



**CITY OF NEW ORLEANS**  
invites applications for the position of:

## **MAINTENANCE ELECTRICIAN**

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**SALARY:** \$35,232.00 /Year

**OPENING DATE:** 07/23/15

**KIND OF WORK:**

Highly skilled field and shop work at the journeyman level in installing, maintaining, and repairing complex electrical apparatus and equipment; and related work as required.

**MINIMUM QUALIFICATIONS:**

Three (3) years of full-time experience in the trade of electrician at either the journeyman or helper level **AND EITHER** a Class "D" electrical certificate for journeyman electricians or a Class "E" electrical trainee certificate. Official certificate must be presented to the Civil Service Department at the time of application.

**Note:** Complete information concerning prior work experience must be given at the time of application. Applicants must list names and addresses of prior employers and dates employed, and give a clear description of the duties and types of work performed. To receive credit for training, candidates must submit acceptable proof at the time of application.

**KIND OF EXAMINATION:**

A qualifying review of license.

This is a non-competitive original entrance examination in accordance with Rule V, Section 8.1 (b) of the City Civil Service Rules.

This is an original entrance examination.

**GENERAL INFORMATION:**

**DOMICILE** requirements are currently waived for the purpose of application. However, all new employees hired into this classification on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire.

This position is subject to a background check for any convictions related to its responsibilities and requirements. Employment is contingent upon successful completion of a background investigation including criminal history. **Criminal history will not automatically**

## disqualify a candidate.

(amended 7/27/15)

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, 1340 POYDRAS STREET, SUITE 900, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

**DELAY IN THE MAIL:** The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

**DOMICILE** requirements are waived for purpose of application. However, all new employees hired on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire. Airport employees are excluded from this provision.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department, Mosquito Control and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A **MEDICAL EXAMINATION** is required for all original entrance probationary appointments to **ACTIVE** classifications, and may be required for re-employment, promotions and/or transfers.

A **MEDICAL SCREENING**, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

**GOOD MORAL CHARACTER** is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

**IMPORTANT:** Applicants who are licensed to drive should have a current license **on their person** for purposes of identification during **all** phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

**VETERANS PREFERENCE:** On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

**ACCREDITED COLLEGES AND UNIVERSITIES:** An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

**PROFESSIONAL ADMINISTRATIVE EXPERIENCE:** The Civil Service Department defines this experience as experience gained after receiving a Bachelor's Degree.

Revised 1/91, 4/03, 7/05, 2/07, 8/10, AND 2/12.

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THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE AT (504) 586-4475 or (504) 658-4020.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.nola.gov/home/>

Position #9170/1751  
MAINTENANCE ELECTRICIAN  
CB

1340 Poydras Street  
Suite 900  
New Orleans, LA 70112  
(504) 658-3500

[jobs@nola.gov](mailto:jobs@nola.gov)

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## MAINTENANCE ELECTRICIAN Supplemental Questionnaire

\* 1. Do you have any full-time experience in the trade of electrician at either the journeyman or helper level?

☐ No.

☐ Yes, less than three years.

☐ Yes, between three and five years.

☐ Yes, between five and seven years.

☐ Yes, more than seven years.

\* 2. Do you have a Class "D" electrical certificate for journeyman electricians?

☐ No.

☐ Yes.

\* 3. Do you have a Class "E" electrical trainee certificate?

☐ No.

☐ Yes.

\* Required Question