



City of Los Angeles

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City of Los Angeles Personnel Department

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EQUIPMENT REPAIR SUPERVISOR

Class Code: 3746

Open Date: 03-14-14

ANNUAL SALARY

\$87,132 and \$94,711 (flat-rated)

The salary in the Department of Water and Power is \$83,707 to \$104,003 and \$88,969 to \$110,559.

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. Employees in certain positions, as indicated in Salary Notes of Memorandum of Understanding 12, may receive additional compensation.

DUTIES

An Equipment Repair Supervisor supervises the work of senior and journey-level workers and helpers engaged in the servicing, maintenance, and repair of street maintenance, construction, fire fighting, marine and marine accessory, transportation and related equipment; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENT

Four years of full-time paid journey-level experience as a heavy duty equipment mechanic engaged in the maintenance and repair of gasoline and diesel powered heavy duty equipment or fire fighting apparatus.

NOTES:

1. Applicants 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.
2. Applicants who wish to use their City experience as an Auto Electrician must submit a City of Los Angeles "Verification of Work Experience" form, indicating the percentage of time performing the work that is claimed as qualifying work experience. Copies of the form may be obtained on-line.
3. Applicants will have 7 calendar days from the on-line submission date of their application to submit a copy of their "Verification of Work Experience" form. Candidates who fail to submit these documents within the time required will not be considered further in this examination and their applications will not be processed.
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. For some positions, a valid California Class A and/or Class B driver's license may be required. Applicants must submit a commercial driving history in accordance with the California Department of Motor Vehicles CVC Section 1801.1. Applicants 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 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 Exams.

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, MARCH 27, 2014.**

SELECTION PROCESS

Examination Weights:	Written Test	50%
	Essay	Advisory
	Interview50%

The examination will consist of a written test, advisory essay and interview. In the written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: the principles, operations, functions, limitations, and repair of City-owned heavy-duty street maintenance, construction, firefighting, marine, marine accessory transportation, and related equipment; components and systems related to heavy-duty equipment, including engines, steering systems, vehicle emission control systems, electric propulsion systems, gasoline, diesel, and alternative fuel systems, charging and starting systems, suspension systems, hydraulic systems, automotive air conditioning and heating systems, electrical and mechanical systems, various brake systems, clutch assemblies, drive shaft and rear axle assemblies, automatic and manual transmissions; various diagnostic test equipment used in connection with heavy-duty equipment, including hand held oscilloscopes, micrometers, manometers, pyrometer, hydraulic flow tester, opacity meter, pressure and vacuum gauges, ohm and voltmeters; State of California Vehicle Code provisions related to vehicle operation and mechanical maintenance; tire wear patterns; basic arithmetic; job related safety practices and procedures, including CAL/OSHA; personnel policies, rules, and regulations related to subordinate personnel, including EEO; and the ability to read and interpret heavy-duty equipment repair manuals, wiring diagrams, manufacturer's specifications and shop records; and other necessary skills, knowledge and abilities.

At the time of the written test, candidates will be required to prepare some written material relative to the job duties and responsibilities of an Equipment Repair Supervisor. This material will not be separately scored, but will be provided to the interview panel for discussion with the candidates and for consideration in the overall evaluation of the candidates' qualifications. Those who do not complete the advisory writing exercise will not be invited to the interview and will be considered to have failed the entire examination.

Candidates will be notified by mail of the time and location of the multiple-choice written test and advisory essay, which will be administered in a single half-day session on **SATURDAY, MAY 17, 2014**, in Los Angeles.

In the interview, emphasis will be placed on an evaluation of the nature and adequacy of the candidate's experience and training as they have provided the background needed to supervise a group of employees engaged in heavy-duty equipment repair activities and knowledge of: job related safety practices and procedures, including CAL/OSHA; personnel policies, rules, and regulations related to subordinate personnel, including EEO; basic computer skills; and the ability to communicate effectively both orally and in writing; deal tactfully and effectively with others; and other necessary skills, knowledge and abilities.

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. Based on City policy, you may be required to undergo mandatory drug and alcohol testing prior to and during employment in this class.
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.
4. 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.
5. Unless otherwise stated, in promotional examinations a minimum score of 65% in a weighted written test, including seniority credits added to your examination grade at the rate of 0.25 of a point for each year of continuous classified service, is necessary in order to be called for subsequent portions of the examination.
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.

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.