, JULY 31, 2014**

## **SELECTION PROCESS**

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

The examination will consist of an advisory writing exercise and an interview. The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training, and personal qualifications as they demonstrate the knowledge of: hazards of working in and around maintenance holes, vaults, excavations, energized electrical equipment, and other substructures containing hazardous materials; the proper placement of approved warning devices; safety regulations and practices related to underground construction, including safety regulations of the Department of Water and Power, the Distribution Section, Cal/OSHA requirements, and the Department of Transportation; excavation, shoring and cement work; underground construction standards; procedures for exposing energized lines and cables that are encased in concrete; pertinent City and Personnel Department rules, policies and procedures, including Equal Employment Opportunity; supervisory principles and practices; Department of Water and Power disciplinary and grievance handling procedures; and the ability to plan, prioritize, schedule, and supervise the work of several underground construction crews engaged in underground construction and maintenance work; transfer personnel and equipment as necessary; follow written and oral instructions; prepare records and reports on the progress of work, performance of employees, and other subjects as necessary; communicate effectively with underground construction crews, Underground Distribution Construction Supervisors and others in order to provide training, explain procedures, provide information to, or obtain information and cooperation from co-workers, subordinates, outside contractors, or other utility companies; communicate in writing clearly and effectively; deal effectively with others; and other necessary skills, knowledge and abilities.

At the time of the interview, candidates will be required to prepare some written material related to the duties and responsibilities of a Senior Underground Distribution Construction Supervisor. This 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 writing session may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their writing exercise responses.

It is anticipated that interviews will begin during the period of **NOVEMBER 10, 2014 to NOVEMBER 21, 2014**. Candidates will be notified later of the date, time and location of the interviews, which will be held in Los Angeles.

### **NOTES:**

1. This examination is based on a validation study.
2. 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.
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 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.
5. A final average score of 70% on the interview 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. 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.

### **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.