



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

BUILDING REPAIRER

Class Code: 3333

Open Date: 03-02-18

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$44,411 to \$64,915 and \$47,940 to \$70,156

The salary in the Department of Water and Power is \$70,845 to \$88,030 and \$72,829 to \$90,473.

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to: http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
3. 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

A Building Repairer does a variety of maintenance, modification and repair and some new construction work on buildings, residences, sports fields, bleachers, signs, fences, and other structures and maintains and repairs equipment used in such structures and performs related work.

REQUIREMENT/MINIMUM QUALIFICATION

Three years of full-time paid experience in one or more of the following building trades: carpentry, plumbing, roofing, plastering, cabinet making, painting, masonry, cement finishing, electrical, and/or pipefitting.

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. 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 (or 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).
4. A valid Type 1 California Fire Extinguisher Certificate of Registration may be required for some positions prior to appointment.
5. In accordance with Section 608 of the Clean Air Act, an Environmental Protection Agency approved Technician Certificate may be required for some positions 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, MARCH 15, 2018**.

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 weighted multiple-choice 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 March 2, 2018 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

After meeting the minimum qualification, and in accordance with Rule 4.2 as stated above, candidates will be scheduled for the following:

Examination Weight: Multiple-Choice Test 100%

The examination will consist entirely of a weighted multiple-choice test administered and proctored online. In the online multiple-choice test, the following competencies may be evaluated: Reading Comprehension, Mathematics, Attention to Detail, Mechanical Aptitude, Interpersonal Skills, Follow Written Directions, Safety Focus including: proper ventilation methods and equipment used when working with or around paints, stains, thinners, solvents, adhesives, and toxic materials; safety concerns while performing demolition work and the required precautions necessary to ensure public safety; safe working practices related to the use of ladders; the purpose and use of safety equipment required when working with tools, machinery and equipment; and Job Knowledge including knowledge of: hand tools, power tools, machinery, and equipment used to perform demolition, maintenance, installation, repair, and construction work on buildings, residences, grounds, and equipment; the types, grades, sizes, dimensions, and applications of materials and hardware used to maintain and repair buildings and install equipment; methods and techniques used to install, repair, and/or replace building components and equipment; 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 Building Repairer.

The multiple-choice test will be proctored and administered on-line during a single session. Candidates invited to participate in the on-line multiple-choice test will be able to take the test from any location using a computer with a webcam and a reliable internet connection. Candidates will receive an email from the City of Los Angeles outlining the dates and specific steps on how to take the multiple-choice test on-line. It is anticipated that the remote proctored multiple-choice test will be held in **MAY 2018**. Candidates who do not complete and submit the remote proctored multiple-choice test on-line using a computer by the specified date and time will not be considered further in this examination.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the multiple-choice 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 at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. 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.
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 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.
6. A final average score of 70% or higher is required to be placed on the eligible list.
7. 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 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.

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