



City of Los Angeles

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City of Los Angeles Personnel Department

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AIR CONDITIONING MECHANIC

Class Code: 3774

Open Date: 07-18-14

ANNUAL SALARY

\$83,081 (flat-rated)

The salary in the Department of Water and Power is \$78,132 to \$97,092 and \$83,666 to \$103,940 (flat-rated).

Candidates from the eligible list are normally appointed to positions in the lower paygrade

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

DUTIES

An Air Conditioning Mechanic installs, modifies, maintains, and repairs air-conditioning, refrigeration, heating, ventilating, and related equipment including control systems which may utilize electric, electronic, pneumatic or direct digital controls.

REQUIREMENTS

1. Completion of a recognized apprenticeship as a refrigeration and air conditioning fitter; **or**
2. Six years of full-time paid experience installing, modifying, maintaining, and repairing air conditioning, refrigeration, heating, ventilating, and related equipment.

Completion of 12 semester or 18 quarter units in Air Conditioning Technology, Refrigeration and Air Conditioning Mechanics or Air Conditioning and Refrigeration Technology from a recognized college or trade school may be substituted for each year of the experience lacking specified in Requirement 2, up to a maximum of two years.

NOTES:

1. Applicants filing under Requirement Number 1 must submit an apprenticeship certificate.
2. Applicants who lack six months or less of the required experience in Requirement 2 may file for this examination. However, they cannot be appointed until the full experience is met.
3. 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.
4. Applicants who are currently employed with the City of Los Angeles filing under Requirement Number 2 must submit a City of Los Angeles "Verification of Work Experience" form, which indicates the percentage of time performing the work that is claimed as qualifying experience. Copies may be obtained online or at the Personnel Department office locations.
5. Applicants must submit a copy of their apprenticeship certificate or "Verification of Work Experience" form within seven calendar days of filing their applications. 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. Applicants may attach the document to their on-line application at the time of filing, or will have seven calendar days from the submittal of their on-line application to submit the document to Personnel Department building, 700 E. Temple Street, Room 100, Los Angeles CA 90012.
6. Applicants substituting education for experience must list their school name and location, course titles with the number of semester or quarter units, and completion dates in the Supplemental Questions section of the on-line application.
7. In accordance with Section 608 of the Clean Air Act and SCAQMD Rule No. 1415, an Environmental Protection Agency approved Technician Certificate is required prior to appointment. Most positions require a Universal Technician Certificate.

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> for Open Competitive Examinations and 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, JULY 31, 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 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weight: Written Test100%

In the written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: the operation principles of refrigeration and air conditioning systems and related machinery and equipment; the practices and procedures used in the installation and maintenance of refrigeration, air conditioning, and related equipment; boiling points and physical properties of various liquids and gases used in refrigerating and air conditioning equipment systems; hydronics as used in HVAC systems; airflow and temperature differentials in HVAC systems; practices and techniques of adjusting refrigeration, air conditioning, ventilation and heating equipment and control devices; techniques and procedures used in diagnosis and correction of electrical, electronic, pneumatic and mechanical failures in refrigeration and cooling equipment; the types and uses of tools, equipment, and gauges used by air conditioning mechanics in physical and electrical testing, adjusting, repairing, replacing, and overhauling refrigeration, air conditioning systems, and related machinery; practices and methods used in soldering and brazing used to join copper pipe and tubing for units, and to fabricate parts used in the installation and overhauling of refrigeration, air conditioning, gas heating ventilation units, and related machinery; safety problems, hazards, and safe work practices related to working on air conditioning, refrigeration, heating, and ventilation equipment; the safe and proper usage of refrigerant recovery/reclaiming equipment; EPA 608 and SCAQMD 1415 rule for refrigerant compliance and record-keeping on systems weighing 50 pounds or more; the ability to: read, interpret, and utilize plans, manufacturer's specifications, national, state, and city mechanical codes and American Society of Heating Refrigeration and Air Conditioning Engineers design specifications and standards pertaining to the installation, maintenance, modification, overhauling and repair of refrigeration, air conditioning, heating ventilation equipment, and related machinery; deal tactfully and effectively with coworkers, supervisors, staff from other public agencies, and members of the public; 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, SEPTEMBER 6, 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. Based on City policy, before being hired in one of these positions, 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. A final average score of 70% is required to be placed on the eligible list.
6. 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 0.25 of a point seniority credit 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.
7. 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.
8. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

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.