

Sheriff's Department
University Centre Building - Professional Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 526-5611
GENERAL MAINTENANCE WORKER

SALARY: \$2,871.00 - \$3,751.64 MONTHLY EXAM NUMBER: J6619J

POSITION INFORMATION:

Positions allocable to this class perform a wide variety of maintenance and repair work involving carpentry, electrical, masonry, painting, plumbing or other mechanical and maintenance skills.

ESSENTIAL JOB FUNCTIONS:

Performs a wide variety of general maintenance and repair work including:

- * Carpentry: Assembles and installs shelves, cabinets, and chair rails, hangs pictures and bulletin boards; repairs scratches and scuffs on furniture and woodwork; repairs poorly fitting doors, windows, or drawers; repairs wood flooring.
- * Electrical: Replaces broken or defective light switches, sockets, outlets, bulbs, fixtures, fluorescent tubes, and starters.
- * Masonry: Patches broken asphalt and concrete and plaster surfaces; replaces loose bricks or ceramic tile.
- * Painting: Paints shelves, cabinets, and furniture; does touch-up painting on interior and exterior surfaces; paints parking lot strips and parking bumpers; paints motors and other mechanical equipment.
- * Plumbing: Replaces or repairs defective flush valves, faucet and toilet washers and packing; stops leaks in joints by tightening; replaces short lengths of pipe; cleans clogged pipe lines using a snake, closet auger, force cup, or chemicals.
- * Mechanical: Replaces or adjusts drive belts; maintains and adjusts motors, pumps, and compressors; lubricates and checks heating, cooling, or ventilating systems for proper operation.
- * Miscellaneous: Replaces glass in windows, doors, and partitions; performs minor sheet metal work; maintains parking lots; makes minor roof repairs; operates and maintains furnaces and low pressure boilers.
- * Inspects building to ensure safety and to determine the need for repair or maintenance.
- * Operates power tools.
- * Maintains and repairs various types of equipment and tools.
- * Assists journey-level trade positions performing installation work or more difficult repairs.
- * Drives automotive equipment in performance of duties as necessary.

SELECTION REQUIREMENTS:

Two years' paid experience in general building maintenance and repair involving a variety of minor carpentry, electrical, masonry, painting, and plumbing work -OR- Successful completion of County of Los Angeles approved training program for General Maintenance Worker.*

LICENSE:

A valid California Class "C" Driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS: 3 - Moderate:

Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

REQUIREMENT INFORMATION:

*To qualify, applicants must present an original Certificate of Completion of the County of Los Angeles approved training program for General Maintenance Worker at the time of filing.

In order to receive credit for any type of college degree, such as Associate, Bachelor, Master, or Doctorate degree, or for completion of a certificate program, you must include a photocopy of the diploma or certificate with your application.

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION:

The acceptance of your application depends on whether or not you have clearly shown that you meet the Selection Requirements. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SPECIAL INFORMATION:

APPOINTEES MUST BE WILLING TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS AND HOLIDAYS.

SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING A FINGERPRINT SEARCH. Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor credit history; poor employment history; substance abuse; anyone on probation.

VETERANS' INFORMATION:

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

1. During a declared war; or
2. During the period April 28, 1952 through July 1, 1955; or
3. For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
4. In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

DISABILITY ACCOMMODATIONS:

Applicants who require special testing arrangements such as readers or interpreters must provide advance notice of their disability and required accommodation. Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5606. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669. The County will attempt to meet reasonable accommodation requests whenever possible.

EXAMINATION INFORMATION:

This examination will consist of a written test covering knowledge of general maintenance weighted 100%. THE WRITTEN TEST IS NOT REVIEW ABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

VACANCY INFORMATION:

The eligible register will be used to fill vacancies at the Los Angeles County Sheriff's Department, Facilities Management Services.

ELIGIBLE INFORMATION:

The names of candidates receiving a passing grade in the examination will be placed to the eligible register in the order of their score group for a period of six (6) months following the date of promulgation.

APPLICANTS MAY NOT COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY SIX (6) MONTHS.

EMPLOYMENT ELIGIBILITY INFORMATION:

Employment is contingent upon verification of U.S. Citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986 are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

LOS ANGELES COUNTY CHILD SUPPORT COMPLIANCE PROGRAM:

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (e.g. name, address, Social Security Number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER