



# CITY OF LA VERNE

3660 D Street, La Verne, California 91750

## ***EQUIPMENT MECHANIC I***

*MONDAY-THURSDAY, EVERY FRIDAY OFF*

**SALARY RANGE:**

Step 1	Step 2	Step 3	Step 4	Step 5
\$43,138	\$45,295	\$47,560	\$49,938	\$52,435

Annual salary based on a 36-hour workweek (see hours below)  
Hourly equivalent: \$23.04 – 28.01

**Excellent benefit package includes up to \$1,700 monthly toward family medical coverage.** Social Security (FICA) taxes are not deducted as the City of La Verne participates in CalPERS in lieu of the Social Security system.

**HOURS:**

The Fleet Maintenance Division enjoys a four (4) day workweek with 9-hour shifts; normal schedule is Monday through Thursday, 6:30 a.m. to 4:00 p.m. (closed Fridays).

**EXAMPLE OF DUTIES:**

Depending upon assignment, duties may include, but are not limited to, the following: Inspect, diagnose, and repair mechanical problems on City automobiles, trucks, and a variety of diesel, gasoline, and alternative fuel powered maintenance and construction equipment. Perform general and specialized preventative maintenance on automobiles, light and medium-duty trucks, tractors, mowers, and miscellaneous process equipment. Perform periodical inspections as required by law. Tune engines, replace ignition parts, clean and adjust fuel systems. Use electronic scan tools and related equipment for diagnosis and repair of automotive computer systems. Repair or replace faulty parts including wheel bearings, brakes, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts. Install, repair, and upgrade electronic equipment such as radios, sirens, light bars, computers, and video systems. Cut, weld and fabricate parts. Assist other mechanics, clean vehicles, and perform facility maintenance. Use desktop, laptop and hand-held computers to maintain work, time, and materials records. Perform related duties as assigned.

**DESIRABLE  
QUALIFICATIONS:**

Education: Equivalent to completion of the 12<sup>th</sup> grade supplemented by specialized training in the maintenance and repair of gas- and diesel-powered equipment is required. **(Please attach specialized training certificates to application form.)**

Experience: Two (2) years of full-time paid experience performing automotive and equipment repair work and preventative maintenance.

License: Must possess a valid California driver's license and the ability to obtain a commercial driver's license.

Physical Activities/Requirements: Physical activities may include but are not limited to, the following: see well enough to read instruction manuals, schematics, digital and analog instruments; speak well enough to converse in person, over the radio and on the telephone and be understood; hear well enough to recognize normal and abnormal mechanical sounds, converse in person, over the radio, and on the telephone; stoop, bend, reach to pick up material, crawl into confined spaces, under vehicles and on top of equipment, climb ladders up to 15 feet high to perform repair and inspect work; use arms, hands, and fingers to write, draw diagrams, operate personal computer, use hand tools; perform overhead tasks using hand tools; lift and carry up to 100 pounds;

Equipment Mechanic I, continued

have the stamina to work in severe weather during a regular work schedule and beyond in the event of emergencies.

**SELECTION PROCESS:** Candidates with qualifications that satisfy the desirable qualifications above will be invited to participate in a competitive examination process that will include the following phases:

<u>PHASE</u>	<u>WEIGHT</u>
Written examination	Qualifying
Practical examination	Qualifying
* Appraisal Interview	100%
Background Check	Qualifying
Medical examination (including drug screen)	Qualifying

Appointments are subject to a one-year probationary period.

Only applicants who successfully complete both the written and practical examinations will be eligible for the interview phase.

**APPLICATION PROCEDURE:** Must be filed on a City of La Verne application form, available at City Hall, 3660 "D" Street. Application is not available online. **Please attach specialized training certificates to application form.**

**FILING DEADLINE: Wednesday, November 22, 2017 – 12:00 noon.**

**BENEFITS**

- 4-day, 36-hour workweek; Monday through Thursday
- Up to \$1,700 monthly toward family medical coverage
- Contribution toward dental plan premium
- Ability to qualify for up to 5% exceptional performance award
- Classic PERS members—CalPERS Formula 2.5% @ 55 (Employee contribution 8% annual salary)  
New CalPERS members: CalPERS Pension Reform Formula 2% @ 62 (Employee contribution 6.25% annual salary)
- City-paid life insurance benefit
- 2.4 to 4.6 weeks of vacation per year depending on years of service
- Eleven (11) paid holidays per year
- Accrual of 8 hours of sick leave per month
- City-paid long term disability plan
- \$1,500 tuition reimbursement for job related courses
- Ability to earn up to 7.5% additional educational and certificate incentive
- Up to \$250 reimbursement for work boots

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise. The City of La Verne hires only United States citizens or lawfully authorized aliens.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

**PERSONNEL OFFICE (909) 596-8726**  
**[www.cityoflaverne.org](http://www.cityoflaverne.org)**  
**Equal Opportunity Employer**