

ELECTRICAL MECHANIC

Class Code: 3841

Open Date: 06-18-21

Revised: 12-16-21

(Exam Open to All)

ANNUAL SALARY

For trainee positions: \$79,594 to \$102,332
For journey-level positions: \$113,691 (flat-rated)

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. **For information regarding reciprocity between 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

An Electrical Mechanic performs skilled mechanical and electrical work in the installation and maintenance of high and low voltage electrical circuits and related equipment at electrical stations and plants such as electrical substations; receiving, distributing, and customer stations; steam generating stations; water pumping and chlorinating stations; converter stations; hydro-electric plants; high voltage switching stations; and similar facilities and buildings; and performs other related duties.

Electrical Mechanics may work at heights of up to 280 feet, near hazardous materials, and in confined spaces.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. Six months of full-time paid experience performing electrical work on equipment and circuits in the maintenance or construction of electrical systems; **or**
2. Six months, within the last two years, of full-time paid experience as an exempt Construction Electrical Mechanic or Construction Electrical Helper with the City of Los Angeles Department of Water and Power performing electrical work on equipment and circuits in the maintenance or construction of electrical systems; **or**
3. Completion of at least eight months in the Utility Pre-Craft Trainee training program sponsored by the Los Angeles Department of Water and Power, assisting in the performance of electrical work on high and low voltage equipment and circuits in the maintenance or construction of electrical systems; **or**
4. Six months of full-time experience performing electrical work on equipment and circuits in the maintenance or construction of electrical systems while in the United States Armed Forces; **or**
5. Certificate of completion of the Electrical Construction & Maintenance (ECM) program at Los Angeles Trade Technical College; **or**
6. Certificate of completion of the Introduction to Electricity course offered through the TWI/LATTC (Transportation Workforce Institute/Los Angeles Trade Technical College) sponsored by the Department of Water and Power; **or**
7. Certificate of completion of the Del Mar Electricity course sponsored by the Department of Water and Power; **or**
8. Certificate of completion of the Hayden Course sponsored by the Department of Water and Power; **or**
9. Certificate of completion of an electrical lineworker program from an accredited college.

PROCESS NOTES

1. 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.
2. All entry-level positions are temporary training positions as defined in Civil Service Commission Rule 5.30. An Electrical Mechanic in a trainee position must successfully complete an intensive on-the-job and classroom-training program in order to promote to a regular Electrical Mechanic position. It is anticipated that the training program may last up to 54 months.
3. Applicants filing under Requirement #3 who lack two months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
4. Applicants filing under Requirement #3 must submit with their application a City of Los Angeles "Verification of Work Experience" (VWE) form, signed by their supervisor, verifying their experience performing electrical work on high and low voltage equipment and circuits in the maintenance or construction of electrical systems. This form may be obtained on-line at <http://per.lacity.org/exams/vwe-sup.pdf>. Applicants may attach the completed VWE form to their on-line application at the time of filing or will have seven (7) calendar days from the on-line submission date to e-mail a copy of their completed VWE form, including the required signatures, to per.appdocs@lacity.org. The subject line of your e-mail must include the exam title, your name and indicate it is a VWE. In the body of your e-mail, you must also include your first and last name, last four digits of your Social Security Number and contact phone number. Applicants who fail to submit their signed VWE form within the time required will not be considered further in this examination and their applications will not be processed.
5. Active United States Military personnel may file for this examination; however, they cannot be appointed until they have completed their military service and have been discharged with satisfactory performance. Proof of military service and satisfactory performance must be provided prior to appointment.
6. Applicants filing under Requirement #4 must submit at the time of filing their application a copy of their DD-214 or a copy of their military identification indicating an End of Active Obligated Service (EAOS) date within six months from the application date. The copy of the DD-214 or military identification with EAOS must be attached to the on-line application BEFORE the application is submitted. If the copy is attached AFTER the on-line application has been submitted, it will not be available to the City and applicants WILL NOT be credited with having submitted it. Applicants who fail to submit the DD-214 or military identification with EAOS at the time of filing by attaching it to the on-line application will not be considered further in this examination.
7. A valid California driver's license is required within 30 days of appointment. Applicants will be disqualified 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).
8. Appointments from the eligible list are normally made to entry-level positions. Applicants filing under Requirement #2 may be considered for appointment to a regular (journey-level) Electrical Mechanic position. However, they must have completed an IBEW inside wireman apprenticeship program and may be required to successfully pass written and/or performance tests. Proof of completion of the recognized apprenticeship program must be submitted to the Los Angeles Department of Water and Power at the time of appointment.
9. An Electrical Mechanic must be designated as an Authorized Person, which permits one to hold Work Authorities, prior to completion of probation as a journey-level Electrical Mechanic.
10. Applicants filing under Requirement #5, #6, #7, #8 and/or #9 must submit a copy of their certificate of completion at the time of filing. A copy of the applicable certificate must be attached to the on-line application BEFORE the application is submitted. If the certificate is attached AFTER the on-line application has been submitted, it will not be available to the City and the applicant WILL NOT be credited with submitting it. Applicants who fail to submit the certificate at the time of filing by attaching it to the on-line application will not be considered further in this examination.
11. Please note that qualifying education under Requirement #9 must be from a college accredited by a City of Los Angeles recognized agency. A list of accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <https://per.lacity.org/faqs/employment-testing-process.html>

