



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

TRUCK OPERATOR

Class Code: 3583

Open Date: 04-10-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$51,218 to \$57,085

The salary in the Department of Water and Power is \$49,944 to \$62,055 and \$58,777 to \$73,038.

NOTES:

1. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
2. For information regarding reciprocity between City of Los Angeles departments and LADWP, go to: http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.

DUTIES

A Truck Operator drives a truck with a Gross Vehicle Weight Rating of up to 51,999 lbs. and may be required to operate mechanical attachments on the truck; may be required to pull a trailer under 10,000 lbs. Gross Vehicle Weight with a combined length of less than 40 feet; and may work as a manual laborer or direct a manual labor crew during periods of the day when not driving.

REQUIREMENTS

1. A valid California commercial Class A or Class B driver's license and valid medical certificate approved by the State of California Department of Motor Vehicles; and
2. a. One year of full-time paid experience driving a truck or bus carrying a payload of at least 3,000 lbs; or
b. Six months of the above experience obtained within the last two years and a certificate of satisfactory completion of the Truck Driving and Safety course from the Los Angeles Unified School District.

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. For current City employees, 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.
3. Some positions may require a tank or hazardous materials endorsement prior to completion of probation.
4. Prior to appointment, candidates must submit a commercial driving history in accordance with the California Department of Motor Vehicles CVC Section 1808.1. 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. For Requirements #2a and #2b, the weight of the payload must be listed in the Work Experience Section of the on-line application or the application will not be processed.
6. Applicants filing under Requirement #2b must submit a certificate of satisfactory completion of the Truck Driving and Safety course from the Los Angeles Unified School District at the time of filing.
7. Applicants must attach copies of their valid California commercial Class A or Class B driver's license and valid medical certificate to the on-line application at the time of filing.
8. Copies of the Truck Driving and Safety course certificate, Class A or Class B driver's license, and valid medical certificate must be attached to the on-line application BEFORE the application is submitted. If the copies are attached AFTER the on-line application has been submitted, they will not be available to the City and applicants WILL NOT be credited with having submitted the certificates and/or license. Applicants who fail to submit the certificates and/or license at the time of filing by attaching them to the on-line application will not be considered further in this examination.
9. Applicants using City of Los Angeles experience for Requirement #2a or #2b are required to submit a Verification of Work Experience (VWE) form within seven (7) calendar days from their on-line application submission date. The VWE must indicate the percentage of time performing the work that is claimed as qualifying experience. A copy of the VWE form may be attached to the on-line application at the time of filing or submitted to the Personnel Department Building, 700 E. Temple Street, Room 100, Los Angeles, CA 90012. Applicants who fail to submit a copy of the VWE form within the time required will not be considered further in this examination and their applications will not be processed.
10. For Selective Certification, applicants must include their Crane Operator certification number, issue date and expiration date in the Supplemental Questions section of the on-line application.
11. Candidates appointed to some positions in the Department of Public Works may be required to furnish, at their own expense, work clothes of a designated type.
12. Drivers will be required to perform daily pre-trip and post-trip inspections on assigned vehicles.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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 the following at the time of filing may be considered for appointment to fill such positions. Applicants who select that they have a valid Crane Operator Certification must attach a copy of their valid Crane Operator certification to the on-line application at the time of filing. A copy of the Crane Operator certification must be attached to the on-line application BEFORE the application is submitted. If the copy 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 certification and will no longer be considered for this selective certification.

Valid Crane Operator certification issued in accordance with California Code of Regulations, Title 8, Section 5006.1, by an Accredited Certifying Entity.

An accredited Certifying Entity is any organization whose certification program is accredited by either the National Commission for Certifying Agencies (NCCA), or the American National Standards Institute (ANSI).

WHERE TO APPLY

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online 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 materials must be complete at the time of filing for you to be considered a candidate in this examination.

APPLICATION DEADLINE

Applications must be received by THURSDAY, APRIL 23, 2015.

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 qualifying 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 April 10, 2015 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
	Road Skills Test	100%

The examination will consist of a qualifying written test, a qualifying pre-trip inspection test, and a weighted road skills test. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: the California State Motor Vehicle Code; defensive driving techniques; methods and procedures for checking oil, water, fuel, tires, lights, brakes and accessory equipment; vehicle dumping procedures; procedures for hitching trailers and equipment to vehicles; load securing methods in using cables, ropes, chains and binders; vehicle accident reporting procedures; good safety practices related to the loading and unloading of vehicles; proper lifting methods to avoid personal injury; required safety equipment to be carried on City vehicles; the safe operation of vehicles and equipment assigned to be operated; the ability to: use basic hand tools; recognize basic mechanical malfunctions of vehicle; read and understand maps; read and understand written forms such as vehicle inspection check lists and drivers' trouble reports; write at a level sufficient to explain vehicle malfunctions and to complete departmental forms and reports using principles of proper English usage, punctuation, spelling, and grammar; communicate on a one-to-one basis to report vehicle malfunctions or to explain methods of performing tasks; get along with other employees and the public; follow written and oral instructions; and other necessary knowledge, skills, and abilities.

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%.**

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

During the pre-trip inspection test, candidates will be required to demonstrate their ability to accurately and thoroughly inspect a truck with a Gross Vehicle Weight Rating up to and including 51,999 pounds prior to operation. Only candidates who receive a passing score during the pre-trip inspection test will be scheduled for the road skills test. Candidates who fail the pre-trip inspection test will not be allowed to participate in the road skills test, and will be considered as having failed the entire examination.

The examination score will be based entirely on the weighted road skills test. During the road skills test, candidates will be required to demonstrate their skill in the operation of either a truck with a Gross Vehicle Weight Rating up to and including 51,999 pounds or a truck-trailer combination with a Gross Vehicle Weight Rating of 10,000 pounds or less with a combined length of less than 40 feet. Candidates who are unable to operate the vehicle in a safe manner or who demonstrate unsafe driving practices will be considered as having failed the entire examination.

Candidates will be notified later by e-mail of the time and location of the qualifying written test which will be administered in a single half-day session on **SATURDAY, JUNE 6, 2015** in Los Angeles.

NOTES:

1. This examination is based on a validation study and as provided by Civil Service Rule 4.20, the written test will not be subject to candidate inspection.
2. A final average score of 70% in the Road Skills portion of the examination is required to be placed on the eligible list.
3. 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.
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. 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.
6. 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.
7. 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.
8. 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 seniority credit at the rate of 0.25 of a point for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
9. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

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.