



# City of Los Angeles

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City of Los Angeles Personnel Department

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## WASTEWATER COLLECTION SUPERVISOR

**Class Code: 4113**

**Open Date: 12-16-16**

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

### **ANNUAL SALARY**

\$72,433 to \$103,085

### **NOTE:**

The current salary is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

A Wastewater Collection Supervisor assigns, reviews and evaluates the work of a crew of workers engaged in the maintenance and repair of sanitary sewers and storm drains in a large geographic district or in a specialized Citywide sewer maintenance unit; applies supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **REQUIREMENTS/MINIMUM QUALIFICATIONS**

1. Two years of full-time paid experience as a Wastewater Collection Worker with the City of Los Angeles; or
2. Two years of full-time paid experience as a Refuse Crew Field Instructor with the City of Los Angeles; or
3. Two years of full-time paid experience as a Wastewater Treatment Mechanic with the City of Los Angeles or in a class at that level, which provides experience in the installation, maintenance, or repair of wastewater treatment facilities or wastewater pumping facilities.

### **PROCESS 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. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire 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).
3. A Class B driver's license may also be required for some positions.
4. Upon appointment, the Wastewater Collection Supervisor may be required to furnish an automobile, properly insured, for use in City service. Mileage will be paid according to established rates.
5. A California Water Environment Association Grade II Collection Systems Maintenance or Mechanical Technology Certificate is desired.

### **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 <https://www.governmentjobs.com/careers/lacity/promotionaljobs> 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, DECEMBER 29, 2016.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

## **SELECTION PROCESS**

After meeting minimum qualifications, candidates will be scheduled for the following:

<b>Examination Weights: Written Test</b> .....	<b>Qualifying</b>
<b>Interview</b> .....	<b>100%</b>

The examination will consist of a qualifying written test and interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: Wastewater Maintenance Operations Handbook sections related to sewer inspection, safety policies and procedures, and catch basin and storm drain maintenance; maintenance hole structures; sewer flow conditions and characteristics; sewer and storm drain system cleaning methods; safety equipment and devices; traffic delineation procedures found in WATCH (Work Area Traffic Control Handbook); supervisory principles and practices, including Civil Service Rules and Equal Employment Opportunity responsibilities; the ability to: use hand and power tools; read and interpret maps and plans; interact tactfully and effectively with others to carry out wastewater collection activities; provide feedback as it relates to motivating, coaching and disciplining subordinate personnel; and other necessary skills, knowledge, 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, FEBRUARY 11, 2017**, in Los Angeles.

### **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 on the qualifying multiple-choice test in order to be scheduled for the 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 professional development as they demonstrate knowledge of: Wastewater Maintenance Operations Handbook sections related to sewer inspection, safety policies and procedures, and catch basin and storm drain maintenance; Microsoft Office software sufficient to perform various tasks such as preparing reports, accessing and creating databases, interfacing with maintenance management programs, and reporting Sanitary Sewer Overflows (SSOs); safety principles and procedures; traffic delineation procedures as set forth in WATCH (Work Area Traffic Control Handbook) as it relates to setting-up safety equipment; supervisory principles and practices, including Civil Service Rules and Equal Employment Opportunity responsibilities, discipline and grievances; the ability to: operate, lubricate and adjust moving parts and fittings on wastewater collection equipment; plan sewer and storm drain system activities; organize wastewater collection resources; make independent decisions; provide feedback as it relates to motivating, coaching, disciplining and training subordinate personnel; communicate verbally and interact with the public, co-workers, other supervisors, citizens, utility company personnel, City Attorneys, and other City employees in a clear, concise and effective manner to ensure information is understood easily; and other necessary skills, knowledge, and abilities.

Candidates who pass the qualifying written multiple-choice test will be invited to participate in the interview. Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles.

### **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. 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. As a covered entity under 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 accommodation 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. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
5. 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.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

### **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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