



# City of Los Angeles

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City of Los Angeles Personnel Department

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## HEAVY DUTY TRUCK OPERATOR

**Class Code: 3584**

**Open Date: 01-24-14**

### **ANNUAL SALARY**

\$54,016 to \$60,197

The salary in the Department of Water and Power is \$66,669 to \$70,386; \$75,731 (flat-rated); and \$78,613 (flat-rated).

Candidates from the eligible list are normally appointed to positions in the lower pay grades. Higher salaries are paid for night work.

### **Note:**

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).

### **DUTIES**

A Heavy Duty Truck Operator drives a heavy duty truck or truck-trailer combination, a special purpose truck, or other heavy duty truck safely, lawfully, and skillfully; operates mechanical attachments on the truck; and may act as a lead worker or helper in a crew when not driving.

### **REQUIREMENTS**

1. Two years of full-time paid experience driving a vehicle of more than 26,001 pounds gross vehicle weight. Applicants must include the gross vehicle weight of the vehicle and the percentage of time driving on the application form, or the application will not be processed.
2. Two years of equivalent experience in a training capacity as a Maintenance and Construction Helper, Maintenance Laborer, Truck Operator, Street Services Worker, or Construction Equipment Service Worker with the City of Los Angeles will be accepted as qualifying.
3. A valid California Class A driver's license and valid medical certificate are required.

### **NOTES:**

1. **Candidates must achieve a passing score in the qualifying written test in order to be called for subsequent portions of the examination.**
2. Applicants will have seven (7) calendar days from the on-line submission date to submit a copy of their California Class A driver's license and valid medical certificate. You may either attach these documents to your on-line application before submitting it or submit a copy to the Personnel Department Building, 700 E. Temple Street, Room 100, Los Angeles, CA 90012. Applicants who fail to submit their documents within the time required will not be considered further in this examination and their applications will not be processed.
3. All applicants must list the percentage of time driving heavy duty vehicles being claimed as qualifying and the gross vehicle weight in the work history section of the application. The percentage of time driving will be prorated to yield qualifying full-time experience.
4. Successful completion of an approved training course in truck operation, including at least one month of behind-the-wheel instruction in vehicles of more than 26,001 pounds gross vehicle weight, may be substituted for six months of the above experience. Applicants will have seven (7) calendar days from the on-line submission date to submit a copy of the training course certificate and verification of the one month of behind-the-wheel instruction in vehicles 26,001 pounds gross vehicle weight or more to: Personnel Department Building, 700 E. Temple Street, Room 100, Los Angeles, CA 90012. Applicants who fail to submit the certificate and verification within the time required will not be considered further in this examination, and their applications will not be processed.
5. Some positions of Tree Surgeon and Tree Surgeon Assistant in the Bureau of Street Services and the Department of Recreation and Parks with the equivalent experience will be accepted as qualifying.
6. Some candidates may be required to have tank, hazardous materials (in accordance with the Federal Transportation Security Act) and/or doubles endorsements or passenger endorsements at the time of their appointment. Candidates who do not have the necessary endorsements may be required to obtain them upon the successful completion of their probationary period. All positions in the Bureau of Street Services and the Bureau of Sanitation require an unrestricted California Class A driver's license.
7. All applicants must submit a commercial driving history in accordance with the California Department of Motor Vehicle CVC Section 1801.1. 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.
8. The qualifying score is determined subsequent to the qualifying written test and is based on the overall performance of the candidate group and the projected number of vacancies.

### **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 certification from The National Commission for the Certification of Crane Operations (NCCCO) may be certified in order of standing on the eligible list to fill such positions. (Applicants seeking this certification must include their Crane Operator Certification number, issue date and expiration).

### **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.

### **NOTES:**

1. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.
2. All application documents must be completed at the time of filing for you to be considered a candidate in this examination.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## APPLICATION DEADLINE

Applications will be accepted on the following three days only: From 8:00 a.m. TUESDAY, FEBRUARY 4, 2014; WEDNESDAY, FEBRUARY 5, 2014; to Midnight THURSDAY, FEBRUARY 6, 2014.

For administrative purposes, filing may close periodically and reopen the following day. Applications received before the start of the filing period will not be accepted.

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 February 4, 2014 in the event that additional applicants need to be tested to meet hiring needs.

## SELECTION PROCESS

Examination Weights:	Written Test .....	Qualifying
	Pre-Trip Inspection Test .....	Pass/Fail
	Performance Test .....	100%

The examination will consist of a qualifying written test and performance test which will include a pre-trip inspection test and a weighted performance test. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: operation and maintenance requirements for trucks with a gross vehicle weight loaded of 26,001 lbs. or more such as heavy duty trucks, special purpose truck, truck tractor semi-trailer combinations, or truck trailer combinations; procedures followed to properly drive various types of trucks and other vehicles covered by a Class A license; general vehicle inspection procedures; traffic and safety regulations and requirements such as California Vehicle Code, California Occupational Safety and Health Act (CAL/OSHA), and other general safety practices and precautions; proper methods of loading and unloading including placement and securing of loads; posting appropriate warning flags and signs designating a wide, extended, or hazardous load; properly testing trailer brakes and locking devices and inspecting trailer conditions; attachment and securing procedures of tow and semi-trailers including their applicable hook ups; how to utilize appropriate chains and binders, ropes, straps, or cables to secure vehicle freight; human relations techniques and practices; the ability to: make mathematical calculations; read gauges and maps; and other necessary knowledge, skills, and abilities.

Candidates must achieve a passing score on the qualifying written test in order to be called for the pre-trip inspection test. They will be notified by mail of the date, time, and location of the pre-trip inspection test, and will be mailed additional information regarding the pre-trip inspection test.

During the pre-trip inspection test, candidates will be required to demonstrate a pre-trip inspection walk around, including checking of air systems, brakes, and other critical items, as well as an in-cab inspection. Only candidates who receive a passing score during the pre-trip inspection test will be scheduled for a performance test. Candidates who fail the pre-trip inspection will not be allowed to participate in the performance test, and will be considered as having failed the entire examination.

The examination score will be based entirely on the weighted performance test. During the performance test, candidates may be required to demonstrate their knowledge of: procedures followed to properly drive various types of trucks and other vehicles covered by a Class A license, safely, lawfully and skillfully; traffic and safety regulations and requirements such as California Vehicle Code, California Occupational Safety and Health Act (CAL/OSHA), and other general safety practices and precautions; the ability to: read gauges and maps; demonstrate a measured right turn, alley dock, straight-line backing, limit line stop, and parallel parking; safely operate one of the following types of trucks: truck of more than 26,001 pounds gross weight, truck trailer, or tractor-trailer combination; and other necessary knowledge, skills, and abilities. Candidates who are unable to operate the truck safely or who demonstrate unsafe driving practices will not be allowed to complete the performance test and will be considered as having failed the entire examination.

Candidates will have only one opportunity to take the performance test.

Candidates will be notified later by mail of the time and location of the qualifying written test which will be administered in a single half-day session on **SATURDAY, MARCH 22, 2014** in Los Angeles.

## Passing Score for the Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the 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 written may be set either above or below 70%.**

## NOTES:

1. The examination is based on a validation study and as provided by the 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 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 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](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. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
7. A final average score of 70% on the performance test is required to be placed on the eligible list.
8. Based on City policy, before being hired in this position, you may be required to undergo a drug and alcohol-screening test.
9. Candidates may take this examination only once during this administration.
10. 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 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 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 3584. .... 01-24-14**