

## Owens Valley Virtual Job Fair

March 14, 2024

## Meeting Overview

**Introductions & Department Overview** 

Jessie Johnson, Community Affairs

**Navigating the Civil Service Process** 

Sandra Davenport, Recruitment Services

**Owens Valley Recruitment Contact** 

Wendy McGhie, Assistant Aqueduct Administrative Services Manager

Owens Valley Experience: Working & Living in the Owens Valley

Miles Maillet, Aqueduct and Reservoir Keeper

**Q&A** 

## About LADWP: Who We Are







## About LADWP: Water System



- Second largest municipal water utility in the nation
- Supplies approximately 140 billion gallons per year
- Three focus areas: safe drinking water, reliable water infrastructure, and sustainable local water supplies
- Water supply sources (5-yr Average FY 2019-2023) include: L.A. Aqueduct (41%), purchased water (49%), groundwater (8%) and recycled water (2%)

Source: DWP 2023-2024 Briefing Book



## About LADWP: Power System



- Largest municipal electric utility in the nation
- In FY 2023-24, supplied more than 21,600 gigawatt hours to over 1.6M customers
- Power resources include: renewable energy (35.6%), natural gas (34.5%), nuclear (13.3%), large hydro (4%), coal (12.6%)
- Responsible for inspection, maintenance or replacement, and operation of the following: energy generation, energy storage, transmission, and distribution

Source: DWP 2023-2024 Briefing Book



## LADWP in the Eastern Sierra



- LADWP maintains and operates a number of key facilities involved in delivering water and power safely to the City of LA.
- Aqueduct System spans from Sylmar, CA to Lee Vining, CA.
- Nearly 350 Owens Valley residents work with us
- 6,000 electric customers in the Owens Valley





# Navigating the Civil Service Process

Office of Diversity, Equity, and Inclusion Recruitment Services Section

## Objectives

- Benefits of Working at LADWP
- Civil Service Process and Hiring Timeline
- Navigating the LADWP Eastern Sierra Website
- How to Apply for Jobs and Sign Up for Job Notifications
- Upcoming Jobs in the Owens Valley
- Helpful Links



## Benefits of Working at LADWP

LADWP offers a comprehensive benefits package including:

- Comprehensive Health and Dental Plans
- Credit Union
- Pension Plan
- Deferred Compensation
- Employees Association
- Flexible Spending Accounts

- Work Schedule Options
- Paid Time Off
- Ride Share Incentives
- Tuition Reimbursement and Training
- Fitness Centers
- Work and Family Life Program



## Civil Service Process and Hiring Timeline

STEP 01 2 WEEKS

SUBMIT APP (PERSONNEL)

Find job accepting applications on LADWPEasternSierra.com/jobs and submit application



STEP 02 2-8 MONTHS

TAKE EXAM (PERSONNEL)

Take civil service exam, receive a passing score and be placed on an eligible list.



STEP 03 UP TO 2 YEARS

SELECTION (LADWP)

Participate in department hiring process based on your exam score.



STEP 04 2 WEEKS

BACKGROUNDS (Shared)

Pass a background check and pre-employment physical if required.



STEP 05 2 WEEKS

YOU'RE HIRED!

Start your job!



## Civil Service On-Line Application Process

## **How to Apply for a Current Job Opening**

- 1. Visit www.LADWPEasternSierra.com/jobs
- 2. Scroll down to jobs under "Open Now"
- 3. Click on a job to review the bulletin and apply

## **Notification for Upcoming Jobs & Creating an Account**

- To view all jobs, Click "Owens Valley Jobs" at the bottom of the jobs page. A PDF will open with the full list.
- 2. Click on any job to view the job bulletin
- 3. Click the "Subscribe" button in the upper right to receive an email when the job opens
- 4. Click the "Sign in" button in the top right corner to create a profile



## Be Part of the Team

More than 300 Eastern Sierra residents work with us as civil engineers, administrative clerks, aqueduct and reservoir keepers, electrical engineers, construction helpers, and many other positions.

### JOIN LADWP



## **Job Opportunities**

#### **OPEN NOW**

Please note that these positions are filled through a competitive Civil Service examination process, which is administered through the City of Los Angeles Personnel Department. Not all listed positions above and below have current vacancies.



Electric Distribution Mechanic Journey -Level

Applications due 05/01/24



Electric Distribution Mechanic Trainee

Applications due 05/01/24

### **UPCOMING**

Latest upcoming job openings.

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Latest upcoming job openings.



