



COUNTY OF LOS ANGELES
invites applications for the position of:

ELEVATOR MECHANIC

SALARY: \$10,229.14 - \$10,229.14 Monthly
\$122,749.68 - \$122,749.68 Annually

DEPARTMENT: INTERNAL SERVICES

OPENING DATE: 12/10/21

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



EXAM NUMBER
W6504H

When To Submit Your Application

The application filing period will begin December 13, 2021, at 7:00 a.m. (PT). This examination will remain open until the needs of the service are met and is subject to closure at any time without prior notice.

Type of Recruitment: Open Competitive Job Opportunity

Check Out Our Outstanding Benefits!

[Click here](#) to see a list of employee benefits.

Who We Are

The Internal Services Department (ISD) plays a major role in supporting all County of Los Angeles departments and commissions. With an annual budget of over \$873 million and 2, 183 budgeted positions along with over 5,120 contracted workers of varying professions in facilities management, information technology, environmental, administrative, purchasing and contracting, ISD is the County's trusted partner and provider of choice.

The Opportunity

We are pursuing qualified candidates to fill Elevator Mechanic positions in the Maintenance & Operations Section. Selected candidates will maintain, inspect, and repair operating and safety features of elevators, dumbwaiters, and escalators and maintain and inspect electronic control panels, switches, relays, signal devices, and other related equipment. These positions also are responsible for the inspection and repair of hoist motors and machinery, governors, door mechanisms, cables, hydraulic buffers, pumps, rails, and other related equipment. Incumbents in these positions must exercise a knowledge of elevator and escalator maintenance, inspection, and repair procedures, techniques, and safety practices and of the equipment and tools necessary to perform the maintenance and repair work.

ESSENTIAL JOB FUNCTIONS:

Position Responsibilities

Tests and adjusts general operating and safety features of elevators, dumbwaiters, and escalators such as speed, acceleration, leveling, braking, emergency stop, and alarm bell.

Maintains and repairs electronic control panels, switches, relays, signal devices, electric motors, generators and related equipment.

Inspects, adjusts, maintains, and repairs hoist motors and machinery, governors, door mechanisms, cables, hydraulic buffers, pumps, brakes, rails, guides and related equipment.

Determines the need for and performs major overhaul or replacement of defective equipment.

Maintains work records.

Maintains tools and equipment.

Drives automotive equipment to and from work sites.

Supervises trainees and helpers.

REQUIREMENTS:**Requirements to Qualify**

Option 1: Completion of a recognized elevator mechanic training program* of at least four (4) years, duration **-OR-** **Option II:** Five (5) years of experience in the maintenance and repair of elevators or escalators, one year of which must have been at the journey-level.**

License(s):

- A valid California Class C Driver License is required to perform the job-related essential functions.

Successful applicants for positions that require driving must obtain and present a copy of his/her driving record from the California State Department of Motor Vehicles before final appointment. Applicants should not present a copy of their driving history until asked to do so by the hiring department. The County will make an individualized assessment of whether an applicant's driving history has a direct or adverse relationship with the specific duties of the job. License must not be currently suspended, restricted, or revoked.

- *** A Los Angeles City Certificate of Registration as a Journey Elevator Mechanic.
- ***A valid general class Certified Competent Conveyance (elevator) Mechanic (CCCM) certification issued by the State of California Department of Industrial Relations, Division of Occupation Safety and Health.

Effective June 30, 2003 certification, temporary certification, or emergency certification by the State of California Department of Industrial Relations, Division of Occupational Safety and Health, as a Certified Competent Conveyance (elevator) Mechanic (CCCM).

A City of Los Angeles Regulation 4 Certificate may be required for testing Life/Safety systems in County buildings located within the city limits of Los Angeles. Life/Safety systems are defined as: fire alarms, automatic-closing fire assemblies, elevator recall, fire suppression, and emergency power systems.

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 weighing over 25 pounds, and frequent lifting of 10-25 pounds.

Special Requirement Information:

*To qualify under Option 1: Applicants claiming completion of a recognized elevator mechanic training program must provide a copy of their training certificate at the time of filing or within 15 calendar days of filing.

**To qualify under Option II: Applicants must clearly describe the various types of work performed, time period work performed, and various equipment and tools used. Journey level experience is defined as possessing the required knowledge, skills, and training to perform a full-range and diversity of work independently. Persons at this level operate with fairly significant freedom from day-to-day supervision and need little or no guidance on such matters as selecting appropriate problem-solving methods and techniques, locating appropriate regulations, or applying proper procedures to carry out work.

