



City of Los Angeles

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City of Los Angeles Personnel Department

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UNDERGROUND DISTRIBUTION CONSTRUCTION MECHANIC

Class Code: 3812

Open Date: 10-13-17

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$71,451 to \$88,781 and \$88,719 to \$93,667

NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

An Underground Distribution Construction Mechanic constructs, maintains, and repairs underground ducts, maintenance holes, and vaults.

REQUIREMENT/MINIMUM QUALIFICATION

Two years of full-time paid experience as a Maintenance Laborer with the City of Los Angeles or in a position which provides experience in maintenance and construction work involving pipeline construction, asphalt work, electrical conduit construction, or concrete and cement work or carpentry.

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 is met.
2. Underground Distribution Construction Mechanics are required to do heavy manual labor, climb ladders, climb over trench jacks, crawl in tunnels, and operate jackhammers and other pneumatic tools.
3. Some positions may require a valid California Class B (or A) 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). For positions requiring a valid Class A or B driver's license, candidates will be asked to submit a commercial driving history in accordance with the California Department of Motor Vehicles CVS Section 1808.1 prior to appointment.

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> for Open Competitive Examinations and 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 26, 2017**.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>

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 October 13, 2017 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

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

Examination Weight: Written Test100%

The examination score will be based entirely on a multiple-choice test. In the written test, emphasis may be placed on the candidate's experience, training, and professional development as they have provided the knowledge of: operation and minor maintenance of power tools and hand tools; materials used in form construction; use and maintenance of tools, materials and equipment used in Portland cement, concrete, and cement grout work; uses and maintenance of tools used in asphalt work and equipment used to excavate and break concrete; methods, procedures, tools, materials, and equipment used in electrical conduit work; methods and procedures used for digging, shoring, and cribbing; rigging techniques, including hoisting and proper use of slings, knots, ropes, and cables; standard hand signals used in construction work; survey markings and symbols used to locate underground facilities; procedures and equipment used to test explosive gases; basic first aid practices and procedures; traffic control methods for construction activities; and the ability to perform basic arithmetic; read and interpret construction plans and diagrams for maintenance holes, vaults, and conduit lines; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by e-mail of the time and location of the written test, which will be administered in a single, half-day session on **SATURDAY, DECEMBER 16, 2017**, 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 review.
- 2. Based on City policy, before being hired in this position, you may be required to undergo a drug and alcohol-screening test.
- 3. 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.
- 4. 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.
- 5. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding seniority credit at the rate of 0.25 of a point for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
- 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. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
- 9. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

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 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.