Construction Equipment Service Worker

Opens 03/15/24



Field Engineering Aide

Opens 03/15/24



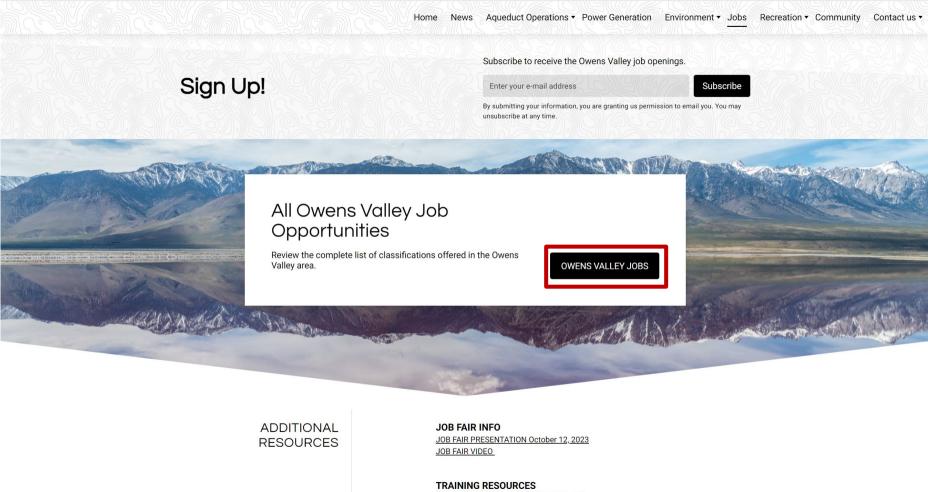
Electrical Craft Helper

Opens 03/15/24



Aqueduct and Reservoir Keeper

Open 4/12/24



Introduction to Electricity Volumes 1-3
Self-paced online course is offered through the Transportation Workforce Institute in partnership with LATTC. This course is free and open to anyone interested in pursuing a career in various electrical trades. (This program is approved by LADWP and IREW LLT 18)



Live, work and play in the Owens Valley

LADWPEasternSierra.com/jobs

Click on one or more of the jobs below to review the job bulletin and subscribe to be notified when applications are being accepted for the position!

- ADMINISTRATIVE CLERK 1358
- AQUEDUCT AND RESERVOIR KEEPER 5813
- BUILDING REPAIRER 3333
- CIVIL ENGINEERING ASSOCIATE 7246
- CIVIL ENGINEERING DRAFTING TECHNICIAN 7232
- **COMMUNICATIONS ELECTRICIAN 3686**
- CONSTRUCTION EQUIPMENT SERVICE WORKER 3541
- CUSTODIAN 3156
- CUSTOMER SERVICE REPRESENTATIVE 1230
- ELECTRIC DISTRIBUTION MECHANIC 3879
- **ELECTRIC STATION OPERATOR 5224**
- ELECTRICAL CRAFT HELPER 3799
- ELECTRICAL ENGINEERING ASSOCIATE 7525
- ELECTRICAL ENGINEERING DRAFTING TECHNICIAN 7532
- ELECTRICAL MECHANIC 3841
- **ENVIRONMENTAL ENGINEERING ASSOCIATE 7871**
- **ENVIRONMENTAL SPECIALIST 7310**
- ENVIRONMENTAL SUPERVISOR 7304
- EQUIPMENT MECHANIC 3711
- EQUIPMENT OPERATOR 3525
- FIELD ENGINEERING AIDE 7228
- HEAVY DUTY EQUIPMENT MECHANIC 3743
- HEAVY DUTY TRUCK OPERATOR 3584
- HYDROGRAPHER 7263
- LABORATORY TECHNICIAN 7854
- LAND SURVEYING ASSISTANT 7283

## Live, work and play in the Owens Valley

LADWPEasternSierra.com/jobs

- MAINTENANCE AND CONSTRUCTION HELPER 3115
- MAINTENANCE LABORER 3112
- MANAGEMENT ASSISTANT 1539
- MATERIALS TESTING TECHNICIAN 7968
- MECHANICAL ENGINEERING ASSOCIATE 7554
- MECHANICAL HELPER 3771
- PAINTER 3423
- POWER SHOVEL OPERATOR 3558
- PROPERTY MANAGER 1964
- PUBLIC RELATIONS SPECIALIST 1785
- **REAL ESTATE ASSOCIATE 1941**
- **REAL ESTATE OFFICER 1960**
- **REINFORCING STEEL WORKER 3483**
- SAFETY ENGINEERING ASSOCIATE 1726
- SENIOR REAL ESTATE OFFICER 1961
- STOREKEEPER 1835
- SYSTEMS ANALYST 1596
- SYSTEMS PROGRAMMER 1455
- WAREHOUSE AND TOOLROOM WORKER 1832
- WATER UTILITY WORKER 3912
- WATERSHED RESOURCES SPECIALIST 7862
- WATERWORKS MECHANIC 3984
- WELDER 3796

