



# City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

[per.lacity.org](http://per.lacity.org)

## EQUIPMENT OPERATOR

**Class Code: 3525**

**Open Date: 04-11-14**

### **ANNUAL SALARY**

\$83,144 and \$89,930 (flat-rated)

The salary in the Department of Water and Power is \$86,652 and \$92,060 (flat-rated).

Higher salaries are paid for work on special equipment, night work, or in a work environment that may be noisy and/or contains unpleasant materials and odors.

### **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**

An Equipment Operator operates tractors, graders, rollers, scrapers, backhoes, track and wheel loaders, hydro and rigid boom cranes, grinders, trommel screens, compost mixers, profilers, pavers, and other construction and maintenance equipment. This equipment is used in weed abatement programs, compost and mulch facilities, construction, repair and maintenance of sidewalks, access ramps, streetscape installations, streets, roads, sewers, storm drains, canals, and water and power infrastructures; compacts soil and debris at refuse disposal sites; makes running repairs and adjustments to equipment; and may lubricate equipment and assist crew members on job site.

### **REQUIREMENTS**

1. Two years of full-time paid experience in operating construction or road maintenance equipment, including tractors or cranes. One year must be with the City of Los Angeles.
2. A valid Class A or B driver's license.

### **NOTES:**

1. Candidates 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 certificate of satisfactory completion of one of the following courses may be substituted for a maximum of six months of experience:
  - a. Heavy Equipment Operations and Maintenance course given by Los Angeles Trade Technical College, **or**;
  - b. Heavy Duty Equipment Operator Training Certificate given by LAUSD, **or**;
  - c. Equipment Operator Training course given by either the City of Los Angeles Public Works Bureau of Street Services or Bureau of Sanitation, **or**;
  - d. The National Commission for the Certification of Crane Operators (NCCCO) Mobile Crane Operator Training Course with the City of Los Angeles Department of Water and Power.

Candidates must submit a copy of their certificate of completion.

3. All applicants will have 7 calendar days from the on-line submission date to submit a copy of their "Verification of Work Experience" form or certificate of completion. Applicants who fail to submit a copy of their "Verification of Work Experience" form or certificate of completion within the time required will not be considered further in this examination and their applications will not be processed. A copy of the "Verification of Work Experience" form or certificate of completion may be attached to the on-line applications at the time of filing or delivered to the Personnel Department at 700 East Temple Street, Room 100, Los Angeles, CA 90012.
4. 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. Applicants must submit a commercial driving history in accordance with the California Department of Motor Vehicles CVC Section 1808.1. A valid Class A or B driver's license with T,X,N, and/or P may be required for some positions. A medical certificate issued by the Personnel Department, Medical Services Division, is required for all Class A or B vehicle drivers and must be maintained throughout employment.
5. Additional equipment operator's licenses required by Cal-OSHA may be required for some positions prior to appointment. Employing departments may indicate on certification notifications that only those eligibles currently possessing the required license(s) will be considered for appointment.
6. Candidates must list all types of equipment operated when describing experience. Candidates must submit a City of Los Angeles "Verification of Work Experience" form, which must indicate the percentage of time performing the work that is claimed as qualifying experience.

### **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.

1. A valid Crane Operator certification for Small and Large Telescopic Mobile Cranes license issued by the NCCCO.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## 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.

## NOTES:

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

## APPLICATION DEADLINE

Applications must be received by **THURSDAY, APRIL 24, 2014**.

## SELECTION PROCESS

Examination Weights: Written Test.....	Qualifying
Performance.....	100%

The qualifying written test will consist of multiple-choice questions by which candidates may be examined for knowledge of heavy-wheeled and track-type equipment, functions, capabilities, limitations, and attachments including, installing, removing; preventive maintenance requirements; grading methods; backfilling methods; compaction of materials; density and moisture-content levels; rolling procedures; California Vehicle Code; CAL/OSHA rules and/or regulations; hand signals; rigging procedures; hoisting procedures; different types of underground and overhead utilities; the ability to: maneuver equipment; operate equipment; change equipment attachments; communicate with co-workers; communicate information to supervisors and lead personnel; make decisions regarding equipment use or safety procedures; and other necessary skills, knowledge and abilities.

All candidates who attain a passing score on the qualifying written test will be invited to the performance test. Your examination score will be based entirely on a demonstration of equipment knowledge by performance. In the examination, you will be required to demonstrate your ability to operate the following types of equipment: loader, grader, backhoe, and only one of the following two pieces of equipment: bulldozer or truck mounted hydraulic crane. Candidates who do not operate the equipment according to safety principles will be disqualified.

### 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 year. Therefore, the passing score for the qualifying written test may be set either above or below 70%.

Candidates will be notified later by mail of the time and location of the written test, which will be administered in a single half-day session on **SATURDAY, JUNE 7, 2014**, in Los Angeles.

## NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the qualifying written test will not be subject to candidate inspection.
2. 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.
3. 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.
4. Applications are accepted subject to review to ensure minimum qualifications are met. Candidates may be disqualified at any time 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](http://per.lacity.org/exams/verify_disability.pdf).
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.
8. Seniority credit at the rate of 0.25 if a point for each year of continuous service will be added to the weighted test score of each candidate.

## 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.