Please ensure application contains detailed information specifically addressing journey level experience, educational background, and/or specialized training courses/programs completed. Also, the required technical experience can be a combination of County and/or outside experience.

*****All requested, and/or required documentation (i.e., licenses, certification, or transcripts, etc.) will be required at the time of filing or within 15 calendar days of filing.**

Other Requirements:

Vision: Keen color perception.

Desirable Qualifications:

- A National Association of Elevator Constructors Certified Elevator Technician (NAEC CET) Certification OR a National Elevator Industry Education Program Certification.
- A Los Angeles City Fire Department regulation for Certification of Fitness.
- Trade related courses (i.e., Motor Control Principles and Practices, Solid State Digital Logic).
- A City of Los Angeles Regulation 4 Certificate for testing Life/Safety Systems in County building located within city limits of Los Angeles. Life/Safety Systems are defined as: fire alarms, automatic-closing fire assemblies, elevator recall, fire suppression, and emergency power systems.
- Demonstrated experience in Motion Control Engineering (MCE) and Smart Rise Elevator Control.
- Demonstrated experience working with elevator software tools.
- Demonstrated experience working with relay based controllers.

If you possess any of the Desirable Qualifications listed above, all candidates must provide sufficient details regarding the scope and length of work including specific assignments and employers where such experience or training was obtained, on the Supplemental Questionnaire of your Los Angeles County application.

ADDITIONAL INFORMATION:**Our Assessment Process:**

This examination will consist of two parts: **Part I** - An evaluation of Training & Experience based application information and desirable qualifications weighted at 30%. **Part II** - An interview covering Knowledge and Skills in the Field, Safety Practices and Procedures, Problem Solving and Decision-Making Skills, Customer Service and Interpersonal Ability, and Oral Communication and Comprehension Ability weighted at 70%. **Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the Eligible Register.**

Note: All notifications including invitation letters will be sent electronically to the email address provided on the application. It is important that you provide a valid email address. Please add

RMendez@isd.lacounty.gov, info@governmentjobs.com, and noreply@governmentjobs.com to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail.

Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or rescheduling of a test component.

Eligibility Information:

The names of candidates receiving a passing grade in the examination will be placed on the Eligible Register in the order of their score group for a period of twelve (12) months following the date of promulgation. Passing this examination and being placed on the Eligible Register do not guarantee an offer of employment.

No person may compete for this examination more than once every twelve (12) months.

Applications will be processed on an as-received basis and those receiving a passing score will be promulgated to the eligible register accordingly.

Vacancy Information: The resulting eligible register for this examination will be used to fill the vacancy located in the Program and Project Management Division, of the Internal Services Department located at 1100 N. Eastern Avenue, Los Angeles, CA 90063.

Shift: Any. Appointees may be required to work any shift, including nights, weekends, holidays, overtime, and call back.

How to Apply:

Applications must be filed online only. We must receive your application by 5:30 p.m. (PT), on the last day of filing. Applications submitted by U.S. mail, fax, or in person will not be accepted. Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using the website <https://www.governmentjobs.com/career/lacounty>.

Many important notifications including invitation letters will be sent electronically to the email address provided on the application. It is important that you provide a valid email address. Please add RMendez@isd.lacounty.gov, info@governmentjobs.com, and noreply@governmentjobs.com to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk clutter mail.

Applicants have the ability to opt out of emails from LA County. If you unsubscribe, you will not receive any email notification for any examination for which you apply with Los Angeles County.

Regardless of whether you choose to unsubscribe, you can always check for notifications by logging into governmentjobs.com and viewing your profile inbox, which saves a copy of all emailed notices.

Please make sure you put in the time and effort when filling out your application and supplemental questions (if any) completely. The acceptance of your application depends on whether you have clearly shown that you meet the Requirements to Qualify as listed on this bulletin. Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, and description of work performed. If your application is incomplete, it will be rejected.

Please note that all information included in the application materials is subject to verification at any point during the examination and hiring process, including after an appointment has been made. Falsification of any information may result in disqualification or rescission of appointment. Utilizing verbiage from Class Specification and Minimum Requirements serving as your description of duties will not be sufficient to demonstrate that you meet the requirements. Doing so may result in an incomplete application and you may be disqualified.

Computer and Internet Access at Public Libraries:

LA County Public Library has announced they are reopening some libraries with limited hours access throughout LA County. Refer to their website at <https://lacountylibrary.org/reopening/> for more information.

For Candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

Fair Chance Information: The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.”

COVID-19 Vaccination: All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.
Have questions about anything listed above?