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.

NOTE:

Applicants are urged to apply early to ensure time to resolve any technical issues encountered.

APPLICATION DEADLINE

Applications will only be accepted on-line on the dates listed below:

Filing Period 1: From 8:00 am FRIDAY, JUNE 18, 2021 to 11:59 PM, THURSDAY, JULY 1, 2021
Filing Period 2: From 8:00 am FRIDAY, JANUARY 7, 2022 to 11:59 PM, THURSDAY, JANUARY 20, 2022

The examination may close without prior notice at any time after a sufficient number of applications have been received. Filing periods may change without prior notice or additional dates may be added, as needed, at a later date. For administrative purposes, filing will close periodically and reopen on the dates noted in the "Application Deadline" section of this bulletin.

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

Examination Weight: Multiple-Choice TestQualifying
Performance Test 100%

The examination will consist of a qualifying multiple-choice test and performance test. In the qualifying multiple-choice test, which will be administered and proctored on-line candidates may be examined for knowledge of: scales and units of measurement used in electric stations; hand and power tools; arithmetic and algebra; the ability to read scales, dials, and digital readouts; visualize effects of forces upon a given load (mechanical comprehension); using street maps; oral/written communication; and other necessary skills, knowledge, and abilities.

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 test will be able to take the test from a remote location (i.e., their home) using a computer with a webcam and a reliable internet connection. Candidates will receive an e-mail from the City of Los Angeles outlining the dates and specific steps on how to take the qualifying multiple-choice test on-line. 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.

For candidates who apply between **JUNE 18, 2021 and JULY 1, 2021**, it is anticipated that the on-line multiple-choice test will be administered in the month of **AUGUST 2021**.

For candidates who apply between **JANUARY 7, 2022 and JANUARY 20, 2022**, it is anticipated that the on-line multiple-choice test will be administered in the month of **MARCH 2022**.

FAQs on on-line testing is available at <https://per.lacity.org/faqs/employment-testing-process.html>. Due to COVID-19 and social distancing requirements, only candidates who demonstrate a hardship may be offered the option to take the multiple-choice test onsite at a City facility.

Passing Score for Qualifying Multiple-Choice Test

The passing score for the qualifying multiple-choice test will be determined by Personnel Department staff after the qualifying multiple-choice 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 sufficient 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 test may be set either above or below 70%.**

Candidates must achieve a passing score on the qualifying multiple-choice test in order to be scheduled for the performance test. The examination score will be based entirely on the performance test. The Performance Test will consist of a series of exercises in which candidates may be examined for: knowledge of hand and power tools; ability to lift up to 70 pounds unassisted; physical agility sufficient to climb, balance, and/or reach in confined spaces; manual dexterity; ability to measure materials accurately; ability to perform tasks using color-identified materials; the ability to follow written instructions; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by e-mail of the time and location of the performance test, which will be held in Los Angeles.

For candidates who apply between **JUNE 18, 2021 and JULY 1, 2021**, it is anticipated that the performance test will be administered in the month of **OCTOBER 2021**.

For candidates who apply between **JANUARY 7, 2022 and JANUARY 20, 2022**, it is anticipated that the performance test will be administered in the month of **MAY 2022**.

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 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. Applications accepted are subject to review to ensure 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. 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. A final average score of 70% in the performance test portion of the examination is required to be placed on the eligible list.
6. Candidates may take the test only once every 365 days during the administration of this examination. Names may be removed from the open competitive eligible list after six months.
7. Your rank on the employment list may change as scores of candidates from other administrations of this examination are merged onto one list.
8. 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 ON 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.