



County of Los Angeles
INTERNAL SERVICES DEPARTMENT
OPEN COMPETITIVE OPPORTUNITY



Bulletin No. 29028BR

Posting Date: November 20, 2013

JOB TITLE

ELEVATOR MECHANIC

EXAM NUMBER

W6504F

FILING DATES

November 21, 2013 – Until the needs of the department are met and is subject to closure at any time without notice.

SALARY

\$6,783.34 **MONTHLY**

**BENEFITS
INFORMATION**

- Cafeteria Benefit Plan
- Defined Contribution Retirement Plan
- Deferred Compensation & Thrift Plan
- 11 Paid Holidays
- Generous Vacation and Sick Leave Benefits
- Flexible Work Schedules

**POSITION
INFORMATION**

Performs journey-level elevator and escalator maintenance and repair work. Positions allocable to this class work under the guidance of a Senior Elevator Mechanic or a higher-level elevator mechanic supervisor and are responsible for performing journey-level elevator and escalator maintenance and repair work. Positions in this class maintain, inspect, and repair operating and safety features of elevators, dumbwaiters, and escalators and maintain and inspect electronic control panels, switches, relays, signal devices, and other related equipment. These positions also are responsible for the inspection and repair of hoist motors and machinery, governors, door mechanisms, cables, hydraulic buffers, pumps, rails, and other related equipment. Incumbents in these positions must exercise a knowledge of elevator and escalator maintenance, inspection, and repair procedures, techniques, and safety practices and of the equipment and tools necessary to perform the maintenance and repair work.

**ESSENTIAL JOB
FUNCTIONS**

Tests and adjusts general operating and safety features of elevators, dumbwaiters, and escalators such as speed, acceleration, leveling, braking, emergency stop, and alarm bell.

Maintains and repairs electronic control panels, switches, relays, signal devices, electric motors, generators and related equipment.

Inspects, adjusts, maintains, and repairs hoist motors and machinery, governors, door mechanisms, cables, hydraulic buffers, pumps, brakes, rails, guides and related equipment.

Determines the need for and performs major overhaul or replacement of defective equipment.

Maintains work records.

Maintains tools and equipment.

Drives automotive equipment to work sites.

Supervises trainees and helpers.

PHYSICAL CLASS

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

**LICENSE(S)
REQUIRED**

*** A Valid California Class C Driver License is required to perform the job-related essential functions.

*** A Los Angeles City Certificate of Registration as a Journey Elevator Mechanic.

*** A valid general class Certified Competent Conveyance (elevator) Mechanic (CCCM) certification issued by the State of California Department of Industrial Relations, Division of Occupational Safety and Health.

**SELECTION
REQUIREMENTS**

OPTION I: Completion of a recognized elevator mechanic training program* of at least four year duration
–OR– OPTION II: Five years of experience in the maintenance and repair of elevators or escalators, one year of which must have been at the journey-level.**

**SPECIAL
REQUIREMENT
INFORMATION**

Applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles. **A copy of your driving record must be presented at the time of filing.** License must not be suspended, restricted or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

*To qualify under Option I: Applicants claiming completion of a recognized elevator mechanic training program must provide a copy of their training certificate at the time of filing.

**To qualify under Option II: Applicants must clearly describe the various types of work performed, time period work performed, and various equipment and tools used. Journey level experience is defined as possessing the required knowledge, skills, and training to perform a full-range and diversity of work independently and reliably. Positions at this level operate with fairly significant freedom from day-to-day supervision and need little or no guidance on such matters as selecting appropriate problem-solving methods and techniques, locating appropriate regulations, or applying proper procedures to carry out work.

Please ensure application/resume contains detailed information specifically addressing journey level experience, educational background, and/or specialized training courses/programs completed. Also, the required technical experience can be a combination of County and/or outside experience.

All requested, and/or required documentation (i.e., licenses, certification, or transcripts, etc.) will be required at the time of filing.***

Appointees may be required to work any shift, including overtime, evenings, nights, or weekends at various locations throughout the Los Angeles County.

**DESIRABLE
QUALIFICATIONS**

- A National Association of Elevator Constructors Certified Elevator Technician (NAEC CET) Certification OR a National Elevator Industry Education Program Certification.
- A Los Angeles City Fire Department regulation for Certification of Fitness
- Trade related coursework (i.e., Motor Control Principles and Practices, Solid State Digital Logic).
- A City of Los Angeles Regulation 4 Certificate for testing Life/Safety Systems in County building located within the city limits of Los Angeles. Life/Safety systems are defined as: fire alarms, automatic-closing fire assemblies, elevator recall, fire suppression, and emergency power systems.
- Demonstrated experience with Motion Control Engineering (MCE) and Smart Rise Elevator Control.
- Demonstrated Experience working with elevator software tools.
- Demonstrated experience working with relay based controllers.
- Effective oral and written communication skills.
- Excellent analytical and problem solving skills.
- Excellent customer service and interpersonal skills.

