



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

SHEET METAL WORKER

Class Code: 3775

Open Date: 02-28-14

ANNUAL SALARY

\$79,991 (flat-rated)

The salary in the Department of Water and Power is \$76,692 to \$95,275.

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.

DUTIES

A Sheet Metal Worker performs skilled work in layout, fabrication, assembly, installation and repair of a variety of sheet metal parts and equipment including boxes, lockers, cabinets, shelves, table tops, sinks, range hoods, rain gutters, downspouts, flashings, fluid tanks and air-conditioning ventilating ducts; and in the maintenance, installation, adjustment and repair of duct work, filters, blowers and forced-air heating, cooling and ventilating control devices and systems; occasionally performs arc, gas, and MIG welding; and calibrates pneumatic controls and performs air balancing.

REQUIREMENTS

1. Completion of a recognized apprenticeship as a sheet metal worker; or
2. Five years of full-time paid experience in sheet metal work.

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. 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.
3. Applicants filing under Requirement Number 1 must submit an apprenticeship 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 will have 7 days from the on-line submission date to submit a copy of their certificate. Applicants who fail to submit their documents within the time required will not be considered candidates in this examination and their applications will not be processed.

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.

APPLICATION DEADLINE

Applications must be received by THURSDAY, MARCH 13, 2014.

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 28, 2014 in the event that additional applicants need to be tested to meet hiring needs.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weight: Written Test100%

The examination score will be based entirely of a multiple-choice written test candidates may be evaluated on their knowledge, experience, professional background, personal qualifications, and abilities, including knowledge of: the practices, procedures and materials used in the fabrication, assembly, installation and repair of a variety of articles used in sheet metal work; the function and operation of power and manually-operated machines and other power and hand tools common to the trade; the practices and procedures used in pattern development as applied to the layout of a variety of articles made from metals; geometry and basic arithmetic; the procedures used to calculate bending allowances of common metals used in sheet metal work; the practices and procedures used to form various types of seams as related to sheet metal work; supervisory principles and practices; safety principles and procedures; laws and regulations related to equal employment opportunity; City Personnel rules, policies and procedures; memoranda of understanding as they relate to subordinate personnel; the ability to: read and interpret blueprints and drawings pertaining to sheet metal work; follow oral and written instructions; operate power and hand machinery and tools used in performing sheet metal work; lay out patterns and mensuration; and other necessary knowledge, skills and abilities.

Candidates will be notified later by mail of the time and location of the written test, which will be held in a single half-day session on **SATURDAY, APRIL 26, 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 written test will not be subject to candidate inspection.
2. 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.
3. A final average score of 70% is required to be placed on the eligible list.
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.
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. 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. Based on California Code of Regulations, all incumbents are required to wear a Self-Contained Breathing Apparatus (SCBA) under hazardous and emergency conditions. Therefore, all employees in this class must be able to wear the SCBA in a safe and appropriate manner.
8. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
9. 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.

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 AN 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.