



City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

per.lacity.org

CARPET LAYER

Class Code: 3418

Open Date: 06-20-14

ANNUAL SALARY

\$75,293 (flat-rated)

DUTIES

A Carpet Layer installs, removes, and repairs carpeting and padding.

REQUIREMENT

Four years of full-time paid experience with the City of Los Angeles as a helper to a journey-level carpet layer.

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. A valid California driver's license is required prior to appointment. 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?promotionaljobs=1> for Promotional 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, JULY 3, 2014.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weight:	Exercise	Advisory
	Interview	100%

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training and professional development as they have provided the knowledge of: the methods, techniques, and processes used in repairing and laying carpeting, sheet goods, and vinyl or rubber tile; scrapers, carpet scraper machines, knives, levels, carpet stretchers, hot plastic tape iron, tile cutters, and other tools and equipment used to lay and repair carpets and other flooring; various types of glues, cleaning agents, and other agents used to lay and repair carpets and other flooring; how to measure, fit, cut, and install carpeting, glue down carpeting, self-adhesive carpeting, and other flooring; proper personal protective equipment necessary to safely lay and repair various flooring and safe lifting techniques; and the ability to: identify defective tile and/or carpet and to recognize substandard installation methods; recognize asbestos in various types of flooring and glues; communicate in a tactful and effective manner with employees, the public, and vendors; and other necessary knowledge, skills, and abilities.

On the same day as the interview, candidates will be required to prepare material relating to the work of a Carpet Layer, which demonstrates their ability to: read measuring tape; interpret materials such as work orders, floor sketches, and notes; write sufficiently for tasks such as completing work orders; and other necessary knowledge, skills, and abilities. This material will not be separately scored, but will be presented 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 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 date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **AUGUST 18, 2014 to AUGUST 29, 2014.**

NOTES:

1. 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.
2. 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.
3. A final average score of 70% is required to be placed on the eligible list.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
6. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of candidates' City application by Personnel Department staff to ensure that the minimum qualifications have been met.

**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.