



City of Los Angeles

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City of Los Angeles Personnel Department

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AIRPORTS MAINTENANCE SUPERVISOR

Class Code: 3336

Open Date: 04-24-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$69,864 to \$86,819; \$73,748 to \$91,642; and \$75,877 to \$94,273

The salary range covers multiple pay grades within the class.

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

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

An Airports Maintenance Supervisor plans, organizes, and directs the work of a labor and maintenance crew performing a variety of maintenance activities on airport properties including the operations, custodial care, maintenance, alteration, repair and construction of airport buildings, airfields, and appurtenant equipment; and applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

1. Four years of full-time paid experience as an equipment operator, building repairer, building operating engineer, journey-level craft worker, or as a full-time supervisor of manual or semiskilled workers in building, custodial, or airfield facility maintenance, repair, operation, or street maintenance; or
2. Six years of full-time paid experience as a lead worker in building, custodial or airfield facility maintenance, repair, operation, or street maintenance with the Los Angeles World Airports.

NOTES:

1. **Candidates must achieve a passing score in the qualifying written test in order to be called for the subsequent portion of the examination.**
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. For journey level experience obtained outside the City, journey level is defined as completion of a recognized apprenticeship or sufficient experience in the trade deemed equivalent to apprenticeship completion.
4. A "full-time supervisor" performs the full range of supervisory duties, which include assigning and reviewing work, approving vacation and sick time, completing and signing employee evaluations, and serving as the first level of review in the grievance process.
5. Lead Workers are experienced workers in the classification who have one or more employees assigned to their area of expertise and may be responsible for training, planning, directing, and reviewing the work of the assigned employee(s). Lead workers do not have the full breadth of supervisory authority as defined above.
6. Applicants using City of Los Angeles experience for Requirement #2 are required to submit a Verification of Work Experience (VWE) form within seven (7) calendar days from their on-line application submission date. The VWE must indicate the percentage of time performing the work that is claimed as qualifying experience. A copy of the VWE form may be attached to the on-line application at the time of filing or submitted to the Personnel Department at 700 E. Temple Street, Room 100, Los Angeles, CA 90012. Applicants who fail to submit a copy of their VWE form within the time required will not be considered further in this examination and their applications will not be processed.
7. 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).

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.

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, MAY 07, 2015.**

SELECTION PROCESS

Examination Weights:	Written Test	Qualifying
	Interview	100%

The examination will consist of a qualifying written test and an interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: methods, equipment, and materials used in the maintenance and repair of the airports facilities and airfields; safety codes and safe work practices as they apply to construction and maintenance activities on airports facilities and airstrips; tools, materials, equipment, practices and standards employed in preventive maintenance and repair of a variety of building, airfield and appurtenant equipment utilized in fencing and custodial; supervisory principles and practices including Equal Employment Opportunity; the ability to: read and interpret schematics, plans and specifications relating to the repair, alteration and construction of buildings, airport facilities, airfields, parking lots and roadways; estimate, prioritize and schedule time, personnel, equipment and materials required for maintenance and repair work; deal tactfully and effectively with other employees and the public; prepare clear and accurate standard and narrative reports utilizing proper grammar and punctuation; and other necessary knowledge, skills, and abilities.

Passing Score for Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the 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 multiple-choice written test may be set either above or below 70%.

Candidates must achieve a passing score in the qualifying written test in order to be called for the interview.

The examination score will be based entirely on the interview. In the interview, candidates may be examined for knowledge of: methods, equipment, and materials used in the maintenance and repair of the airports facilities and airfields; safety codes and safe work practices as they apply to construction and maintenance activities on airports facilities and airstrips; supervisory principles and practices including Equal Employment Opportunity, Rules of the Personnel Manual, rules and regulations relating to personnel within the Department of Airports, and Memoranda of Understanding as they relate to subordinate employees; the ability to: contribute to the planning and preparing of budgets; estimate, prioritize and schedule time, personnel, equipment and materials required for maintenance and repair work; inspect work for conformance with specifications; deal tactfully and effectively with City officials, FAA officials, other employees, and the public; communicate orally on a one-to-one or group basis; analyze a situation and provide a feasible and practical solution; and other necessary knowledge, skills and abilities.

Candidates will be notified later by e-mail of the time and location of the qualifying written test, which will be administered in a single half-day session on **SATURDAY, JUNE 20, 2015**, in Los Angeles.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the qualifying written test will not be subject to candidate inspection.
2. 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.
3. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. Seniority credit at the rate of 0.25 of a point for each year of continuous City service will be added to the weighted test score of each candidate.
6. 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.

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.