## Click on any job to view the bulletin and subscribe

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### ELECTRICAL CRAFT HELPER



Class Title

ELECTRICAL CRAFT HELPER

Class Code

3799

Salary (i)

\$0.00 Annually

**DEFINITION** 

BENEFITS

#### **DUTIES**

ANNUAL SALARY

\$72,182 (flat-rated)

The salary in the Department of Water and Power is \$71,472 to \$88,823 and \$78,112 to \$97,050

#### NOTES:

1. 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.



#### JOB INFORMATION AND NOTIFICATION FOR UPCOMING EXAMINATI



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гі	Job Interest Cards	×
	Fields marked with an asterisk (*) are required	
	First Name *	
6		
	Last Name *	
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	Submit	



### ELECTRICAL CRAFT HELPER

**Class Title** 

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## Create a profile here



Don't have an account? Create one.

Sign In

Forgot Username? | Reset Password

or sign in with

Facebook

Sign In

Password

All fields are required

Username or Email

**DEFINITION** 

BENEFITS

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### ELECTRIC DISTRIBUTION MECHANIC (3879) (JOURNEY-LEVEL) (REVISED 1/2/24)



### Click this button to apply

Salary \$113.524.00 - \$196.480.00 Annually Location (i) CITY OF LOS ANGELES, CA Job Type **FULL-TIME** Job Number 3879 O 2023/01/24 C Department DWP - Power **Opening Date** 01/24/2023 Continuous Closing Date

Application closing date

DESCRIPTION **BENEFITS** QUESTIONS

#### DUTIES

#### ANNUAL SALARY

For trainee positions: \$113,524 to \$145,951; and \$119,016 to \$153,029

For journey-level positions: \$170,276; \$178,524; \$186,959; and \$196,480 (flat-rated)

### Current salaries will be listed

#### NOTES:

- information regarding reciprocity 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.
- 3. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

### **Duties**

An entry-level Electric Distribution Mechanic works as a trainee under close supervision of journey-level workers. Trainees receive extensive classroom training as well as on the job training as a cable splicer and as a line mechanic.

Electric Distribution Mechanic trainees assist in the construction, maintenance and repair of overhead electric power sub-transmission and distribution lines and equipment; constructs high-voltage distribution pole lines; makes construction changes to existing lines and equipment; repairs power lines and line equipment; repairs and reroutes services; sets poles; installs transformer racks; hangs and installs transformers and switches of various types and sizes; installs overhead street lights and guy wires; makes repairs to energized lines; performs limited line clearance tree trimming; installs watt-hour meters; uses appropriate live line tools to install and remove approved protective covering on energized distribution and sub-transmission circuits of 7.5kV and above; and climbs poles.

Electric Distribution Mechanic trainees assist in the construction, maintenance, and repair of underground electric power, transmission, sub-transmission, and distribution cable work. Performs work activities in connection with underground cable installation and removal; pulls cables and service lines through sub-structures, vaults, duct lines, up poles and walls, over roofs of buildings and to customers' service panels; performs rigging operations of cable pulling equipment; installs and removes transformers and related equipment in vaults and sub-structures; splices energized and de-energized low-voltage cables, splices high voltage de-energized cables; maintains gas and oil filled cable and equipment; installs watt hour meters; and climbs poles as related to underground work.

A journey-level Electric Distribution Mechanic performs skilled mechanical and electrical work in connection with the construction, maintenance, and repair of energized and/or de-energized overhead and underground electric transmission, subtransmission, distribution, communication, and utilitarian street light lines, cables, and equipment; and may work as a mentor over a group of skilled craft workers.

