



City of Los Angeles

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City of Los Angeles Personnel Department

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EQUIPMENT MECHANIC (Automotive Mechanic)

Class Code: 3711

Open Date: 07-17-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$75,063 (Flat-Rated); \$77,256 (Flat-Rated); and \$83,561 (Flat-Rated)

In most of these positions, higher salaries are paid for work on special equipment or in work environments that may be noisy and/or contain unpleasant materials or odors.

The salary in the Department of Water and Power is \$68,924 to \$85,628; \$70,177 to \$87,194; and \$73,414 to \$91,224

The salary in the Harbor Department is \$78,007 (Flat-Rated)

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

NOTES:

1. For information regarding reciprocity between 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 Equipment Mechanic does skilled mechanical work in the maintenance and repair of automotive transportation equipment and inspects such equipment to determine needed repairs.

REQUIREMENTS

1. Completion of a recognized apprenticeship as an automotive mechanic; or
2. Completion of the Automotive Service Excellence (ASE) Master Technician Certification for Automobile Repair; or
3. Four years of full-time paid experience in automotive mechanic work; or
4. Satisfactory completion of a two-year program in automotive or truck mechanics from an accredited community college, trade or technical school and two years of full-time paid experience in automotive mechanic work.

NOTES:

1. Applicants must submit proof of completion of an accredited apprenticeship as an automotive mechanic or a valid Automotive Service Excellence (ASE) Master Technician Certificate for Automobile Repair certificate. Applicants must attach a copy of the certificate or the proof of completion of the aforementioned apprenticeship to the on-line application at the time of filing. The requested document(s) must be attached to the on-line application BEFORE the application is submitted. If the document(s) is attached AFTER the on-line application has been submitted, it will not be available to the City and applicants WILL NOT be credited with having submitted the document(s). Applicants who fail to submit the document(s) at the time of filing by attaching it to the on-line application will not be considered further in this examination.
2. Equipment Mechanics may be required to furnish their own tools.
3. Some positions may require obtaining a forklift and/or crane operator's license through "In-House" training and testing.
4. A valid California Class C driver's license is required prior to appointment. Applicants will be disqualified and not eligible for hire 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. Some positions may require a valid California Class A and/or 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).
6. Candidates who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
7. 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>.

SELECTIVE CERTIFICATION

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training. Only persons possessing a valid California Bureau of Automotive Repair Lamp Adjuster License, Brake Adjuster License or Qualified Test and Repair Mechanic License, may be certified in order of standing on the eligible list to fill such positions. Candidates must specify the license, including the state certified license number, issue date and expiration date in the Special License section on the on-line application.

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

APPLICATION DEADLINE

Filing may close without prior notice after a sufficient number of applications are received. For administrative purposes, filing will close periodically and reopen the following day.

SELECTION PROCESS

Examination Weight: Written Test 100%

The written test will consist of multiple-choice questions by which candidates may be examined for the knowledge of: basic electrical and electronic theory in order to diagnose, test, and repair vehicle electrical system and accessories; vehicular cooling and heating systems operation; air, hydraulic, and electro-mechanical brake system operation; mechanical principles and components of gasoline and diesel combustion engines in order to trouble shoot and make necessary repairs; tires and wheels in order to determine safe limits and proper wear; vehicle or equipment operation such as drivability and accessories operation; drive line principles and components; heat system transfer; basic principles of operation of the charging system and related components; and basic arithmetic; the ability to: adjust, repair, and replace electrical system components, linkage assemblies, and fuel system components; determine damaged, broken or missing components; road test vehicles in order to isolate any malfunction and to ensure that vehicles are safe and ready for issue; use test equipment and tools in order to troubleshoot and determine necessary repairs; read, understand, implement and interpret reports, manuals, technical service bulletins, vehicle history files, City street maps, technical drawings, schematics, and safety procedures such as OSHA regulation and departmental policies; and other necessary knowledge, skills and abilities.

Candidates will be notified later by e-mail of the time and location of the written test which will be administered in a single half-day session. The first date scheduled for the written test is on **SATURDAY, SEPTEMBER 19, 2015** in Los Angeles.

NOTES:

1. 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.
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 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.
3. Based on the Federal Omnibus Transportation Employee Testing Act of 1994, you may be required to undergo a 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. 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. A final average score of 70% is required to be placed on the eligible list.
7. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
8. 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.
9. You may take this examination once every 365 days.
10. Your rank on the employment list may change as scores of candidates from other administrations of this examination are merged onto one 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 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.