



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

ELECTRONIC FLEET SERVICES TECHNICIAN (Job Code #)

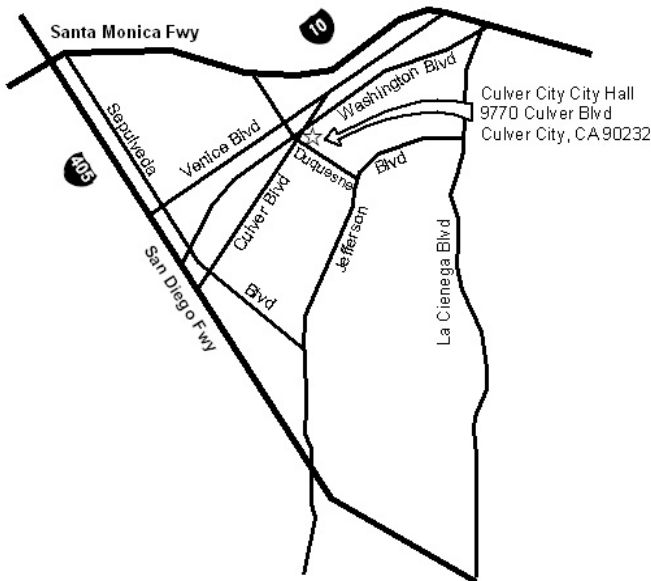
Promotional – Only open to Current City Employees.

SALARY	
The monthly salary range for Electronic Fleet Services Technician is \$4,958.44 to \$6,052.45.	
HOW TO APPLY	
Filing deadline: 5:00 p.m., _____. A complete application, including copies of relevant degrees and/or certificates, must be submitted for consideration to the Human Resources Department. Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department at the address above. Individuals that submit incomplete application materials may not receive full consideration for the position. Faxed or emailed materials will not be accepted.	
THE POSITION	
The Electronic Fleet Services Technician performs skilled journey level work in the installation, maintenance, and repair of electronic and computerized vehicle systems and equipment including but not limited to advanced vehicle management control systems (Automatic Vehicle Locator), voice and data communication equipment, digital camera and recording systems, and farebox equipment and systems. It is expected that the selected candidate will independently perform the full range of electronic and computerized vehicle systems maintenance, repair, and service activities on the City's entire complement of motorized equipment. Examples of job duties include, but are not limited to: Troubleshoots, installs and removes, and repairs electronic fareboxes using appropriate tools. Conducts preventative maintenance inspections and repairs on electronic fareboxes. Troubleshoots and repairs all vehicle and equipment electrical problems, including complete diagnosis of electronic and computer controlled systems. Programs and operates automatic diagnostic and testing equipment, including the use of computer based software, to facilitate troubleshooting electronic equipment. Implements and schedules routine preventative maintenance for on-board advanced vehicle control systems.	
MINIMUM REQUIREMENTS	
Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: High school graduation or equivalent and three (3) years of recent, paid journey level performing installation, repair, maintenance, and testing of electronic communications equipment, fare boxes, two-way radios or analog and digital equipment. An Associate of Science degree or equivalent college level course work in Electronics Technology, Electronics Communication, Radio Communications or related field is desirable. <u>WORK SCHEDULE:</u> Will be required to work nights, weekends, holidays and odd shifts. <u>NOTES:</u> 1) At time of hire, the employee will be required to provide their own tools. (City provides \$500.00 annually for tools purchased.) 2) Positions in this job classification are considered safety sensitive under Department of Transportation (DOT) alcohol and regulations and are, therefore, subject to specific employment reference verifications prior to employment and random alcohol and drug screenings during the course of employment. 3) Prior to appointment (hire), candidates must pass a pre-employment medical examination, which will include a drug screen. A positive pre-placement drug test, refusal or failure to test may result in rejection of the candidate.	
LICENSE AND CERTIFICATES	
Possession of a Class "C" driver's license <u>and</u> the ability to obtain and maintain a Class "B" with a Passenger (P) endorsement within 90-days of employment. Class "B" permit will also be acceptable for the first 90 days of employment. Possession of a Class "B" with a Passenger (P) endorsement is desirable. Possession of a Motor Vehicle Air Conditioning (MVAC) Certification is required within 90 days of employment. Possession of a Master Automotive Service Excellence (ASE) technician certificate in automobile, medium/heavy truck and/or transit bus is desirable.	
EXAMINATION PROCEDURES	
Applicants must receive a passing score on all examination components in order to be placed on the eligible list.	
COMPONENT	WEIGHT
• WRITTEN TEST: To determine technical knowledge and aptitude.	30%
• PERFORMANCE TEST: To determine ability to perform electronic and computerized vehicle systems tasks.	40%
• ORAL INTERVIEW: To evaluate training, experience, and personal qualifications.	30%

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only).
Women, Minorities, Veterans & Disabled Encouraged to Apply. AMW XX/XX

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions in this bulletin may be modified or revoked without notice.



THE CITY:

The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a “charter” city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads.

SELECTION PROCESS:

- 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:00 p.m., on or before filing date (filing time may vary if noted on reverse side of this form).
- 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part.
- 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath.
- 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score.
- 5) Top five (5) ranks from an eligible list will be referred for consideration in filling vacancies. The top three (3) ranks will be used for Promotional Examinations.

VETERAN'S PREFERENCE:

Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran's preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran's preference. (Veteran's preference does not apply to promotional exams).

SENIORITY PREFERENCE:

Seniority points will be computed in accordance with Civil Service Rules and Regulations.

FRINGE BENEFITS:

Benefits vary by negotiated agreements with employee bargaining units; visit our website to view details: www.culvercity.org/government/humanresources/

RETIREMENT:

City participates in CalPERS retirement plans (Public Employees Retirement System) and social security. Retirement benefit depends upon date of appointment (hire) and associated employee bargaining unit.

DEFERRED COMPENSATION:

Employees may voluntarily contribute to a city sponsored deferred compensation plan.

HEALTH BENEFITS:

Choice of health, dental, vision and life plans for employees and eligible dependents. Some employee contribution may be required.

LEAVE BENEFITS:

Include holidays, floating holidays, sick and vacation.

UNIFORMS

Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.

CREDIT UNION AVAILABLE