



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

**ELECTRONIC FLEET SERVICES TECHNICIAN (Job Code # \_\_\_\_\_)**  
**\$4,958.44 to \$6,052.45 Monthly**

THE CITY OF CULVER CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$200 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

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](http://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.

**WORK SCHEDULE:**  
**Will be required to work nights, weekends, holidays and odd shifts.**

**NOTES:**

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 and 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 |
|---------------------------------------------------------------------------------------------------------------|--------|
| • <b>WRITTEN TEST:</b> To determine technical knowledge and aptitude.                                         | 30%    |
| • <b>PERFORMANCE TEST:</b> To determine ability to perform electronic and computerized vehicle systems tasks. | 40%    |
| • <b>ORAL INTERVIEW:</b> 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

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