



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

SENIOR ELECTRICAL REPAIR SUPERVISOR

Class Code: 3856

Open Date: 06-01-18

(Exam Open to Current City Employees)

ANNUAL SALARY

\$130,875 to \$138,162 and \$140,814 to \$148,665

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.
3. **For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.**

DUTIES

A Senior Electrical Repair Supervisor supervises and coordinates the work of several supervisors and their crews engaged in shop and field maintenance and repair of electrical equipment and auxiliaries; applies sound supervisory techniques in building and maintaining an effective workforce; and fulfills Equal Employment Opportunity responsibilities.

REQUIREMENT/MINIMUM QUALIFICATION

Two years of full-time paid experience as an Electrical Repair Supervisor with the City of Los Angeles.

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).

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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>

APPLICATION DEADLINE

Applications must be received by **THURSDAY, JUNE 14, 2018**.

SELECTION PROCESS

Examination Weight: Essay.....**Advisory**
Interview.....**100%**

The examination will consist entirely of an evaluation of personal and professional qualifications by interview. In the interview, emphasis may be placed on the candidate's experience, training, and background as they have provided knowledge of: the repair, overhaul, inspection, testing, installation, reconditioning and modification of a variety of electrical, hydraulic and steam equipment, and their auxiliaries; operating characteristics, electrical and mechanical features of various types of equipment, and apparatus and machinery used in water and power utilities and facilities; inspection and testing procedures to determine conformance to standards and to assess the extent of damage and wear in utility equipment, apparatus and facilities; performance characteristics including capacity, precision, durability, worker qualification requirements for field and shop tools, and equipment and other facilities; rigging, hoisting and material handling practices in lifting and moving heavy equipment, apparatus and materials; estimating methods used to determine personnel, time, and material costs for repair projects; work hazards, safety measures, accident-analysis procedures, safety codes and regulations, and safety management methods; supervisory principles and practices, including Equal Employment Opportunity; and the ability to: devise methods for projects involving difficult disassembly, installation, repair, modification, overhaul, rebuilding of utility electrical, and hydraulic and steam equipment; prepare and review narrative reports; communicate orally on a one-to-group basis for the purpose of providing information related to policies, procedures and methods, and to receive information; communicate orally on a one-to-one basis for the purpose of providing and receiving information and to persuade others to accept a point of view; deal tactfully and effectively with management, peers, subordinates, manufacturer's representatives, members of other departments, and other agencies; and other necessary skills, knowledge and abilities.

Prior to the interview, applicants will be required to prepare some written material related to the duties and responsibilities of a Senior Electrical Repair Supervisor. This essay 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. Please note that applicants must complete the advisory essay and meet minimum qualifications as stated on this bulletin in order to be considered further in the examination process.

The advisory essay will be administered on-line. Applicants invited to participate in the examination will receive an e-mail from the City of Los Angeles outlining the specific steps needed to complete the on-line advisory essay. Applicants will be required to complete the on-line advisory essay between **JULY 2, 2018 and JULY 9, 2018**. Additional instructions will be sent via e-mail. Applicants who fail to complete the advisory essay as instructed may be disqualified.

Candidates will be notified later by e-mail 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 **AUGUST 13, 2018 to AUGUST 24, 2018**.

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.
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 average score of 70% or higher 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.
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.
8. 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.