



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

SENIOR EQUIPMENT MECHANIC

Class Code: 3712

Open Date: 12-11-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$79,511 (flat rated)

The salary in the Department of Water and Power is \$91,955 (flat-rated) and \$93,041 (flat-rated).

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. Candidates from the eligible list are normally appointed to vacancies in the lower flat-rated positions.
3. 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 Senior Equipment Mechanic acts as a lead for and works with a small group of Equipment Mechanics and other employees engaged in the maintenance and repair of transportation equipment.

REQUIREMENT

Two years of full-time paid experience as a journey-level Equipment Mechanic, Heavy Duty Equipment Mechanic, or Auto Electrician.

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. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions 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).
3. Some positions may require a valid California Class A and/or Class B driver's license and valid medical certificate. Prior to appointment, all candidates must submit a commercial driving history in accordance with the California Department of Motor Vehicles CVC Section 1808.1. Candidates may not be eligible for appointment to these positions 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).

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, DECEMBER 24, 2015**.

SELECTION PROCESS

Examination Weights:	Written Test	Qualifying
	Essay	Advisory
	Interview	100%

The examination will consist of a qualifying multiple-choice examination, an advisory essay, and an interview. The qualifying written test will consist of multiple-choice questions in which the following competencies may be evaluated: reading comprehension; safety focus; job knowledge; and supervision.

Additional information can be obtained by going to <http://per.lacity.org/eeo/jobanalyses.htm> and clicking on Competencies under Senior Equipment Mechanic.

On the same day as the qualifying written test, candidates will also be required to prepare some written material on a topic related to the duties and responsibilities of a Senior Equipment Mechanic. This essay material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who do not complete the advisory essay will not be invited to the interview and will be considered to have failed the entire examination.

Candidates will be notified later by e-mail of the time and location of the qualifying written test and advisory essay, both of which will be administered in a single half-day session on **SATURDAY, FEBRUARY 13, 2016** in Los Angeles.

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%.**

All candidates who pass the qualifying multiple-choice written test and complete the advisory writing exercise will be invited to participate in the interview.

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the adequacy of the candidate's training and experience as they provide the candidate with the background needed to perform the duties of a Senior Equipment Mechanic, including the following competencies: reading comprehension; self-management; safety focus; job knowledge; interpersonal skills; supervision; listening; and written communication.

Candidates will be notified by e-mail of the date, time, and location of the interview, which will be held in Los Angeles.

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. 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. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified that they do not possess the minimum qualifications stated on this bulletin.
4. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. 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.
7. **PRE-EMPLOYMENT SUBSTANCE SCREENING:** Because this class has been designed as safety sensitive, in accordance with City policy, substance-screening tests may be required prior to appointment.

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.