

**GENERAL SERVICES DEPARTMENT
FLEET SERVICES DIVISION**

EMERGENCY APPOINTMENT OPPORTUNITY NOTICE

DATE: January 16, 2014

**EXEMPT, EMERGENCY APPOINTMENT OPPORTUNITY FOR ONE (1) TIRE REPAIRER
IN GENERAL SERVICES DEPARTMENT – FLEET SERVICES DIVISION**

Application Deadline: January 30, 2014

Positions Available:

- One (1) vacant Tire Repairer position; various locations and shifts

Minimum Requirements:

1. Four years of full-time paid experience in sectional tire repair, recapping, tire and wheel inspection, or maintenance on a variety of tires and wheels including heavy duty truck or earth moving types.
2. Candidates who are currently employed with the City of Los Angeles, filing under requirement Number 1, must submit a City of Los Angeles Verification of Work Experience form, which must also indicate the percentage of time performing the work that is claimed as qualifying experience.
3. Must have a commercial drivers license with valid medical certificate or willing and able to obtain a commercial drivers license with valid medical certificate.

*****NOTE*****

Employees in these exempt positions serve at the will of the appointing authority, and as such, they may be discharged, suspended or otherwise disciplined without cause. More information on Exempt Positions may be found at: http://per.lacity.org/Exams/exempt_info.pdf

All Emergency Appointments are temporary assignments and are subject to the approval of the Personnel Department. Emergency Appointments must be terminated immediately when a regular appointment can be made from an eligible list. *Therefore, all candidates must meet the Tire Repairer exam bulletin minimum job requirements.*

*****CANDIDATES MUST MEET THE MINIMUM ELIGIBILITY REQUIREMENTS BY THE APPLICATION DEADLINE DATE*****

These Tire Repairers inspect and determine whether transportation and construction equipment tires should continue in service, be repaired, discarded or returned to the manufacturer. They also service, remove and install tires and tubes, balance and inspect wheels, and perform skilled work in the sectional repair or recapping of tires and in the repair of tubes; and does other duties related to tires.

Major duties include:

1. Inspection of transportation and construction equipment tires and wheels to determine if they should be replaced, repaired, returned to manufacturer or continue safely in service.
2. Tire and/or wheel replacement on various types of equipment, such as but not limited to, transportation, construction equipment, light to heavy duty trucks, etc.
3. Utilization of various repair procedures and methods on tires and tubes, dismounting/mounting of various size tires and wheel balancing.
4. Tire deliveries and response to emergency road service calls pertaining to tire issues.
5. Other duties as they relate to tires.

METHOD OF EVALUATING CANDIDATES:

Depending on the number of candidates who apply, all applications will be reviewed in order to identify candidates whose past and present work experience is most closely related to the position's duties and requirements. Final selection will be based on an oral interview, where candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications in the position. In addition, the interviewers may contact present and former supervisors as part of the selection process. A hands-on practical test may also be given.

HOW TO APPLY:

Interested applicants may pick-up an application at the Personnel Department, 700 East Temple Street, Rm. 100, Los Angeles, California, 90012. Applicants will need to submit a hardcopy of their application by mail, email or fax. A PDF copy of the application may be accessed at <http://per.lacity.org/application.pdf>

Interested applicants may mail, email, or fax their completed City application to:

City of Los Angeles, General Services Department
Personnel Services Division
Attention: Debra Marks Newman
111 East First Street, Room 309
Los Angeles, CA 90012
Telephone: (213) 922-8581 / Fax: (213) 922-8512
debra.newman@lacity.org

Incomplete applications will not be considered. Submitted application materials become the property of General Services Department (GSD) and will not be returned to applicants. Submitted applications will be kept active for six (6) months only. A new application is required if an interview is not made within said period. Only candidates selected for an interview will be contacted by GSD personnel staff.

Applications must be received no later than 4:00pm on January 30, 2014.

The City of Los Angeles is an Equal Employment Opportunity Employer.