

March 13, 2019



# GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

12545 FLORENCE AVE., SANTA FE SPRINGS, CA 90670

HUMAN RESOURCES DEPARTMENT (562) 944-9656

E-MAIL: [HR@GLACVCD.ORG](mailto:HR@GLACVCD.ORG)

## EMPLOYMENT OPPORTUNITY

### MAINTENANCE MECHANIC

Full-Time; Non-Exempt

Application Deadline: OPEN UNTIL FILLED

Step 1	Step 2	Step 3	Step 4	Step 5
\$5,195	\$5,487	\$5,792	\$6,115	\$6,455

\*Per month

#### ABOUT THE DISTRICT

The Greater Los Angeles County Vector Control District (GLACVCD) is a non-enterprise, independent, special district, enabled and empowered to act as a public health agency as a result of legislation incorporated in the California State Health and Safety Code. GLACVCD is one of five mosquito and vector control districts in Los Angeles County. The District serves approximately 6.8 million residents in a 1,338 square mile area, making GLACVCD the largest vector control district in Los Angeles County.

#### JOB SUMMARY

Under the general supervision of the Facilities and Fleet Maintenance Supervisor, the Maintenance Mechanic (MM) services, repairs, and performs maintenance of pesticide application equipment and district vehicles. Additionally, the MM also performs on occasion routine maintenance and repair of buildings and grounds. The MM will also assist in the design and fabrication of equipment and miscellaneous tools. The MM is responsible for servicing, repairing and maintaining the District's fleet of general and specialized vehicles; maintaining chemical application equipment; designing, fabricating, and maintaining work-related tools and equipment. The MM collects and records work-related data, and may be assigned any additional work as deemed necessary to his/her duties and responsibilities.

The MM is a Certified Mosquito Control Technician responsible for occasionally performing field work associated with mosquito control, exercising judgment in evaluating mosquito-producing or vector causing conditions, and selecting and using appropriate mosquito control measures. This class works in close collaboration with the Facilities and Fleet Maintenance Supervisor and is accountable for vehicle and equipment safety, compliance with all state and federal safety regulations, continuing equipment calibration, and shop and vehicle parts inventory.

#### THE POSITION

Repair and maintain pesticide application and all automotive equipment; Diagnose and troubleshoot vehicles and equipment as reported by field personnel to determine the extent of necessary repairs; Design and fabricate custom equipment for office, laboratory and field use; Perform maintenance, repair and improvements of buildings, structures and facilities, which may require carpentry, plumbing, painting and electrical skills; Respond to emergency calls for repairs of vehicles and/or equipment that is in use out in the field; Prepare and maintain accurate daily records of work activities; Attend training session; read agency guides and handbooks and keep informed of policies related to District personnel and safety; read technical literature; Perform, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; Perform

#### DISTRICT BENEFIT OVERVIEW:

**Salary:** The salary range is based on a 5-step merit system for all classifications. The normal hiring range is commensurate with experience and education. Cost of Living Adjustment (COLA) is determined at the discretion of the General Manager on an annual basis.

**Vacation:** Two (2) weeks increasing with years of service.

**Holidays:** 13 fixed holidays per year plus additional 8 hours of floating holiday.

**Sick Leave:** 96 hours per year.

**Retirement:** The District participates in the California Public Employees Retirement System (CalPERS); no social security. New members pay 7% contribution towards retirement. PEPRA (2% @ 62).

**Medical Plan:** Choice of PPO and HMO plans offered by CalPERS with Employer Health Flex Contributions between \$800 to \$1800 per month to cover premiums.

**Dental Insurance:** Covered through The Standard Dental at the employee's cost.

**Vision Insurance:** Covered through Eye Med at the employee's cost.

**Retirement Health Reimbursement Arrangement:** District contributes \$50 per month allowance to employee HRA.

**Deferred Compensation:** Two optional plans available at employee's cost.

**Short Term Disability:** The District pays 100% of the premium towards STD insurance

**Voluntary Benefits:** Life AD&D, Long Term Disability, Short Term Disability, Critical Illness, Cancer, Accident, Term Life Insurance, Healthcare Flexible Spending Account plans available.

related work as required; and Incumbent must be able to perform the essential functions of the position with or without accommodation.

To be successful in this classification, an incumbent must be able to perform each essential function and responsibility satisfactorily. This classification requires fundamental knowledge of: Industrial building materials and commonly used shop assembly tools; Knowledge and experience in vehicle diagnostics and repairs. Knowledge and experience in repairs of two (2) stroke equipment; Knowledge and experience in building repair, electrical and plumbing; Knowledge and experience in welding (gas and electric); Ability to perform mathematical calculations for measuring tasks; Ability to communicate effectively verbally and in writing in English; Ability to use a personal computer and Microsoft computer applications (i.e. Word and Excel). **Must be able to report to Santa Fe Springs & Sylmar locations based on assignments.**

**EDUCATION and EXPERIENCE:**

The entry-level qualifications would be obtained through completion of a high school program or its equivalent **AND** one (1) year experience as a certified automotive mechanic for domestic and foreign vehicles and two (2) or more years' experience as an apprentice or journeyman automotive mechanic which includes routine and minor repair.

**SELECTION PROCESS**

Applications will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications and experience that best relate to the position will be invited to participate in the selection process. Possession of the minimum qualifications **does not** ensure continuing in the recruitment process. Reasonable accommodations for

applicants with disabilities may be requested by calling the Department of Human Resources at least three (3) business days in advance of the scheduled/examination/interview date.

District appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

*The Greater Los Angeles County Vector Control District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in its employment actions, policies, procedures, or practices.*

**CONDITION OF EMPLOYMENT**

Possession of a current valid driver's license will be required at the time of appointment and must be maintained throughout employment in this class. Must be insurable with the District's insurance carrier. Employees in this position will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving records during the course of employment with GLACVCD. Possession of a valid certification by the California Department of Public Health as a Certified Technician in Mosquito Control. Certification must be attained within one (1) year of employment and must be maintained throughout employment in this class.

A medical doctor must certify that a candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. The post-offer physical examination (POPE) and drug screen shall be performed by a medical doctor and/or laboratory as designated by the District and all costs shall be paid by the District. Until the candidate successfully completes and satisfies the requirement of the POPE, all employment offers are conditional and not guaranteed.

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**APPLICATION PROCESS:**

***This recruitment will remain open until this position is filled.*** This recruitment may close at any time without notice. **An initial screening of applications for further consideration will be conducted on April 8, 2019.** Any incomplete applications or candidates that do not meet the minimum requirements of the position will not be considered further. **To be considered, applicants must submit an online application at [www.glacvcd.org](http://www.glacvcd.org).** Please include a **cover letter** which reflects the scope and level of your current/most recent positions and responsibilities. All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process. The examination may consist of a written exam and oral interview. The examination process may be changed as deemed necessary.

**HOW TO APPLY:** To be considered, applicants are required to submit an online application, including a cover letter and resume, which reflects the scope and level of your current/most recent positions and responsibilities to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cd17ada5-5b6f-4150-a593-a3a802b80831&jobId=256083&lang=en\\_US&source=CC3&cclid=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cd17ada5-5b6f-4150-a593-a3a802b80831&jobId=256083&lang=en_US&source=CC3&cclid=19000101_000001)