



# City of Los Angeles

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City of Los Angeles Personnel Department

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## TIRE REPAIRER

**Class Code: 3727**

**Open Date: 10-24-14**

### **ANNUAL SALARY**

\$49,298 to \$54,956

The salary in the Department of Water and Power is \$78,153(flat-rated).

1. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
2. **For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to [http://per.lacity.org/Reciprocity\\_CityDepts\\_and\\_DWP.pdf](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).**

### **DUTIES**

A Tire Repairer inspects and determines whether transportation and construction equipment tires should continue in service, be repaired, discarded or returned to the manufacturer; services, removes and installs tires and tubes; balances and inspects wheels; performs skilled work in the sectional repair of tires or recapping of tires, and repair of tubes; and responds to emergency road service requests and other tire related work.

### **REQUIREMENTS**

1. Completion of a recognized apprenticeship as a tire repairer; or
2. Three years of full-time paid experience in sectional tire repair, recapping, tire and wheel inspection, or maintenance on a variety of tires and wheels including heavy duty truck or earth moving equipment.

### **NOTES:**

1. Applicants who lack six months or less of the above experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Applicants filing under Requirement #1 must submit an apprenticeship certificate within seven calendar days of filing their applications. Applicants who fail to submit this document within the time required will not be considered further in this examination and their application will not be processed. Applicants may attach the document to their on-line application at the time of filing, or will have seven calendar days from the submittal of their on-line application to submit the document to Personnel Department building, 700 E. Temple Street, Room 100, Los Angeles, CA 90012.
3. Applicants who are currently employed with the City of Los Angeles, filing under Requirement Number 2, will have 7 calendar days from the on-line submission date to submit a copy of their "Verification of Work Experience" form, which must also indicate the percentage of time performing the work that is claimed as qualifying experience. Applicants who fail to submit a copy of their "Verification of Work Experience" form or certificate of completion within the time required will not be considered further in this examination and their application will not be processed. A copy of the "Verification of Work Experience" form or certificate of completion may be attached to the on-line application at the time of filing or delivered to the Personnel Department at 700 East Temple Street, Room 100, Los Angeles, CA 90012.
4. Sectional tire repair experience is especially desired.
5. Some positions may require a valid California Class C driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violations (such as DUI).
6. Some positions may require a California Class B driver's license and valid medical certificate prior to completion of probation. Applicants must submit a commercial driving history in accordance with the California Department of Motor Vehicles CVC Section 1808.1. Candidates may not be eligible for appointment to these positions if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.

### **WHERE TO APPLY**

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

### **NOTE:**

Applicants are urged to apply early to ensure they have time to resolve any technical issues they may encounter.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **APPLICATION DEADLINE**

**Applications must be received by NOVEMBER 6, 2014.**

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the examination in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years in the event that additional applicants need to be tested to meet hiring needs.

## **SELECTION PROCESS**

**Examination Weight: Demonstration of Job Knowledge and Evaluation of General Qualifications by Technical Interview ..... 100%**

The examination will consist entirely of a demonstration of job knowledge and an evaluation of general qualifications by technical interview. Candidates may be examined for knowledge of: defects in tires; inflation pressures for different types of tube and tubeless tires; load ranges in relation to tire carrying capacity; defects in tubes; various tire, tube, and wheel sizes; types of wheels used on vehicles including factors such as load capacities and appropriate road and/or working conditions for each; defects in wheels; wheel assembly and mounting; wheel balancing; Federal, State, and Local laws pertaining to tires and wheel assemblies; materials used in tire repair; capacities of different types of jacks and jack stands; stud and capnut threads; safety principles and regulations; when punctures acquired in the field can and cannot be repaired; where to install new tires to prevent hydroplaning; and the abilities to communicate orally to discuss jobs and explain work procedures; observe defects in tires; use a street map to drive to an unfamiliar location; and other necessary knowledge, skills, and abilities.

Candidates will be notified later by e-mail of the date, time, and location of the Demonstration of Job Knowledge and Evaluation of General Qualifications by Technical Interview, which will be held in Los Angeles. It is anticipated that examinations will begin during the period of **JANUARY 5, 2015 through JANUARY 16, 2015**.

## **NOTES:**

1. This examination is based on a validation study.
2. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding seniority credit at the rate of 0.25 of a point for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
3. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
4. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
5. Based on the Federal Omnibus Transportation Employee Testing Act of 1994, you may be required to undergo mandatory drug and alcohol testing prior to and during employment in this class.
6. A final average score of 70% is required to be placed on the eligible list.
7. Based on City policy, before being hired in this position you may be required to undergo a drug and alcohol screening test.
8. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
9. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

## **Notice:**

*If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.*

## **THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.