



COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH
OPEN COMPETITIVE JOB
OPPORTUNITY



Bulletin No. 31-2011

Posting Date: March 21, 2011

JOB TITLE	<u>AUTOMOTIVE MAINTENANCE ASSISTANT</u> <u>ONLINE FILING ONLY.</u> <u>PAPER APPLICATIONS WILL NOT BE ACCEPTED.</u>
EXAM NUMBER	26040B
FILING DATES	March 22, 2011 - April 04, 2011
SALARY	\$2,451.00 - \$3,202.27 MONTHLY
POSITION INFORMATION	Arranges, schedules, and transports vehicles for preventive maintenance, services, and repairs and performs routine, non-mechanical vehicle inspections for an assigned fleet of automotive vehicles in a County department.
ESSENTIAL JOB FUNCTIONS	<p>Schedules vehicle preventive maintenance, services, and repair appointments for an assigned fleet of vehicles within a County department based on established preventive maintenance schedules, request for repairs, personnel availability, and availability of relief vehicles.</p> <p>Conducts routine, non-mechanical vehicle inspections such as checking brakes, fluid levels, windows, and mirrors, lights, windshield wipers, horn, tires, jack, fire extinguisher, and first aid kits; documents and reports relevant findings resulting from inspections.</p> <p>Drives vehicles from various locations to County and/or contracted garages for servicing and maintenance, drives replacement vehicle to location of vehicle requiring maintenance, servicing, or repair.</p> <p>Assists at the scene of accidents or breakdowns of assigned vehicles by taking photographs of accident site and vehicles, transporting operable vehicles to a County or contracted garage, calling for tow-truck services, or other related tasks.</p> <p>Receives and maintains vehicle reports from County employees responsible for driving the assigned vehicles in order to obtain information such as mileage and reports of vehicle damage; maintains records of vehicle maintenance, repairs, inspections, and other servicing.</p> <p>Reviews and maintains vehicle records of usage, mileage, services, maintenance, repairs, and other related information.</p> <p>Generates reports containing information such as vehicle identification number, license number, beginning and ending mileage, maintenance, repair records, and</p>

other related information.

Maintains records of vehicle assignments including routes and drivers; arranges and schedules the use of relief vehicles for County drivers when assigned vehicles are being serviced or repaired.

Receives request for vehicle repairs and repair estimates; obtains appropriate vehicle repair approval.

Performs limited non-mechanical services on automotive vehicles as needed.

MINIMUM REQUIREMENTS

Six months of experience scheduling the maintenance and repair of a group of automotive vehicles -OR- Six months of experience servicing automotive vehicles.

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.

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

Special Requirement Information:

License Information: Applicants must provide their driver license information on the "LICENSE OR CERTIFICATE" section of the standard Los Angeles County Employment Application at the time of filing. Applicants who do not include the required driver license information at the time of filing, will be considered incomplete and subject to rejection.

Driving Record: Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS THREE (3) OR MORE MOVING VIOLATIONS WITHIN THE LAST YEAR WILL NOT BE APPOINTED.

SPECIAL INFORMATION

Shift: Any Shift

Past and present mental health clients and family members are encouraged to apply.

VACANCY INFORMATION

The eligible list resulting from this examination will be used to fill the vacancy in the Administrative Support Bureau, Los Angeles County Department of Mental Health.

EXAMINATION CONTENT

This examination will consist of an evaluation of experience, based upon application information, weighed 100%.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible list.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

***** IMPORTANT INFORMATION *******APPLICATION
INFORMATION**

Applicants are required to submit a standard Los Angeles County Employment Application online to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.

All applicants **MUST** complete the filing process **ON-LINE** (via electronic submission). Applications will not be accepted by mail, fax, or in person.

Applicants must submit their applications by 5:00 pm, PST, on the last day of filing.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

Applicants must complete and submit their applications, upload required documents (eg. Resume and/or additional examination related documents, etc.) as attachment(s) at the time of filing.

Note: If you are unable to attach the required documents, you may fax them to (213) 637-4585 or email to fman@dmh.lacounty.gov within five (5) business days of on-line filing. Please include the examination number and examination title.

TO APPLY ONLINE, CLICK ON THE LINK BELOW ON OR AFTER March 22, 2011:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=2283BR

The acceptance of your application depends on whether you have **CLEARLY** shown that you meet the **REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job 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, number of hours worked per week, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

PLEASE DISREGARD THE PREVIOUS STATEMENT.

ONLINE FILING ONLY.

APPLICATIONS WILL NOT BE ACCEPTED BY U.S. MAIL, FAX, OR IN PERSON. ,

(213) 738-2823

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2823.

Contact the Coordinator of Personnel Services for Disabled Persons by calling

(213) 738-2823. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922 . The County will attempt to meet reasonable accommodation requests whenever possible.

AN EQUAL OPPORTUNITY EMPLOYER

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

CHILD SUPPORT COMPLIANCE

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 (i.e., 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.

VETERAN'S CREDIT

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:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- 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
- 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.

EMPLOYMENT ELIGIBILITY INFORMATION

Employment Eligibility Information: Final appointment 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.

RECORD OF CONVICTIONS

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

SOCIAL SECURITY

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of

ACT OF 2004

2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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