### Requirements

#### REQUIREMENT(S)/MINIMUM QUALIFICATION(S)

- 1. Completion of an apprenticeship program sanctioned by the International Brotherhood of Electrical Workers (IBEW) national organization in conjunction with the National Electrical Contractors Association (NECA), and possession of a valid journey-level line worker card issued by IBEW; or
- 2. A pole climbing proficiency certificate issued by an accredited lineman's college or by the Department of Water and Power, Power System Safety and Training, or completion of a recognized Advanced Training Pole Climbing program while in the United States military; and one of the following:
- a. Six months of full-time paid experience assisting or working on an overhead and/or underground Electrical Distribution or Transmission Construction, Maintenance, or Electric Trouble crew and assisting with and/or performing high-voltage line work in and on high-voltage power poles, transmission towers, and
- underground electric substructures. Six months experience must be specific to assisting with and/or performing work at voltages of 4.16-kV and above; or b. Six months of full-time experience performing electrical work on equipment and circuits in the maintenance or construction of electrical distribution systems while in the United States military; or
- c. Eighteen months of full-time paid experience performing line clearance tree trimming; or
- d. Eighteen months of full-time paid training and experience chipping around energized 4.8-kV and 34.5-kV electrical conduit systems; or
- 3. Certificate of completion of the Electrical Lineman Program from Northwest Lineman College; or
- 4. Certificate of completion of the Powerline Mechanic-Trainee Program from the Los Angeles Trade Technical College.

#### PROCESS NOTES

- 1. A valid driver's license issued by a Department of Motor Vehicles in the United States is required prior to appointment. Applicants will be disgualified and not eligible for hire 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).
- 2. A valid California Class A driver's license (or comparable state issued driver's license of where the position is assigned) and medical certificate approved by the State of California Department of Motor Vehicles (or respective state) is required upon completion of the temporary training period and prior to appointment to a iourney-level position. All Electric Distribution Mechanics are required to drive commercial vehicles.

#### WHERE TO APPLY & APPLICATION DEADLINE

Applications will only be accepted on-line. When you are viewing the on-line bulletin of your choice, simply scroll to the top of the page and select the "Apply"; icon.

Applicants who are applying under Requirement #1 may access the on-line job bulletin at https://www.governmentjobs.com/careers/lacity/jobs/3881548/electricdistribution-mechanic-3879-journeylevel?keywords=3879&pagetype=transferJobs. This bulletin is only for candidates who will submit a copy of their certificate of completion of an International Brotherhood of Electrical Workers (IBEW) accredited line worker training program and journey-level line worker card at the time of filing.

Entry-level applicants applying under Requirement #2. #3, or #4 may access the on-line https://www.governmentjobs.com/careers/lacity/jobs/4319842/electric-distribution-mechanic-dd2-3879-trainee-revised-1-2-24? keywords=3879&pagetype=transferJobs. This bulletin is only for candidates who will not be submitting their journey-level line worker card at the time of filling.

#### NOTE:

Additional application periods may be listed

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter if you apply on-line.

#### APPLICATION DEADLINE

This examination may close without prior notice at any time after a sufficient number of applications have been received. For administrative purposes, filing may close periodically and reopen the following day.

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 selection process in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs based on a random sampling of those qualified candidates. Applicants not selected to be tested may re-apply in a subsequent filing period in order to be considered for that period's selection process.

### SELECTION PROCESS

After meeting minimum qualifications, candidates filing under Requirement #2, #3, or #4 will be scheduled for the following two tests and candidates filing under Requirement #1 will be scheduled for the Performance Test only:

#### **Examination Weight:**

Multiple-Choice Test - Qualifying Performance Test - 100%

In the qualifying multiple-choice test, which will be administered and proctored on-line candidates may be examined for knowledge of: basic physical principles related to the operation of mechanical devices; the proper use and care of portable power and hand tools; basic safety principles and procedures, including first aid and safe work practices for electrical craft work and work in confined spaces; basic arithmetic; and the ability to read sufficiently to understand reference guides, maps, scales, dials, digital readings and measures; and other necessary skills, knowledge and abilities.

## Type of exam

The qualifying multiple-choice test will be proctored and administered on-line during a single session. Candidates invited to participate in the on-line multiple-choice

## Anticipated exam dates

Notes

including

how often

you may

take exam

For candidates who apply between SEPTEMBER 5, 2023 and JANUARY 2, 2024, it is anticipated that the performance test will be administered in the month of MAY 2024.

For candidates who apply between JANUARY 3, 2024 and MAY 1, 2024, it is anticipated that the performance test will be administered in the month of AUGUST 2024.

#### NOTICE:

Test dates may be postponed in order to help protect the safety of our candidates and prevent the spread of COVID-19. Candidates will receive an e-mail from the City of Los Angeles Personnel Department if the anticipated test dates are postponed.

#### 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
- 2. Candidates may take the test only once every 180 days during the administration of this examination. This restriction applies to both the multiple-choice test and the performance test.
- during 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 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. A final average score of 70% is required to be placed on the eligible list.
- 7. Your rank on the employment list may change as scores of candidates from other administrations of the examination are merged onto one list.
- 8. Your name may be removed from the open competitive list after six months.
- 9. Candidates who fail the multiple-choice test or the performance test must file a new application to be considered eligible to take the multiple-choice and performance tests in a subsequent administration.
- 10. For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921\_ord\_187134\_8-24-21.pdf.

