



CITY OF CULVER CITY
invites applications for the position of:

FACILITIES MAINTENANCE SUPERVISOR - TRANSPORTATION

An Equal Opportunity Employer

SALARY: \$ 45.4026- \$ 55.4191 Hourly
\$ 7,869.79- \$ 9,605.98 Monthly
\$ 94,437.46- \$ 115,271.78 Annually

DEPARTMENT: Transportation

DIVISION: Fleet Services

OPENING DATE: 01/07/21

CLOSING DATE: 01/22/21 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:

This management position is responsible for supervising, prioritizing, assigning and reviewing the work of skilled and semi-skilled workers engaged in the maintenance, repair, and construction of City property, buildings, systems and structures ("City facilities"). Responsibilities include supervising and coordinating the City's facilities maintenance services; monitoring schedules and budgets, and ensuring that City facilities and equipment are clean, safe and preventatively maintained and that building maintenance resources are effectively and efficiently utilized.

This position is located in the Transportation Department. The incumbent of this position routinely plans, assigns, coordinates, supervises, and evaluates the work of skilled and semi-skilled workers. Identifies and determines resources required for the installation, maintenance and repair of the Transportation building, structures such as bus stops, and LED and other electrical services related to Transportation equipment. The person in this position assists in the development and management of major and minor improvement projects for City facilities. Participates directly in complex and difficult on-site maintenance, service, repair, and construction activities. Utilizes computerized building management program to monitor service, parts, inventory, records, work goals, budget and the preventative maintenance program; maintains records and logs of work performed, and equipment and staffing usage; prepares reports; prepares and administers the budget for area of responsibility. Reviews and prepares

plans and specifications for contract work. Inspects and evaluates work in progress and upon completion to ensure compliance to standards and contractual terms. Performs related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience

High school diploma or equivalent in addition to five years of journey level experience in facilities, mechanical or electrical maintenance, repair, servicing, installation and construction including two years of experience as a supervisor or lead worker.

License & Certificate

Possession of a valid California Class C driver license.

EXAMINATION PROCEDURES:

Applicants must receive a passing score on all of 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.

Written Exercise/Exam (weighted at 30%): To assess the ability to manage the installation, maintenance and repair of facilities (*Tentatively scheduled for _____*).

Counseling Exercise (weighted at 30%): To demonstrate the ability to supervise (*Tentatively scheduled for _____*).

Oral Appraisal Interview (weighted at 40%): To evaluate training, experience and personal qualifications (*Tentatively scheduled for _____*).

ADDITIONAL INFORMATION:

The provisions of this job posting do 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. Your 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 you from a job with the City. If you are selected as a finalist, you 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.
- 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