If you possess any of the Desirable Qualifications listed above, all candidates must provide sufficient details regarding the scope and length of work, including specific assignments and employers where such experience or training was obtained, on your County of Los Angeles application or resume.

**SPECIAL
INFORMATION**

A thorough background investigation (including fingerprint search and reference verification) will be required of candidates. Candidates who are found to be unsuitable for employment as an **Elevator Mechanic** will be removed from the certification list pursuant to Civil Service Rule 6.04.

DISQUALIFYING FACTORS INCLUDE, BUT ARE NOT LIMITED TO:

Internal Services Department Address: 1100 N. Eastern Avenue, Los Angeles, CA 90063
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 897-0077

- Felony convictions.
- Certain job-related misdemeanor convictions.
- Certain serious traffic convictions or patterns of traffic violations (e.g., 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents and driving under the influence).
- Illegal use of certain controlled substances.
- Poor employment history.

**VACANCY
INFORMATION**

The resulting eligible register for this examination will be used to fill vacancies at various locations throughout Los Angeles County.

**EXAMINATION
CONTENT**

This examination will consist of two parts: **Part I** – A Rating from Record evaluating the scope of training and experience based on application information and desirable qualifications weighted at 30%. **Part II** – An Interview covering training, experience, personal fitness and general ability to perform the duties of the position weighted at 70%. **Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the Eligible Register.**

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. **PASSING THIS EXAMINATION AND BEING PLACED ON THE ELIGIBLE REGISTER DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.**

RETAKE: NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

**APPLICATION
INFORMATION**

All applicants for the **Elevator Mechanic** examination are required to submit a standard Los Angeles County Employment Application with an original signature and date (original signature not required if submitting application on-line). **ALTHOUGH A RESUME MAY BE ATTACHED, IT WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR THE LOS ANGELES COUNTY EMPLOYMENT APPLICATION.** County Employment Applications are available in person at the address at the top of this bulletin or may be downloaded from the Internal Services Department Home Page located at: <http://isdjobs.co.la.ca.us/joblistings/examApplicationInstructions.cfm?id=W6504F> or the Department of Human Resources website at <http://hr.lacounty.gov>. Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

The acceptance of your standard Los Angeles County Employment Application depends on whether you have clearly shown that you meet all of the Selection Requirements. **Completely and correctly fill out every portion of your application to receive credit for all relevant experience, education or training according to the Selection Requirements and Desirable Qualifications.** Fully address any desirable qualifications that you meet, if applicable. For those applying in person or by mail, if additional space is needed to list job experience on the employment application, attach additional sheets to your application. These sheets must be in the same format as shown on the job application, in the “Work Experience” section include job payroll title, salary, employer information, employment dates, etc.). **INCOMPLETE OR INACCURATE APPLICATIONS, OR THOSE LACKING REQUIRED DOCUMENTATION, WILL BE REJECTED.**

All information supplied by applicants is subject to verification. We may reject your application at any time during selection process. Falsification of any information may result in disqualification or rescission of appointment.

File using ONE of the methods below:

FILING ONLINE

We encourage you to apply online by going to the following link and selecting **Apply to Job** so you can track the status of your application and get notified of your progress by email.

https://sjobs.brassring.com/11033/asp/tg/cim_home.asp?PartnerId=25082&SiteId=5045

We must receive your application by **5:00 p.m.** Pacific Standard Time, on the last day of filing.

NOTE: NO ATTACHMENTS MAY BE APPENDED TO YOUR ON-LINE APPLICATION ONCE YOU PRESS “SUBMIT.” To avoid your application rejected as incomplete, have **ALL** required documents (i.e., Supplemental

Questionnaire, Degree, Official Transcripts, Certifications, etc.) uploaded as attachments **BEFORE** submitting your on-line application.

If you are unable to upload your attachments, please click on the help link for technical assistance, or go to: <http://dhrdcap.co.la.ca.us/eHR/HelpSubmit.aspx>

SOCIAL SECURITY NUMBER: All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

FILING BY U.S. MAIL OR IN PERSON

We must receive your completed application at the address below by 5:00 p.m., Pacific Time, on the last day of filing.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

INTERNAL SERVICES DEPARTMENT
Human Resources Division
1100 N. Eastern Ave., Trailer Annex
Los Angeles, CA 90063
Mon - Thurs (This facility is closed on Fridays)
Tel. (323) 881-4687

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below. The County will attempt to meet reasonable accommodation requests whenever possible.

ADA Coordinator Phone	(323) 267-2432	Teletype Phone	(800) 897-0077
Alternate Teletype Phone	(800) 899-4099	California Relay Services Phone	(800) 735-2922

**COUNTY OF LOS
ANGELES
INFORMATION**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

DOCUMENTATION REQUIREMENT - RECAP

Documentation required **at the time of filing** for this examination:

- Los Angeles County Employment Application.
- Copy of Driving Record from the California State Department of Motor Vehicles (DMV).
- Certification(s) Copies as listed under License(s) Required.

