



# City of Los Angeles

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City of Los Angeles Personnel Department

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

## LIGHT EQUIPMENT OPERATOR

**Class Code: 3523**

**Open Date: 10-07-16**

**REVISED: 10-20-16**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$44,411 to \$63,182

### **NOTE:**

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

A Light Equipment Operator operates light wheeled tractors or skidloaders with attached gang mowers, discs, loaders, and other various attachments, and operates other types of small equipment, including light tracked equipment in some assignments and makes minor running repairs and adjustments to equipment and drives trucks as an incidental duty.

### **REQUIREMENT/MINIMUM QUALIFICATION**

One year of full-time paid experience in the operation of light diesel or gasoline-powered wheel tractors.

### **PROCESS 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 has been met.
2. A valid California driver's license is required. Some positions may require a valid California Class B driver's license and valid medical certificate approved by the State of California Department of Motor Vehicles, prior to appointment. 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. Applicants must list the type of equipment used and the percentage of time in performing the experience as qualifying in the Work History Section of the application. Only the amount of time in operating light diesel or gasoline-powered wheel tractors will be prorated to yield qualifying full-time experience.

### **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 <https://www.governmentjobs.com/careers/lacity/promotionaljobs> 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, OCTOBER 27, 2016.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

After meeting minimum qualifications, candidates will be scheduled for the following:

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

The examination will consist of a qualifying written test and a weighted performance test. In the qualifying written test, which will consist of multiple-choice questions, the following competencies may be evaluated: judgment and decision making, attention to detail, self-management, safety focus, teamwork, and job knowledge, including knowledge of: proper maintenance, adjustment, and removal of gang units from tractors and mowers in order to operate equipment properly and safely and to ensure separate gang units are properly maintained; proper procedures for attaching, securing, and removing an equipment trailer from a light truck and/or equipment to/from a trailer in order to transport equipment and/or ensure that equipment is properly secured and removed; proper procedure for attaching, using, and adjusting attachments to a Tractor-C in order to use the appropriate equipment for various tasks; proper and correct maintenance of Tractor-C equipment, such as tractors, mowers, and/or moving parts for front and rear attachments to ensure that equipment is properly maintained and adjusted; procedures for performing routine maintenance, adjustments, and/or minor repairs on equipment such as hydrostatic and/or rotary motors to ensure equipment is maintained in proper operating condition; and other necessary skills, knowledge, and abilities.

Additional information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalyses> and clicking on Competencies under Light Equipment Operator.

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, DECEMBER 3, 2016**, in Los Angeles.

### **Passing Score for the 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 significant 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 at, above, or below 70%.**

Candidates must achieve a passing score on the qualifying written test in order to be scheduled for the performance test.

Your examination score will be based entirely on a demonstration of job knowledge by performance in which you may be required to operate a hydraulic gang mower and a skip loader, or other small equipment. In the weighted performance portion of the examination, the following competencies may be evaluated: attention to detail, safety focus, oral communication, job knowledge, including knowledge of: proper procedures for attaching, using, and adjusting attachments to a Tractor-C in order to use the appropriate equipment for various tasks; proper and correct maintenance of Tractor-C equipment, such as tractors, mowers, and/or moving parts for front and rear attachments to ensure that equipment is properly maintained and adjusted; procedures for performing routine maintenance, adjustments, and/or minor repairs on equipment such as hydrostatic and/or rotary motors to ensure equipment is maintained in proper operating condition; equipment operation, including operation of: a tractor, equipped with a rear-attached gang unit, large turn rotary mowers, and/or hydrostatic mowers in order to perform mowing and/or weed abatement; a Tractor-C using a variety of rear-attached equipment and front-end attachments in order to perform maintenance work; a skip loader and its attachments in order to perform various tasks; and other necessary skills, knowledge, and abilities.

As part of the performance test, candidates will also be asked a series of job-related questions. The candidates' answers to these questions will be considered in the raters' overall evaluation of the candidate's job qualifications for Light Equipment Operator. Candidates who operate the equipment in an unsafe manner will be disqualified and considered to have failed the examination.

Additional information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalyses> and clicking on Competencies under Light Equipment Operator.

Candidates who pass the qualifying written multiple-choice test will be invited to participate in the performance test. Candidates will be notified later by e-mail of the date, time, and location of the performance test, 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. 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. 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 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).
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. 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. A final average score of 70% or higher in the performance portion of the examination is required to be placed on the eligible list.
8. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

### **THIS EXAMINATION IS TO BE GIVEN ONLY ON A 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.

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