



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5640/51

**SENIOR WELDER** (Job Code # \_\_\_\_\_)  
**\$4,875.63 - \$5,951.27 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
<p><b>Filing deadline:</b> 5:00 p.m. _____.</p> <p>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: <a href="http://www.culvercity.org/jobs">www.culvercity.org/jobs</a> or obtain an application in person from the Human Resources Department at the address above.</p> <p>Individuals that submit incomplete application materials may not receive full consideration for the position. Faxed or emailed materials will not be accepted.</p>
THE POSITION
This position creates work orders and generates related purchasing requisitions for the welding section of the Fleet Services and Equipment Maintenance Division of the Transportation Department. This results in leading and participating in the ordered repairs, fabrications, and welding of metal parts and equipment by using oxy-acetylene and electric-arc methods. The position performs metal fabricating, bending, cutting, shaping, welding, and hard surfacing services on City equipment, facilities, and motorized vehicles in support of all City departments. Identifies better methods for meeting service demands and ensures work is performed in a safe and timely manner. Works with assigned staff and/or supervisor to make hazardous, confined areas safe and workable. Repairs, re-welds and/or fabricates building structures for various City departments. Reads and understands blueprints and hand drafted sketches. May determine work procedures, assignment of work orders or duties, training, assisting to resolve work problems, enforcing regulations and policies, and promoting work efficiency. This position communicates with vendors including gathering cost and material information, preparing data for equipment and material purchases. This position reports to a Fleet Services Supervisor and may direct the work of Fleet Services Assistants and/or Welders assigned to the welding section. Performs other related duties as assigned.
MINIMUM REQUIREMENTS
<p>Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical ay to obtain the knowledge, skills, and abilities would be: completion of a welding apprenticeship and three (3) years of journey level experience.</p> <p><b>WORK SCHEDULE:</b> <b>May be required to work nights, weekends, holidays and odd shifts.</b></p> <p><b>NOTES:</b> 1) <b>At time of hire, the employee will be required to provide their own tools.</b> (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.</p>
LICENSE AND CERTIFICATES
Must possess a Structural Welding Certificate endorsed by the American Welding Society and a valid California Class C driver’s license. Possession of a valid California Class B driver’s license with a Passenger (P) Endorsement may be required depending upon position assignment.
EXAMINATION PROCEDURES

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 & Disabled Encouraged to Apply.

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.

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.

<u>COMPONENT</u>	<u>WEIGHT</u>
• <b>WRITTEN TEST:</b> To determine welding knowledge and associated journey-level skills.	30%
• <b>PERFORMANCE TEST:</b> To determine ability to perform acetylene and electric arc welding tasks. <u>NOTE: To be considered for Senior Welder, applicants must first qualify on entry-level tasks.</u>	40%
• <b>ORAL INTERVIEW:</b> To evaluate training, experience and personal qualifications.	30%



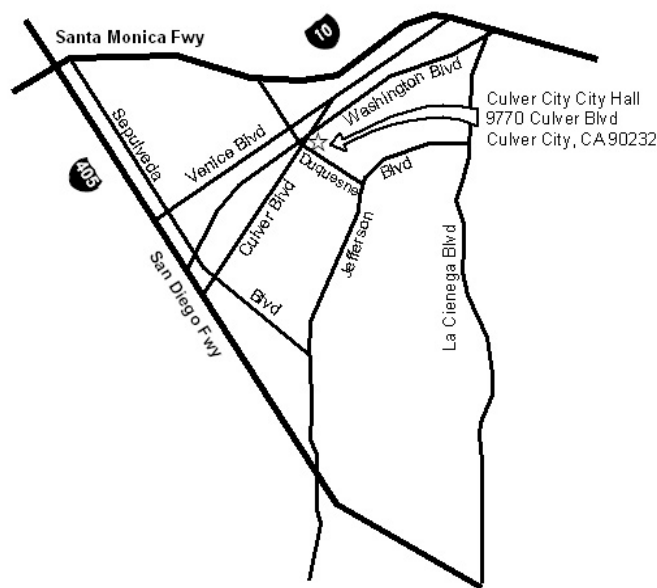
HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5640/51

**SENIOR WELDER** (Job Code #\_\_\_\_\_)

**Promotional – Only open to Current City Employees.**

THE SALARY	
The monthly salary range for Senior Welder is <b>\$4,875.63 - \$5,951.27</b> .	
HOW TO APPLY	
<b>Filing deadline: 5:00 p.m.</b> _____.	
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: <a href="http://www.culvercity.org/jobs">www.culvercity.org/jobs</a> 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	
This position creates work orders and generates related purchasing requisitions for the welding section of the Fleet Services and Equipment Maintenance Division of the Transportation Department. This results in leading and participating in the ordered repairs, fabrications, and welding of metal parts and equipment by using oxy-acetylene and electric-arc methods. The position performs metal fabricating, bending, cutting, welding, and hard surfacing services on City equipment and motorized vehicles in support of all City departments. Identifies better methods for meeting service demands and ensures work is performed in a safe and timely manner. Works with assigned staff and/or supervisor to make hazardous, confined areas safe and workable. Repairs, re-welds and/or fabricates building structures for various City departments. Reads and understands blueprints and hand drafted sketches. May determine work procedures, assignment of work orders or duties, training, assisting to resolve work problems, enforcing regulations and policies, and promoting work efficiency. This position communicates with vendors including gathering cost and material information, preparing data for equipment and material purchases. This position reports to a Fleet Services Supervisor and may direct the work of Fleet Services Assistants and/or Welders assigned to the welding section. Performs other related duties as assigned.	
MINIMUM REQUIREMENTS	
Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical ay to obtain the knowledge, skills, and abilities would be: completion of a welding apprenticeship and three (3) years of journey level experience.	
<b>WORK SCHEDULE:</b> <b>May be required to work nights, weekends, holidays and odd shifts.</b>	
<b>NOTES:</b> 1) <b>At time of hire, the employee will be required to provide their own tools.</b> (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	
Must possess a Structural Welding Certificate endorsed by the American Welding Society and a valid California Class C driver's license. Possession of a valid California Class B driver's license with a Passenger (P) Endorsement may be required depending upon position assignment.	
EXAMINATION PROCEDURES	
Applicants must receive a passing score on all examination components in order to be placed on the eligible list. <b>Please note:</b> 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.	
COMPONENT	WEIGHT
• <b>WRITTEN TEST:</b> To determine welding knowledge and associated journey-level skills.	30%

- |   |     |
|---|-----|
| • <b>PERFORMANCE TEST:</b> To determine ability to perform acetylene and electric arc welding tasks. <i>NOTE: To be considered for Senior Welder, applicants must first qualify on entry-level tasks.</i> | 40% |
| • <b>ORAL INTERVIEW:</b> To evaluate training, experience and personal qualifications.  | 30% |



**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 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:**
- These are typical benefits, but may vary by negotiated agreements with employee bargaining units. Please refer to the appropriate MOU for this position by visiting: [www.culvercity.org](http://www.culvercity.org)
- RETIREMENT:**
- City participates in CalPERS\* retirement plan (Public Employees Retirement System). 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 are available for employees and dependents. Some employee contribution may be required.
- LEAVE BENEFITS:**
- Include holidays, in-lieu time, 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**

\* In the event an employee leaves City Service prior to retirement, this contribution, including interest, is remitted to the employee upon application to the retirement system.