

Bulletin Number	2376BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Parks and Recreation
Position Title	REGIONAL GROUNDS MAINTENANCE SUPERVISOR
Exam Number	D8847D
Filing Type	Standard
Filing End Date	06/01/2011
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	\$5,177.82
Salary Maximum	\$6,790.09
Position/Program Information	Directs all grounds maintenance and custodial work in an agency of the Department of Parks and Recreation.
Essential Job Functions	<p>Directs all grounds maintenance and custodial work in community parks and public grounds within a maintenance agency.</p> <p>Assumes overall responsibility for monitoring outside contractor performance of maintenance services within the agency.</p> <p>Confers with personnel in other departments to plan, schedule, and coordinate maintenance programs.</p> <p>Investigates or supervises the investigation of complaints by the public regarding maintenance and personnel problems within the agency.</p> <p>Responsible through subordinate supervisors for planning, coordinating, and supervising the development and maintenance of riding and hiking trails within the agency, as needed.</p> <p>Prepares estimates for building and landscape maintenance and construction services with other governmental units.</p> <p>Directs and instructs agency grounds maintenance crews in planting, irrigation, cultivation, and development of grounds according to landscape plans.</p>

Assists in the preparation of the agency operating budget.

Directs the keeping of employee and grounds maintenance records within the agency and develops reports on workload, costs, and other data.

Directs the ordering of supplies and equipment for agency maintenance activities.

Approves the selection of shrubs and flowers for replacement and for season planting.

Requirements

MINIMUM REQUIREMENTS: Two years' grounds maintenance experience at the level of Grounds Maintenance Supervisor* or higher

- OR -

One year at the level of Assistant Regional Grounds Maintenance Supervisor** assisting in the direction of grounds maintenance and custodial work

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

*Experience at the level of a Grounds Maintenance Supervisor refers to experience supervising*** a staff of eleven or more positions in gardening, grounds maintenance, and building custodial work.

**Experience at the level of an Assistant Regional Grounds Maintenance Supervisor refers to experience assisting in the direction of grounds maintenance and custodial work in an agency of the Department of Parks and Recreation.

***Supervising is defined as planning, assigning, instructing and evaluating the work of employees on a regular basis.

Examination Content	<p>This examination will consist of an interview weighted 100%. The interview will cover training, experience, personal fitness and general ability to perform the essential duties of the position.</p> <p>Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible list.</p>
Special Information	<p>FINGERPRINTING AND SECURITY CLEARANCE: Employment is subject to security clearance which may include fingerprinting. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification.</p>
Vacancy Information	<p>The resulting eligible list for this examination will be used to fill vacancies in the Department of Parks and Recreation.</p>
Eligibility Information	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.</p>
Available Shift	Any
Job Opportunity Information	<p>Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.</p>
	<p>Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.</p>
	<p>Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in</p>

disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: - During a declared war; or - During the period April 28, 1952 through July 1, 1955; or - For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or - In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

County of Los Angeles
Information

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this

information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Application and Filing
Information

FILING START DATE : THURSDAY, MAY 5,
2011

Fill out your application and Job Specific Questionnaire (if any) completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during selection process.

INSTRUCTIONS FOR FILING ONLINE:

Applicants must apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by mail.

We must receive your application and Job Specific Questionnaire (if any) by 5:00 pm, Pacific Time, on the last day of filing.

Note: If you are unable to attach required documents, you may fax them to (213) 386-6620 within five (5) days of filing online or by 5:00pm, PST, on the last day of filing, whichever comes first. Please include your Name, the Exam Number, and the Exam Title on faxed

documents.

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The acceptance of your application depends on whether you have clearly shown that you meet the REQUIREMENTS . Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

APPLICATIONS MUST BE FILED ON-LINE.
APPLICATIONS SUBMITTED BY U.S. MAIL,
FAX OR IN-PERSON WILL NOT BE
ACCEPTED.

Department Contact Name	Human Resources Office
Department Contact Phone	(213) 738-2995
Department Contact Email	www.lacountyparks.org
ADA Coordinator Phone	(213) 738-2970
Teletype Phone	(213) 427-6118
California Relay Services Phone	(800) 735-2922