#### 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. All City employees are required to be Disaster Service Workers.

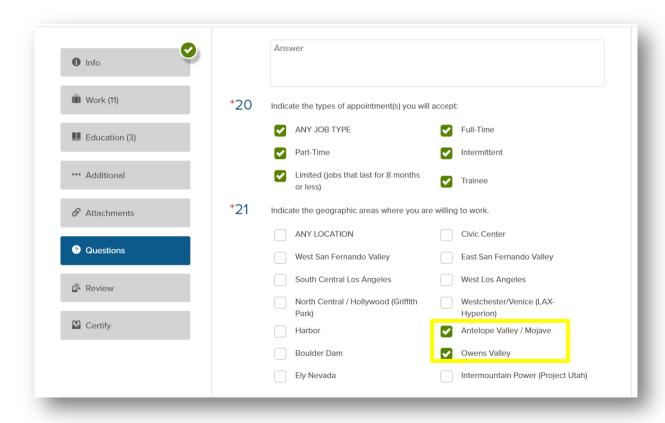
THIS EXAMINATION IS TO BE GIVEN ONLY ON AN OPEN COMPETITIVE BASIS

## Upcoming Filing Periods for OV Jobs

Job	Filing Date	Starting Pay
Civil Engineering Associate	On-Campus/ Recruitment Conference	\$100,203
Electrical Engineering Associate	On-Campus/ Recruitment Conference	\$100,203
Mechanical Engineering Associate	On-Campus/ Recruitment Conference	\$100,203
Electric Distribution Mechanic Journey-Level	Open-Continuous	\$170,276
Electric Distribution Mechanic Trainee	Open-Continuous	\$113,524
Construction Equipment Service Worker	03/15/24 – 03/28/24	\$69,426
Electrical Craft Helper	03/15/24 - 03/28/24	\$71,472
Field Engineering Aide	03/29/24 – 04/11/24	\$95,713
Systems Programmer	04/05/24 - 04/18/24	\$124,340
Aqueduct And Reservoir Keeper	04/12/24 — 04/25/24	\$78,112
Property Manager	04/12/24 - 04/25/24	\$193,390
Systems Analyst	05/31/24 – 06/13/24	\$87,403
Equipment Mechanic	06/14/24 – 06/27/24	\$110,998
Water Utility Worker	06/14/24 – 06/27/24	\$81,703
<u>Laboratory Technician</u>	06/21/24 - 07/04/24	\$67,588
Heavy Duty Equipment Mechanic	07/12/24 – 07/25/24	\$114,547
Civil Engineering Drafting Technician	07/19/24 - 08/01/24	\$84,564



## Application – Location of Work



## Helpful Links

- LADWP in the Eastern Sierra: https://ladwpeasternsierra.com/
- LADWP Recruitment Website: www.joinladwp.com
- Personnel Department: http://per.lacity.org/
- <u>Full-time Civil Service Job Opportunities</u>: https://www.governmentjobs.com/careers/lacity
- Exam Information Database: https://per.lacity.org/jobs/exam-information.cfm
- Briefing Book: https://www.ladwpnews.com/2022-23-briefing-book/
- <u>LA Aqueduct Briefing Book</u>: https://ladwpeasternsierra.com/aqueduct
- Introduction to Electricity Volumes 1-3: https://bit.ly/2Ntnlgc



# Miles Maillet Aqueduct and Reservoir Keeper



## **Daily Operations**







## Long Valley Reservoir







## Interested in Learning More Before Applying?

## Email OwensValleyCommunity@ladwp.com

- Let us know if you would like to connect with a Recruiter or an LADWP employee.
- Include dates/times you are available.
- We will reply directly to your inquiry or work to setup a follow-up call with you.

## Contact Information

### **LADWP Recruitment Information**

HR/Recruitment
JoinTheTeam@ladwp.com

Job Central (Personnel Department) per.appdocs@lacity.org

(213) 473-9311

### **Personnel Department Examining Section**

Email: per.testing@lacity.org

Phone: 213-473-9163

### Jessica Johnson

Owen Valley Outreach Manager Jessica.Johnson@ladwp.com (213) 271-3369

### **Wendy McGhie**

Owens Valley, Administrative Services Wendy.McGhie@ladwp.com (760) 873-0394

### **Owens Valley Community**

owensvalleycommunity@ladwp.com



Questions?