



## City of Culver City Fleet Services Technician

<b>SALARY</b>	\$26.38 - \$32.16 Hourly \$4,572.53 - \$5,574.40 Monthly \$54,870.40 - \$66,892.80 Annually	<b>LOCATION</b>	CA 90232, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	00493
<b>DEPARTMENT</b>	Transportation	<b>DIVISION</b>	Equipment Maintenance & Fleet Svcs
<b>OPENING DATE</b>	11/21/2022	<b>CLOSING DATE</b>	1/2/2023 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

Occupants of this classification are in the classified service. They perform skilled work in the repair, overhaul, and maintenance of light and heavy motorized equipment. The incumbents of this classification are expected to perform, under supervision, the full range of overall maintenance, service, and repair activities on the City's entire complement of motorized equipment, including Compressed Natural Gas (CNG) engines.

#### General Duties:

- Performs preventative maintenance services and inspections on a wide variety of equipment including transit buses, heavy trucks, passenger vehicles, and alternative fuel type vehicles. Locates and diagnoses defective or malfunctioning equipment, engine controls and accessories, using engine analyzers, gauges and/or other related diagnostic equipment.
- Monitors and identifies unsafe vehicle and motorized equipment conditions. Removes from services unsafe vehicles consistent with established procedures.
- Thoroughly and accurately records labor time and materials used on maintenance and repair work.
- Accomplishes assigned repair and maintenance jobs at a productive pace.
- Performs complete tune-ups and repairs ignition systems such as electronic computer-controlled systems.
- Diagnoses charging system problems such as alternators, wiring and battery conditions.
- Replaces, repairs and balances tires and wheels on a variety of equipment; including, transit buses, heavy trucks, off road equipment and various passenger vehicles.

#### Minimum Requirements:

##### Training and Experience:

Any combination of training and experience that could likely provide the required knowledge, skill and ability would be qualifying, A typical way to obtain the knowledge, skill and ability would be: High school graduation or equivalent and two

(2) years of apprenticeship level experience repairing and maintaining a variety of light, medium, and heavy motorized equipment, or satisfactory completion of an accredited technical school in the mechanical field.

#### Licenses and Certificates:

Possession of a valid California Class B driver's license with a passenger endorsement. A class B permit will be acceptable for the first 90 days of employment as a Fleet Services Technician. Possession of a Motor Vehicle Air Conditioning (MVAC) Certification is required within 90 days of appointment. Possession of a Master Automotive Service Excellence (ASE) technician certificate in automobile, medium/heavy truck and/or transit bus is desirable.

#### Notes:

- 1) At time of hire, the employee will be required to provide their own tools of type and quantity necessary for journey-level vehicle and equipment maintenance and repair. The City shall provide a \$600 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, 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 of the following examination components in order to be placed on the eligible list.

#### Examination Components:

- ~~WRITTEN TEST~~ (weighted at ~~30%~~): ~~To determine knowledge of basic mechanical skills. (Tentatively scheduled for the week of January 16, 2023)~~ <sup>60%</sup>
- *PERFORMANCE TEST* (weighted at <sup>60%</sup>~~40%~~): To determine ability to perform a range of mechanical tasks from entry-level to skilled. (Tentatively scheduled for the week of January 30, 2023)
- *ORAL APPRAISAL* (weighted at <sup>40%</sup>~~30%~~): To evaluate training, experience and personal qualifications. (Tentatively scheduled for the week of January 30, 2023)

## 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).

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

***The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.***

**Please direct all inquiries to Zulma Gonzalez, Human Resources Technician at (310) 253-5640 or [Zulma.Gonzalez@culvercity.org](mailto:Zulma.Gonzalez@culvercity.org)**

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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>