Contact us:

Exam Number: W6504H

Department Contact Name: Raul Mendez

Department Contact Phone: (323) 267-2056

Department Contact Email: RMendez@isd.lacounty.gov

California Relay Services Phone: (800) 735-2922

ADA Coordinator Phone: (323) 267-2432

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #W6504H
ELEVATOR MECHANIC
RM

Los Angeles, CA 90010

connect@neogov.net

ELEVATOR MECHANIC Supplemental Questionnaire

- * 1. Many important notifications such as test invitation, and other special information are only communicated via email. **DO NOT** select "off" under Email preferences within your profile or click "unsubscribe" on our notices if you would like the County of Los Angeles to notify you regarding your application status, test schedules, and other important information pertaining to your candidacy for this position. Moreover, please add RMendez@isd.lacounty.gov and info@governmentjobs.com to your email address book and to the list of approved senders to prevent email notifications from being blocked or filtered as spam/junk email from your email provider. The County of Los Angeles will not consider allegations of not receiving the

email notification as an acceptable reason to authorize a reschedule or late exam administration.

I understand the above information and instructions.

- * 2. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

I understand the above information and instructions.

- * 3. **Option I:** Have you completed a recognized elevator mechanic training program* of at least four (4) year duration?

Yes No

- * 4. **SUPPORTING DOCUMENTATION:** Applicants claiming completion of a recognized elevator mechanic training program must provide a copy of their training certificate at the time of filing or within 15 calendar days of filing.

How will you submit your supporting document for Question # 1?

- As an attachment to my online application
 By way of email to RMendez@isd.lacounty.gov
 Not Applicable

- * 5. **Option II:** Do you have five (5) years of experience in the maintenance and repair of elevators or escalators, one (1) year of which must have been at the journey level**

**Journey level experience is defined as possessing the required knowledge, skills, and training to perform a full-range and diversity of work independently and reliably. Positions at this level operate with fairly significant freedom from day-to-day supervision and need little or no guidance on such matters as selecting appropriate problem-solving methods and techniques, locating appropriate regulations, or applying proper procedures to carry out work.

Please ensure application contains detailed information specifically addressing journey-level experience, educational background, and/or specialized training courses/programs completed. Also, the required technical experience can be a combination of County and/or outside experience.

Yes No

- * 6. **To qualify under Option II: Describe in detail the various types of work performed, time period work performed, and various equipment and tools used?**NOTE: Be specific and include all related experience as well as indicate the Name and Address of Employer, Position/Title held, Date From (MM/DD/YYYY), Date To: (MM/MM/YYYY), Hours worked per week.**If you are unable to respond, please indicate N/A.

- * 7. Do you have at least six (6) months of demonstrated experience with Motion Controls Engineering (MCE) and Smart Rise Elevator Controls?

Yes No

- * 8. If you answered "Yes" to the preceding question, describe your experience with Motion Controls Engineering (MCE) and Smart Rise Elevator Controls? If you do not have this experience, please indicate N/A.

 - * 9. Do you have at least six (6) months of demonstrated experience working with elevator software tools?
 Yes No

 - * 10. If you answered "Yes" to the preceding question, describe your experience working with elevator software tools? Be specific and include all related experience. If you are unable to respond, please indicate N/A.

 - * 11. Do you have at least six (6) months of demonstrated experience working with relay based controllers?
 Yes No

 - * 12. If you answered "Yes" to the preceding question, describe your experience working with relay based controllers? Be specific and include all related experience. If you are unable to respond, please indicate N/A.

 - * 13. Do you possess any of the following certifications:

National Association of Elevator Contractors Certified Elevator Technician (NAEC CET) or a National Elevator Industry Education Program Certification.

A Los Angeles City Fire Department regulation for Certification of Fitness.

A City of Los Angeles Regulation 4 Certificate for testing Life/Safety Systems in County buildings located within the city limits of Los Angeles.
 Yes No

 - * 14. **SUPPORTING DOCUMENTATION:** In order to receive credit for the certificates indicated on Question # 13, you MUST attach a legible copy of a National Association of Elevator Contractors Certified Elevator Technician (NAEC CET), a National Elevator Industry Education Program Certification, A Los Angeles City Fire Department regulation for Certification of Fitness OR A City of Los Angeles Regulation 4 Certificate for testing Life/Safety Systems in County buildings located within the city limits of Los Angeles. Certificates may be filed at the time of filing or within 15 calendar days of filing.

How will you submit your supporting documents for Question # 13?
 As an attachment to my online application
 By way of email to RMendez@isd.lacounty.gov
 Not Applicable
- * Required Question