



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: 06-16-17

(Exam Open to Current City Employees)

ANNUAL SALARY

\$64,414 to \$94,189; \$67,985 to \$99,409; and \$69,968 to \$102,291

NOTES:

1. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

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/MINIMUM QUALIFICATIONS

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.

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. 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.
3. 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.
4. 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.
5. Applicants using City of Los Angeles experience for Requirement #2 must submit with their application a City of Los Angeles "Verification of Work Experience" (VWE) form with the required signatures, verifying their experience as a lead worker in building, custodial or airfield facility maintenance, repair, operation, or street maintenance with the Los Angeles World Airports. The VWE form may be obtained on-line at <http://per.lacity.org/exams/vwe-sup.pdf>. Applicants may attach the completed VWE form to their on-line application at the time of filing or will have seven (7) calendar days from the online submission date to email a copy of their completed VWE form, including the required signatures to: per.appdocs@lacity.org. The subject line of your email must include the exam title, your name and indicate it is a VWE. In the body of your email, you must also include your first and last name, last four digits of your Social Security Number and contact phone number. Applicants who fail to submit their signed VWE form within the time required will not be considered further in this examination and their applications will not be processed.
6. 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 <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, JUNE 29, 2017.**

SELECTION PROCESS

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

Examination Weights: Written Test	Qualifying
Interview	100%

The examination will consist of a qualifying written test and a weighted interview. In the qualifying written test, which will consist of multiple-choice questions, the following competencies may be evaluated: 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; rules, regulations, principles, and practices of supervision 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; supervise by assigning, directing, motivating, training, counseling, commending, disciplining, and evaluating the work of subordinates; deal tactfully and effectively with City officials, Federal Aviation Administration officials, 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.

Candidates will be notified later by e-mail of the time and location of the qualifying written test, which will be held in a single half-day session in Los Angeles, on **SATURDAY, AUGUST 26, 2017.**

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.

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%.**

In the interview, the following competencies may be evaluated: 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; rules, regulations, principles, and practices of supervision including Equal Employment Opportunity; Rules of the Personnel Procedures Manual as well as other rules and regulations relating to personnel within the Department of Airports; Memoranda of Understanding as they relate to subordinate employees; the ability to: estimate, prioritize and schedule time, personnel, equipment, and materials required for maintenance and repair work; inspect work for conformance with specifications; supervise by assigning, directing, motivating, training, counseling, commending, disciplining, and evaluating the work of subordinates; deal tactfully and effectively with City officials, Federal Aviation Administration officials, other employees, and the public; communicate orally on a one-to-one or group basis to obtain information, explain procedures, policies, methods of performing tasks, or to persuade others to accept Department policy; 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 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. 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.

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