



# City of Los Angeles

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City of Los Angeles Personnel Department

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## MECHANICAL ENGINEERING ASSOCIATE

**Class Code: 7554**

**Open Date: 08-21-15**

**(Exam Open to All, including Current City Employees)**

### **ANNUAL SALARY**

\$68,549 to \$85,148; \$76,629 to \$95,212; \$85,357 to \$106,049; and \$92,769 to \$115,278

\*\*\$63,183 to \$85,148; \$70,637 to \$95,212; \$78,697 to \$106,049; and \$85,504 to \$115,278

The salary in the Department of Water and Power is \$77,360 to \$96,110; \$91,934 to \$114,213; \$99,722 to \$123,881; \$107,156 to \$133,130.

### **NOTES:**

1. \*\*Individuals hired on or after July 1, 2013 shall be hired at three (3) premium levels (one premium level equals 2.75%) below the salary range.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
3. **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)**
4. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

A Mechanical Engineering Associate performs professional mechanical engineering work in the preparation of plans, designs, specifications, reports, estimates, recommendation of awards, studies, quality assurance programs, safety and health testing, and in research, testing and inspection activities related to the manufacturing, construction, installation, operation and maintenance of mechanical equipment and systems, or checking mechanical systems of buildings for code compliance and operation and maintenance feasibility; may perform code enforcement functions relating to design and specifications of plumbing, mechanical and elevator installations and related equipment approval; and does related work.

### **REQUIREMENTS**

1. Graduation from an accredited four-year college or university with a degree in engineering, which includes at least 24 semester units or 36 quarter units of core courses of mechanical engineering; **or**
2. Possession of a valid Engineer-in-Training Certificate recognized by the State of California Board for Professional Engineers, Land Surveyors, and Geologists.

### **NOTES:**

1. **In addition to the regular City application, all applicants must complete a Mechanical Engineering Associate Qualifications Questionnaire at the time of filing. The Mechanical Engineering Associate Qualifications Questionnaire is located within the Supplemental Questions section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.**
2. College seniors who are within six months of graduation from an accredited four-year college or university may apply. However, you cannot be appointed until you have completed all of your course work, including the 24 semester units or 36 quarter units described in Requirement No. 1.
3. You may take the Mechanical Engineering Associate interview only once every 365 days. If you have taken the Mechanical Engineering Associate interview in a campus environment, a special recruitment event, or during an open filing period in the Personnel Department within the last 12 months, you may not file for this examination at this time.
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).
5. Applicants filing under Requirement No. 1 must indicate the engineering core courses completed and include the name of the school, course credit earned, and grade received in the Supplemental Questions Section of the on-line application. Applicants who fail to do so will not be considered further in this examination and their applications will not be processed.
6. Applicants filing under Requirement No. 2 must list their Engineer-in-Training (EIT) Certificate number in the Supplemental Questions Section of the on-line application. At the time of appointment, candidates must submit to the department which appoints them, verification of their EIT certification.
7. Appointments will be made to temporary training positions in accordance with Section 5.30 of the Rules of the Board of Civil Service Commissioners for a maximum duration of three years. In order to successfully complete the temporary training period, new appointees must obtain their Engineer-in-Training (EIT) Certificate within three years. New appointees who do not successfully complete the temporary training period will be terminated from the class.
8. 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 accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
9. Candidates completing the exam process will be contacted by the Personnel Department to provide required proof of qualifying degree.

**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> for Open Competitive Examinations.

## **APPLICATION DEADLINE**

**Applications and Qualifications Questionnaires must be received by THURSDAY, SEPTEMBER 3, 2015.**

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 interview in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) 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 from August 21, 2015 in the event that additional applicants need to be tested to meet hiring needs.

## **QUALIFICATIONS REVIEW**

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Mechanical Engineering Associate may be evaluated based on the candidate's responses to the Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of a Mechanical Engineering Associate based solely on the information submitted for qualifications review will continue in the selection process.

## **SELECTION PROCESS**

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

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis may be placed on the candidate's experience, training and background as they demonstrate the knowledge of: mechanical engineering fundamentals and concepts including, fluid mechanics, thermodynamics, heat transfer, and combustion; general content and applicability of national, state and local regulations and codes such as, ANSI, ASME, California Plumbing Code, California Building Code, and City of Los Angeles Mechanical Code, and engineering, design, and construction standards and guidelines; and the ability to effectively perform engineering calculations; analyze information, problems, situations, practices, and procedures sufficient to define problems or objectives, identify patterns and relationships, formulate logical and objective conclusions, and recognize alternatives; prepare and interpret technical sketches of systems, layouts and details; read and interpret technical information; use programming languages and computer software applications sufficient to solve engineering problems and complete day-to-day tasks; communicate effectively in writing, using correct grammar, spelling and syntax; communicate orally on a one-to-one basis effectively for the purpose of giving or receiving information accurately using appropriate terminology; deal effectively and tactfully with others; 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 the interviews will begin during the period of **OCTOBER 26, 2015 TO NOVEMBER 6, 2015.**

## **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 it is determined that they do not possess the minimum qualifications stated on this bulletin.
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. A final average score of 70% is required to be placed on the eligible list.
5. 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.

### 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 ONLY ON 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.

**Class Code 7554 ..... 08-21-15**