



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

**WELDER** (Job Code # \_\_\_\_\_)  
**\$4,643.47 - \$5,667.87 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	
<b>Filing deadline: 5:00 p.m</b> _____.	
A complete application, including copies of relevant degrees and/or certificates must be submitted for consideration. Please note: Individuals that submit incomplete application materials may not receive full consideration for the position. Faxed or emailed materials will not be accepted.	
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, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.	
THE POSITION	
The positions assigned to this classification repair, fabricate, and weld metal parts and equipment by <u>using oxy-acetylene, electric-arc, MIG, or TIG welding methods</u> , and maintains welding shop equipment and supplies. Performs other metal fabricating, bending, cutting, shaping, and hard surface <u>repairsoperations</u> . Prepares simple daily paperwork of work performed. Performs work in a safe and timely manner. Makes hazardous, confined areas safe and workable. Reads and understands <u>schematics blueprints</u> and hand drafted sketches.	
<u>Positions assigned to Equipment Maintenance &amp; Fleet Services:</u> Performs welding work for all City departments including layout up to complete fabrication. Makes welding repairs on City equipment and motorized vehicles. Removes and reinstalls heavy parts such as refuse truck packer blades, hydraulic cylinders, hydraulic lines and repairs frames and crossmembers.	
<u>Positions assigned to Refuse Services/Transfer Station:</u> <u>Performs repairs to various refuse service bins.</u> Performs other related duties as assigned.	
MINIMUM REQUIREMENTS	
<u>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: completion of a welding apprenticeship and one year of journey level welding experience.</u> Knowledge of: types of welds, joints, and welding rods used in welding operations; cutting and brazing practices and processes, <u>and welding</u> , including metals, their properties, their composition, and methods of identifying and welding metals. Skill in: the use of hand tools and welding equipment such as lathe, grinders, drill press, brake press, <u>nibbler</u> , and iron workers; setting up and adjusting acetylene, electric arc, and other welding apparatus.	
<b><u>WORK SCHEDULE:</u></b>	
<b><u>May be required to work nights, weekends, holidays and odd shifts.</u></b>	
<b><u>NOTE:</u></b>	
<b><u>1) At time of hire, the employee will be required to provide their own tools. (City provides \$500.00 annually for tools purchased.)</u></b>	
<b><u>One year of journey level welding experience.</u></b>	
LICENSE AND CERTIFICATES	
<u>Must possess a Structural Steel Welding Certificate 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. License: Possession of valid California Class B driver's license with Passenger Endorsement required within 90 days after appointment. Possession of Structural Welding Certificate endorsed by the American Welding Society required by completion of the one year probationary period.</u>	
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><u>) WRITTEN TEST:</u></b> <u>To determine welding knowledge and associated skills.</u>	<u>30%</u>
<b><u>) PERFORMANCE TEST:</u></b> To measure ability to perform <u>oxy-acetylene, electric-arc</u> , and MIG welding.	<u>640%</u>
<b><u>) APPRAISAL INTERVIEW:</u></b> To evaluate training, experience, and personal qualifications.	<u>430%</u>

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.



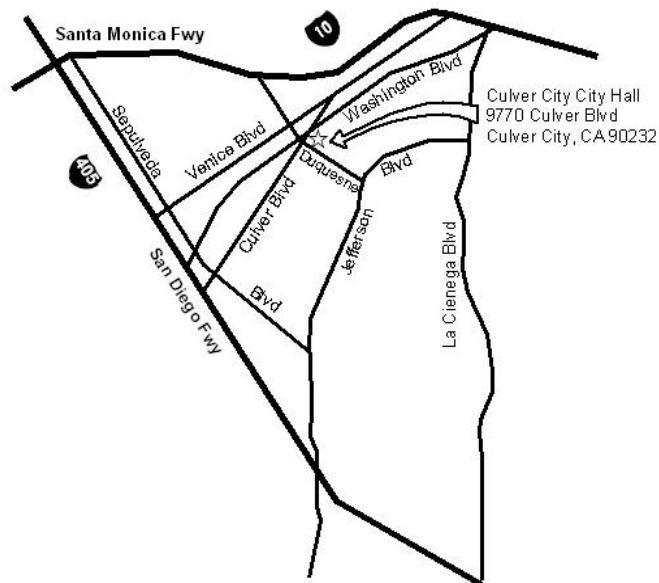
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**WELDER** (Job Code #\_\_\_\_\_)

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

THE SALARY	
The monthly salary range for Welder is <b>\$4,643.47 - \$5,667.87</b> .	
HOW TO APPLY	
<p><b>Filing deadline: 5:00 p.m</b> _____.</p> <p>A complete application, including copies of relevant degrees and/or certificates must be submitted for consideration. Please note: Individuals that submit incomplete application materials may not receive full consideration for the position. Faxed or emailed materials will not be accepted.</p> <p>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, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.</p>	
THE POSITION	
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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 way to obtain the knowledge, skills, and abilities would be: completion of a welding apprenticeship and one year of journey level welding experience.</p> <p>Knowledge of: types of welds, joints, and welding rods used in welding operations; cutting and brazing practices and processes, and welding, including metals, their properties, their composition, and methods of identifying and welding metals.</p> <p>Skill in: the use of hand tools and welding equipment such as lathe, grinders, drill press, brake press, and iron workers; setting up and adjusting ocy-acetylene, electric-arc, and other welding apparatus.</p> <p><b>WORK SCHEDULE:</b> May be required to work nights, weekends, holidays and odd shifts.</p> <p><b>NOTE:</b> <b>1) At time of hire, the employee will be required to provide their own tools.</b> (City provides \$500.00 annually for tools purchased.)</p>	
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EXAMINATION PROCEDURES	
<p>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.</p>	
COMPONENT	WEIGHT
J <b>WRITTEN TEST:</b> To determine welding knowledge and associated skills.	30%
J <b>PERFORMANCE TEST:</b> To measure ability to perform acetylene, electric arc, and MIG welding.	40%
J <b>APPRAISAL INTERVIEW:</b> To evaluate training, experience, and personal qualifications.	30%

ATTACHMENT 3



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.