



City of Los Angeles

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City of Los Angeles Personnel Department

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STEAM PLANT ASSISTANT

Class Code: 5622

Open Date: 11-28-14

ANNUAL SALARY

\$56,647 to \$70,386 and \$65,855 to \$81,828

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
3. 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 Steam Plant Assistant assists in either operating, maintaining, or repairing steam electric generating plant equipment, including mechanical, electrical control and instrumentation, and auxiliary equipment.

SPECIAL INFORMATION

1. All entry-level positions have been designated as temporary training positions in accordance with Civil Service Rule 5.30. A Steam Plant Assistant must successfully complete a four-year intensive on-the-job and classroom training program in order to receive an appointment to a regular Steam Plant Assistant position.
2. A Steam Plant Assistant receives intensive on-the-job training as well as formalized training outside of working hours.
3. A Steam Plant Assistant is subject to working nights, holidays and weekends on a rotating shift basis at various work locations throughout the City's power system.
4. The relaying of instructions and complex technological information over the telephone and in person, in normal situations and under emergency conditions, requires that candidates be able to communicate orally in English in a clear and understandable manner.
5. See the corresponding "Job Preview" for additional information regarding the duties of a Steam Plant Assistant in a trainee and/or regular position. The Job Preview is available on-line at <http://per.lacity.org/exams/5622preview.pdf>.

REQUIREMENTS

1. Completion of at least eight months in the Utility Pre-Craft Trainee training program sponsored by the Department of Water and Power; or
2. Successful completion of three semester units or four quarter units from a recognized college or university or trade school in physics, chemistry, electricity, or electronics; or
3. Successful completion of one year of high school level course work in physics, chemistry, electricity, or electronics; or
4. Completion of the Hayden Electricity course sponsored by the Department of Water and Power; or
5. One year of full-time paid experience in electrical or mechanical work involving the operation, maintenance, or repair of large machinery as found in an engine room on board a ship or in an electric generating plant, or electrical generating and distribution equipment such as found in an electric generating plant or receiving and distribution stations, or electrical distribution systems, including those of major industrial facilities such as oil refineries, chemical plants, or water treatment plants.

NOTES:

1. Applicants filing under Requirement #1 who lack two months or less of the required training and experience may file for this examination. However, they cannot be appointed until completion of at least eight months in the Utility Pre-Craft Trainee training program, as indicated in Requirement #1.
2. Applicants filing under Requirement #2, #3, or #4 must list the course name(s), completion date(s), name of the institution attended, and number of units in the Supplemental Question section on the City application.
3. Applicants filing under Requirement #5 who lack six months or less of the required training and experience may file for this examination. However, they cannot be appointed until the full training and experience requirement is met.
4. Candidates who successfully pass the written portion of the examination must be made aware that CAL/OSHA and Department of Water and Power Safety Regulations require that Steam Plant Assistant candidates MUST complete a medical examination administered by the Los Angeles Department of Water and Power (LADWP) Medical Office and must be physically capable of handling personal protective equipment, such as respiratory equipment. After selected candidates complete the Steam Plant Assistant evaluation class, they must pass a respiratory equipment fit test conducted by the LADWP Safety Office as a condition of employment.
5. Normal depth perception and color vision is required.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

6. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.

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.

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, DECEMBER 11, 2014.

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) 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 November 28, 2014 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weights:	Written Test	Qualifying
	Performance Test	100%

The examination will consist of a qualifying multiple-choice written test and a performance test. In the multiple-choice written test, candidates may be examined for knowledge of: basic mathematics; reading comprehension; mechanical aptitude and reasoning; and the ability to: understand the operation, function, and interdependence of equipment; work safely and recognize potentially dangerous situations when working with electrical systems on mercury or other potentially dangerous substances; read manuals, simple schematic drawings, and wiring diagrams; perceive pertinent detail when reading multiple charts and gauges; and other necessary skills, knowledge, and abilities.

The qualifying written test will be administered in a single half-day session on **SATURDAY, FEBRUARY 7, 2015** in Los Angeles. Candidates will be notified later by e-mail of the time and location of the written test.

Passing Score for Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.**

Candidates must achieve a passing score on the qualifying multiple-choice written test in order to be called for the performance test. **The performance test will be scheduled periodically, as vacancies arise.**

The examination score will be based entirely on the performance test. In the performance test, candidates may be examined for the ability to listen to, understand, and follow written and oral instructions accurately and completely; ability to climb ladders; lift and carry up to 60 lbs. for at least 50 feet; work in high, tight, confined, and enclosed spaces; walk up stairs to an elevation of at least 122 feet in order to complete necessary tasks and operations; orally communicate in a clear and effective manner; accurately repeating verbal and written instructions verbatim; 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. 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 in this bulletin.
3. A final average score of 70% is required in the performance portion of the examination to be placed on the eligible list.
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. Based on City Policy, before being hired in this position, you may be required to undergo a drug and alcohol screening test.

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 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 562211-