



CITY OF CULVER CITY
invites applications for the position of:

Subdrain Crewleader

An Equal Opportunity Employer

SALARY: \$5,204.33 – Monthly
\$6,352.62 Monthly

OPENING DATE: 12/11/2020

CLOSING DATE: 12/28/2020 05:00 PM

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$200 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

THE POSITION:

The following tasks are typical for the positions assigned to this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

- Supervises and participates in the work of subordinates including determining work procedures, assigning duties, training, assisting in solving work problems, enforcing City regulations and policies, and promoting work efficiency.
- Monitors the quality and quantity of the work of subordinates by reviewing progress to determine if maintenance schedules are being met. Identifies problems in the quantity and quality of work and takes prompt and effective corrective action.
- Identifies better methods for meeting service demands through streamlining and improving work methods. Tests these possible improvements.
- Ensures work tasks are performed in a safe manner at work sites including [implementation of proper traffic control, placement of traffic cones](#), the use of protective garments, and the use of testing equipment to identify the presence of dangerous gases in manholes.
- Develops responsibility and team work among subordinate staff in the accomplishment of work tasks.
- Cleans wastewater mains of debris such as grease, sand, roots, and rocks using a jet rodder [vehicles and related or mechanical rodding](#) equipment.
- Cleans and flushes catch basins of debris assuring catch basins are capable of flowing properly.
- Unplugs wastewater main backups using a jet rodder [vehicle and related or mechanical rodding](#) equipment.
- ~~Sets and collects charges from wastewater flow measurement equipment.~~
- [Documents and records incidents involving sanitary sewer overflows.](#)
- [Ensures sewer lift stations are maintained and components are functioning properly and managing wastewater flow properly.](#)

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: High school graduation or equivalent and three (3) years of semi-skilled experience in the maintenance and repair of wastewater mains and lift stations.

Licenses and Certificates:

Possession of a valid California Class B C-driver's license with Tanker Endorsement. Possession of a California Water Environmental Association Collection System Maintenance Certification is highly desirable.

EXAMINATION PROCEDURES:

Applicants must receive a passing score on the following examination components in order to be placed on the eligible list. **Please note:** There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

COMPONENTS

Written Test (weighed at 30%): To measure basic knowledge of wastewater collection systems and supervisory skills. (Tentatively scheduled for the week of January 25, 2021).

Counseling Exercise (weighed at 30%): To evaluate the ability to handle a supervisory problem. (Tentatively scheduled for the week of February 15, 2021).

Appraisal Interview (weighed at 40%): To evaluate training, experience, training, and personal qualifications. (Tentatively scheduled for the week of February 15, 2021).

ADDITIONAL INFORMATION:

The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude an applicant from a job with the City. If an applicant is selected as a finalist, he or she will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

Pre-placement medical evaluation including drug screen will be required.

E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

Applications may be filed online at:

<http://www.culvercity.org.jobs>

9770 Culver Blvd. Culver City, CA 90232

Main Line 310-253-5640
