



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

ELEVATOR MECHANIC

Class Code: 3866

Open Date: 07-11-14

ANNUAL SALARY

\$88,719 (flat rated)

The salary in the Department of Water and Power is flat-rated at \$95,045.

NOTES:

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

DUTIES

An Elevator Mechanic does skilled electrical, electronic, mechanical, and hydraulic work in the maintenance and repair of passenger and freight elevators, escalators, and other vertical and horizontal transportation equipment, and their related equipment.

REQUIREMENTS

1. A Certificate as a Competent Conveyance (Elevator) Mechanic issued by the California Division of Occupational Safety and Health; and;
2. A valid License to Act as a Journey-level Elevator Mechanic issued by the City of Los Angeles Department of Building and Safety is required prior to appointment.

NOTES:

1. Experience in the maintenance and repair of selective-collective multi-programmed elevators and escalators is especially desired.
2. Proof of certification or a letter from the State of California indicating a certificate can be issued immediately upon hire (see below for more information) is required at the time of filing for the examination.
 - a. If you do not currently possess a Competent Conveyance (Elevator) Mechanic certification issued by the State of California but have held one in the past, the State of California will not re-issue a Competent Conveyance (Elevator) Mechanic certification until you are re-employed as an Elevator Mechanic. As such, please contact the State office to request a review of your license status. If you are still in good standing, request a letter be written on your behalf indicating that a license can be re-issued immediately upon offer of employment. If hired, you must provide a copy of your certificate to the hiring department prior to your first day of employment.
 - b. If you have never possessed a Competent Conveyance (Elevator) Mechanic certificate issued by the State of California, please ensure you have submitted a new application to the State prior to requesting a review of your status and/or a letter on your behalf. If hired, you must provide a copy of your certificate to the hiring department prior to your first day of employment. The State of California elevator mechanic licensing office can be reached at (916) 274-5709 or online at http://www.dir.ca.gov/dosh/elevator/CCCM_App.pdf.
3. Information regarding the Journey-level Elevator Mechanic License issued by the City of Los Angeles Department of Building and Safety may be obtained online at <http://www.ladbs.org>.
4. Some positions may require a valid California 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 violation (such as DUI).

WHERE TO APPLY

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online 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 you have time to resolve any technical issues you may encounter.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Filing may be closed without prior notice after a sufficient number of applications are received. Immediate vacancies will be filled from among those who apply first. Other vacancies will be filled as the need arises. For administrative purposes, filing will close periodically and re-open the following workday.

SELECTION PROCESS

Examination Weight: Application Review 100%

The examination will consist entirely of review of candidates' City employment applications by Personnel Department staff to ensure that minimum requirements are met. Since these reviews will be made solely on the basis of the written information contained on the candidate's City employment application, it is each candidate's responsibility to ensure that the application is complete with accurate descriptions of relevant experience.

NOTES:

1. This examination is based on a validation study.
2. 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.
3. Based on the Federal Omnibus Transportation Employee Testing Act 1994, you may be required to undergo mandatory drug and alcohol testing prior to and during employment in this class.
4. 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.
5. A final average score of 70% is required to be placed on the eligible list.
6. 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 0.25 of a point seniority credit for each year of service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
7. In conjunction with Civil Service Rules, applicants who are current eligible City employees or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
8. You may take this examination once every 365 days. Your name may be removed from the employment list after 365 days.

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 ON AN INTERDEPARTMENTAL PROMOTIONAL AND 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.