



City of Los Angeles

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City of Los Angeles Personnel Department

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MAINTENANCE AND CONSTRUCTION HELPER

Class Code: 3115

Open Date: 05-22-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$41,008 to \$50,968

The salary in the Department of Water and Power is \$53,912 to \$66,962; and \$60,280 to \$74,875.

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 salary range covers multiple pay grades within the class. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

DUTIES

A Maintenance and Construction Helper does a variety of semi-skilled manual tasks in construction, maintenance and repair activities.

REQUIREMENTS

1. Six months as a Utility Pre-Craft Trainee with the Los Angeles Department of Water and Power; **or**
2. One year of full-time paid experience in construction, craft or landscaping work.

NOTES:

1. Applicants who have at least six months of the required experience in Requirement #2 may file for this examination. However, they cannot be appointed until the one-year requirement is met.
2. In accordance with Section 608 of the Clean Air Act, an Environmental Protection Agency approved Technician Certificate may be required for some positions prior to appointment.
3. Some positions may require a valid California Class A, B or C driver's license prior to appointment or prior to completion of the probationary period. For positions requiring a valid California Class A or B driver's license, 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 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).
4. Some positions may require working in hazardous locations, such as confined spaces, near energized electrical equipment, and high voltage areas, and thus may be required to undergo annual medical examinations.

WHERE TO APPLY

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 you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, JUNE 04, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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 written test 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 from May 22, 2015 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weight: Written Test100%

The examination will consist entirely of a multiple-choice written test in which candidates may be examined for a knowledge of: basic hand and small power tools and their uses; operating characteristics and minor maintenance requirements of small gasoline engines and various types of small power equipment; various construction materials and their uses; common mixtures of material to mix concrete, grout, or mortar; plumbing fittings and their uses; use of a carpenter's level; basic arithmetic, including calculation of square feet; safety practices and procedures, including procedures to use with various types of construction equipment and tools, handling potentially dangerous substances, protective devices and clothing; leverage techniques and methods of moving heavy objects in a safe and efficient manner; applicable motor vehicle codes related to driving passenger cars and light trucks; interpersonal skills; and the ability to read and understand construction sketches, work orders, safety signs, and instruction labels on equipment and material; and other necessary knowledge, skills, and abilities.

The written test will be administered in a single half-day session on **SATURDAY, AUGUST 8, 2015**, in Los Angeles and Bishop, CA. Candidates will be notified by e-mail of the time and location of the written test.

NOTES:

- 1. Some positions are located in the Owens Valley area; only applicants who will accept a position in the Owens Valley area will be considered for these positions.
- 2. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
- 3. Based on the Federal Omnibus Transportation Employee Testing Act of 1994 and City of Los Angeles policy, you may be required to undergo mandatory drug and alcohol testing prior to and/or 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. 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.
- 6. The incumbents of some positions in this class may be required to pass an annual or periodic work fitness evaluation to determine their eligibility for continued employment in this class.
- 7. 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 competitive candidates ahead of the promotional candidates.
- 8. A final average score of 70% is required to be placed on the eligible list.
- 9. 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.

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.