



# City of Torrance

## PROMOTIONAL OPPORTUNITY

# BUILDING MAINTENANCE SUPERVISOR (Job Code 16055308)

### REISSUE

**Pay Range:** \$35.61 – \$45.50 per hour

**Benefits:** Please refer to the Torrance Professional & Supervisory Association Memorandum of Understanding <http://www.torranceca.gov/10032.htm>.

### Position Overview

Under direction, plans and supervises the work of crews engaged in all phases of alteration, maintenance, repair and new construction of City structures and equipment; oversees work of contractors engaged in all phases of alteration, maintenance, repair and new construction of City structures and equipment; monitors project budgets; and performs related work as required.

For a detailed job description, please visit <http://www.torranceca.gov/6867.htm>.

### Candidate Qualifications

CANDIDATES MUST HAVE COMPLETED SIX (6) MONTHS OF ACTUAL SERVICE AFTER PERMANENT APPOINTMENT AS A CIVIL SERVICE EMPLOYEE BY THE FINAL FILING PERIOD.

*Any combination of education/experience that would provide the required knowledge and abilities is qualifying. A typical way of obtaining the knowledge and abilities would be:*

High school graduation or equivalent and five (5) years of experience performing building maintenance or construction work, at least two (2) years of experience at the Lead or Senior level; or an equivalent combination of education, training, and experience such as an Associate's degree and three (3) years of experience; or a Bachelor's degree in vocational education or a related field and two (2) years of experience.

**Possession of a valid California Class C Driver's License is required.**

### Application and Selection Process

Candidates must submit an online application and a Training & Experience supplemental application (qualifying). **Applications will be accepted through Tuesday, July 12, 2016, at 5:30 p.m.** The online application is accessible at [www.TorranceCA.Gov/Jobs](http://www.TorranceCA.Gov/Jobs).

Qualified candidates will be invited to participate in the examination process. The examination will consist of:

<u>Test Type</u>	<u>Weight</u>	<u>Tentative Date</u>
Written	60%	Wednesday, July 27, 2016
Oral Interview	40%	Wednesday, August 17, 2016

### Special Notes

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date, July 12, 2016.

Candidates may call (310) 618-2915 with application or testing questions.

This examination is to be conducted on a Promotional basis (Interdepartmental Promotional basis) provided that a minimum of 8 (eight) applications are filed and accepted from City employees. If there are less than 8 (eight) qualified employees who apply and are accepted, the promotional examination will be canceled and the examination will be conducted on an open competitive basis.

*The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.*

**CITY OF TORRANCE**  
**BUILDING MAINTENANCE SUPERVISOR**  
**TRAINING & EXPERIENCE SUPPLEMENTAL APPLICATION**  
**Job Code 16055308**

The information provided in your responses will be used to determine who is **best qualified** to proceed to the next stage of the selection process. You must answer these questions to be considered. Referring to your resume or application is not an acceptable answer. Work experienced detail in your responses must be reflected in the work history section of the employment application.

1. What is your highest level of education?
  - High School Diploma or Equivalent
  - Associate's Degree
  - Bachelor's Degree in vocational education or a related field
  - Advanced Degree
  - Other,
2. What is your level of experience performing building maintenance or construction work?
  - Less Than 2 Years
  - 2 to 3 Years
  - 3 to 5 Years
  - 5 Years or More
3. What is your level of Lead or Supervisory experience?
  - Less Than 6 Months
  - 6 Months to 1 Year
  - 1 to 2 Years
  - 2 to 5 Years
  - 5 Years or More
4. Do you possess and maintain a valid California Class C Driver's License?
  - Yes  No
5. As a Building Maintenance Supervisor, you will be part of a team, handling maintenance and repair of City facilities. The responsibility will include oversight of both contractors and employees. Please detail your experience with supervising employees and oversight of contractors. Include any project oversight experience. If you do not have any supervisory/project oversight experience, please type N/A.
6. Some maintenance projects are completed by contractors and therefore require contract documents. What is your experience in identifying and defining a project scope of work or specifications for contract documents? Describe your experience in working with City Building Departments to correct noted deficiencies. If you do not have related experience, please type N/A.

7. Have you ever prepared a job cost estimate?

Yes  No

If yes, explain the job along with the process or steps taken to complete the estimate.

8. What is your level of experience in reading/interpreting blueprints and project specifications?

None / Unskilled

Entry / Some Skills

Journey / Skilled

Senior / Advanced Skills

Please explain your response using actual experience to illustrate.