



## City of Culver City Fleet Services Assistant

<b>SALARY</b>	\$22.83 - \$27.87 Hourly \$3,957.20 - \$4,830.80 Monthly \$47,486.40 - \$57,969.60 Annually	<b>LOCATION</b>	CA 90232, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	00378
<b>DEPARTMENT</b>	Transportation	<b>DIVISION</b>	Equipment Maintenance & Fleet Svcs
<b>OPENING DATE</b>	10/17/2022	<b>CLOSING DATE</b>	11/17/2022 5:00 PM Pacific

### THE 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 \$235 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

### THE POSITION

#### General Duties:

- Performs scheduled preventative maintenance of passenger vehicles, light, medium and heavy trucks, and specialized equipment.
- Washes, fuels, and services City motorized equipment that may include gasoline, diesel, natural gas and propane fuel types.
- Performs routine and periodic service inspections of City equipment.
- Inspects and troubleshoots minor mechanical problems.
- Performs minor non-technical repairs such as replacing switches, fuses, flashers, headlights, taillights, belts, spark plugs, windshield wipers, tires, and radiator hoses.
- Assists Senior Fleet Services Technicians in repairs of motorized equipment.

#### 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: Some experience in the servicing and repair of motorized equipment.

#### 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 six (6) months of employment. Possession of a Master Automotive Service Excellence (ASE) technician certificate in automobile, medium/heavy truck and/or transit bus 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 (The City shall provide a \$500 tool allowance for tools purchased within the calendar year).
- 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.

**EXAMINATION PROCEDURES**

Applicants must receive a passing score on all examination components in order to be placed on the eligible list. Please note: There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

- ~~Written Exam: To determine knowledge of basic mechanical skills. (Tentatively scheduled for the week of 11/28/2022). Weighted at 30%.~~
- **Performance Exam: To determine ability to perform a range of entry-level mechanical tasks. (Tentatively scheduled for the week of 1/2/2023). Weighted at 40%.** Performance weight at 60%
- **Oral Appraisal Interview: To evaluate training, experience and personal qualifications. (Tentatively scheduled for the week of 1/2/2023). Weighted at 30%.** Performance weight at 40%

**ADDITIONAL INFORMATION**

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

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job related basis and will not automatically disqualify someone from further consideration.

**Equal Opportunity Employer:**

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

**Conditions of Employment:**

**Background/ Reference Check:** Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

Pre-placement medical evaluation including drug screen (select positions).

Proof of COVID-19 Vaccination (all positions).

E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

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**Agency**

City of Culver City

**Address**

9770 Culver Blvd.

Culver City, California, 90232

**Phone**

Main Line 310-253-5640

**Website**

<http://www.culvercity.org/jobs>