



# City of Los Angeles

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City of Los Angeles Personnel Department

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## EQUIPMENT SPECIALIST

**Class Code: 3734**

**Open Date: 11-13-15**

**Revised: 11-25-15**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$59,111 to \$86,443 and \$65,542 to \$95,818

The salary range in the Department of Water and Power is \$73,017 to \$90,702 and \$80,910 to \$100,516.

### **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](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.
3. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

### **DUTIES**

An Equipment Specialist determines departmental equipment needs; prepares specifications; inspects equipment received from vendors; makes recommendations in connection with the purchase, operation, and maintenance of a wide variety of transportation, construction, fire, recreation, and park maintenance equipment; or participates in and supervises such work; and does related work.

### **REQUIREMENTS**

1. Four years of full-time paid experience as an Equipment Mechanic or in a class at that level which provides experience in the maintenance and repair of transportation, construction, fire, or park maintenance equipment; **or**
2. Four years of full-time paid experience in a class at the level of Management Analyst which provides experience in the analysis of equipment repair activities or in the analysis of either the operation or maintenance and repair of transportation, construction, fire, or park maintenance equipment.

Successful completion of sixty semester units or ninety quarter units from an accredited college or university which includes at least 12 semester or 18 quarter units of courses in administration, engineering, mathematics, or physics may be substituted for a maximum of two years of the required experience.

### **NOTES:**

1. Applicants who lack six months or less of the above required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Some positions may require a valid California Class B driver's license and valid medical certificate. Prior to appointment, all candidates must submit a commercial driving history in accordance with the California Department of Motor Vehicles CVC Section 1801.1. 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).
3. Applicants who wish to substitute education for experience, must list their school name and location, total number of units completed, and completion dates. In addition, for the courses in administration, engineering, mathematics, or physics, applicants must list the course titles, number of semester or quarter units, and completion dates for EACH course claimed as qualifying.
4. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accredited agencies can be found at [http://per.lacity.org/AccreditedInstitutions\\_08-21-08.pdf](http://per.lacity.org/AccreditedInstitutions_08-21-08.pdf).

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **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?promotionaljobs=1> for Promotional Examinations.

## **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, DECEMBER 03, 2015.**

## **SELECTION PROCESS**

**Examination Weight: Interview..... 100%**

The examination will consist of an evaluation of professional and personal qualifications by interview. In the interview, emphasis may be placed on the candidate's background and experience as they have provided the knowledge of: engineering principles involving stress, materials, hydraulics, and design; necessary technical content of purchase specifications; the function, use, and availability of equipment; operating principles of equipment component parts; the use, operation, maintenance and repair of various types of equipment; equipment air quality mandates; safety rules, regulations, and practices; the ability to: operate various equipment, gauges, and meters; cope with a wide variety of equipment problems at one time; review equipment parts and service/repair manuals; deal tactfully and effectively with supervisors, vendors, purchasing buyers, accounts payable staff and the public; and other necessary skills, knowledge and abilities.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **JANUARY 18, 2016 to JANUARY 29, 2016.**

## **NOTES:**

1. This examination is based on a validation study.
2. 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).
3. 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.
4. A final average score of 70% is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
7. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

## **THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL 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.