

City of Los Angeles
Personnel Department

**PILE DRIVER SUPERVISOR (3556)
TRAINING AND EXPERIENCE QUESTIONNAIRE - 2010**

Instructions

The examination bulletin for Pile Driver Supervisor states that all applicants must complete and submit a City of Los Angeles Employment Application and Pile Driver Supervisor Training and Experience Questionnaire together at the time of filing. **Candidates must submit both of these documents at the time of filing to be considered further in the examination process.**

To evaluate your qualifications, it is required that you respond to each question that is asked in this Training and Experience Questionnaire. Indicating "N/A" (Not Applicable) is not considered a response to the question. If you use "N/A" or leave a question blank, your materials will be considered incomplete and you will not be considered a candidate in this examination. There are no appeal rights for individuals who are not candidates in the examination.

Your completed Pile Driver Supervisor Training and Experience Questionnaire will be presented to an expert review panel for an assessment of your preparation to perform the duties of a Pile Driver Supervisor. Based on the panel's evaluation, you will be assigned a numeric score and placed, in score order, on a list of candidates who are eligible to be considered for appointment as a Pile Driver Supervisor with the City of Los Angeles.

The Training and Experience Questionnaire evaluation will focus on how your knowledge, experience and professional background have provided you with the skills, knowledge, and abilities necessary to perform the duties of Pile Driver Supervisor, including knowledge of: tools, equipment, and practices used in driving and removing wood and concrete piles in water and on land; rigging required in setting and removing piles; operating, maintenance, and repair of pile driving rigs and equipment; understanding and implementing practices and procedures for public worker's safety; fundamental principles and practices of supervision in a lead worker capacity; Memoranda of Understanding as they apply to subordinate personnel; fundamental laws and regulations relating to Equal Employment Opportunity; ability to read, interpret, and apply blueprints and plans for placing and framing pilings; identify unsafe or faulty practices in boat operations and rigging; lead a group of employees consisting of Pile Driver Workers in activities such as pile driving, barge operations, and wharf maintenance and repair; and other necessary skills, knowledge, and abilities.

You must limit your response to a maximum of two pages per question. No attachments or additional documents will be considered for submission to the expert review panel. Write in narrative form using complete sentences. You must respond to all five questions to be considered a candidate.

All examination materials are the property of the City of Los Angeles Personnel Department. You may keep a copy of your response if you so desire. You will not be able to obtain a copy from the Personnel Department.

Review Period

Candidates may review the Training and Experience Questionnaire and grading criteria in Room 130, Personnel Building, 700 East Temple Street, from 12:00 noon to 4:00 p.m. during the four working days indicated below. Any protest concerning the Training and Experience Questionnaire must be filed during this period.

Tuesday, September 14, 2010 to Friday, September 17, 2010

Upon entering Room 130, candidates will be required to furnish a photo identification, which includes their signature, such as a driver's license. Identification cards that do not have the candidate's signature will not be acceptable.

Certification Statement

I certify that the Pile Driver Supervisor Training and Experience Questionnaire and all of the responses to the questions are true and complete, and were authored, written, and prepared in their entirety solely by me. I understand that false, misleading, or incomplete information shall be sufficient cause for disqualification in this examination or dismissal and other penalties as may be prescribed by law.

NAME: LAST	FIRST	MIDDLE INITIAL
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER	E-MAIL ADDRESS	

If you are experience technical problems with this questionnaire, please report it at <http://per.lacity.org/exams/supquest.cfm?ClassCD=3556>

TRAINING AND EXPERIENCE QUESTIONNAIRE BEGINS ON NEXT PAGE

1. Describe an assignment you have completed that best demonstrates your ability in one of the activities listed below.
 - a. driving and removing wood or concrete piles in water or on land
 - b. rigging required in setting and removing piles
 - c. maintenance or repair of pile driving rigs and equipment
 - d. construction of wharf areas

Include in your response:

- Briefly describe the assignment.
- What was your specific role in the assignment?
- What were the results?
- What did you learn from this experience?

Limit your response to two pages.

QUESTIONNAIRE CONTINUES ON NEXT PAGE

QUESTIONNAIRE CONTINUES ON NEXT PAGE

2. Describe your most challenging experience setting up a marine work barge to drive a three pile dolphin.

Include in your response:

- Briefly describe the assignment.
- What was your specific role in the assignment?
- Why was the experience challenging?
- What specific steps did you take to complete the assignment?
- What were the results?

Limit your response to two pages.

QUESTIONNAIRE CONTINUES ON NEXT PAGE

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3. Describe a specific assignment or project you have had as a crew leader which best demonstrates your ability to supervise, plan and schedule the work of a crew of Pile Driver Workers engaged in activities such as pile driving, barge operations, or wharf maintenance and repair.

Include in your response:

- Briefly describe the assignment or project.
- How did you ensure that the work was performed on schedule and within budget?
- What would you do differently, if anything, and why?

Limit your response to two pages.

QUESTIONNAIRE CONTINUES ON NEXT PAGE

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4. Describe a situation or action that best demonstrates your ability to identify unsafe or faulty practices in boat operations and rigging.

Include in your response:

- Briefly describe the situation.
- What were your specific actions and reasons for them?
- What information and resources did you rely on?
- What actions did you take, if any, to improve employee safety?
- What were the results?
- What would you do differently, if anything, and why?

Limit your response to two pages.

QUESTIONNAIRE CONTINUES ON NEXT PAGE

QUESTIONNAIRE CONTINUES ON NEXT PAGE

5. Provide a specific example that best illustrates how your knowledge of Equal Employment Opportunity principles and practices or the Memoranda of Understanding (MOU) for Pile Driver Workers had a positive impact in a work related situation.

Include in your response:

- Briefly describe the situation.
- What was your specific role?
- What were the results?
- What did you learn from the experience?

Limit your response to two pages.

QUESTIONNAIRE CONTINUES ON NEXT PAGE

**THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE
FOR PILE DRIVER SUPERVISOR**