

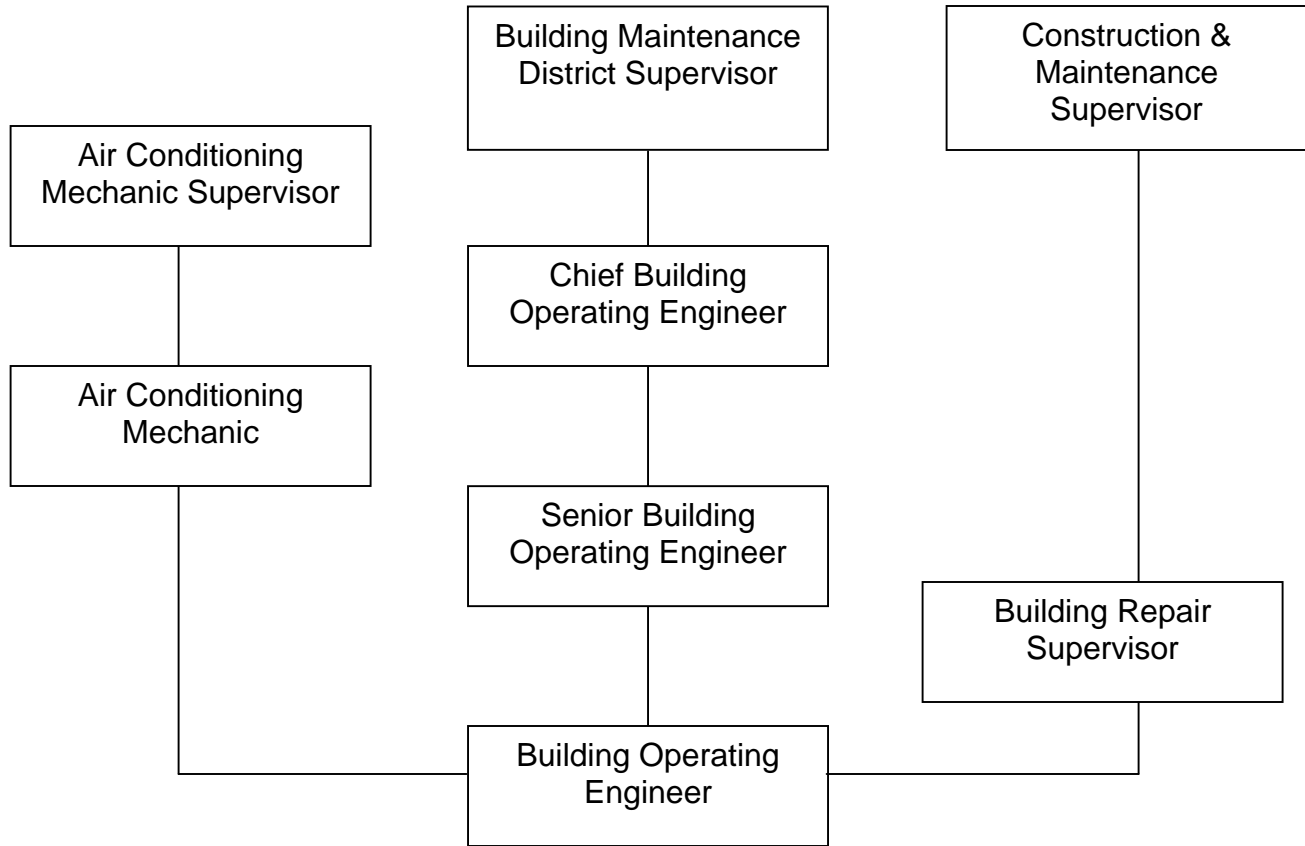
**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR BUILDING OPERATING ENGINEERS**

This information is being given to you to describe potential promotional opportunities as a Building Operating Engineer. The career ladders that Building Operating Engineers most commonly enter into are diagrammed below. The duties and requirements for the first promotional levels of these career ladders are described below. We encourage you to examine the options open to you and to prepare yourself for the promotion for which you qualify.

**COMMON CAREER LADDERS FOR BUILDING OPERATING ENGINEERS**

The chart below shows the normal career paths of Building Operating Engineers. Normal advancement within the series is to Senior Building Operating Engineer and then to Chief Building Operating Engineering. Other options for B.O.E's are the Air Conditioning Mechanic and Building Repair Supervisor series. With specific types of experience, promotion or lateral movement between these lines is also possible.



## **Duties**

Senior Building Operating Engineer – A Senior Building Operating Engineer works with and supervises a small group of employees engaged in operating and maintaining gas or oil fired boilers and their auxiliaries in supplying steam or high temperature hot water for space heating and similar purposes; and large air-conditioning machinery, computerized environmental control system, and other building service equipment; tests and monitors fire and life safety alarms and systems.

### Air Conditioning Mechanic

An Air Conditioning Mechanic installs, modifies, maintains, and repairs air-conditioning, refrigeration, heating, ventilating and related equipment.

Building Repair Supervisor – A Building Repair Supervisor assigns, reviews and evaluates the work of craft workers and other employees engaged in the maintenance, repair and nonstructural alteration of buildings, grounds and appurtenant equipment; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunities responsibilities.

## **Requirements**

### Senior Building Operating Engineer

Two years of full-time paid experience in the operation and maintenance of high pressure gas or oil fired boilers, centrifugal chillers, and other building operating systems at the level of Building Operating Engineer.

Candidates who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.

### **Licenses:**

1. A valid unlimited Steam Engineer's license issued by the Department of Building and Safety of the City of Los Angeles is required at the time of filing.
2. A valid unlimited Environmental Protection Agency (EPA) certificate is required prior to appointment pursuant to Section 608 of the Clean Air Act.
3. Some positions will require a valid California driver's license and a good driving record. Applicants must have a driving record free of at-fault accidents and/or moving violations within the last year. Applicants who have three or more moving violations or at-fault accidents, or any combination of moving violations and at-fault accidents totaling three or more within the last five years, will be disqualified and will not be eligible for hire.

### Air Conditioning Mechanic

1. Completion of a recognized apprenticeship as a refrigeration and air conditioning fitter; **or**

2. Three years of full-time paid experience as a Building Operating Engineer, Electrical Repairer or Sheet Metal Worker with the City of Los Angeles, performing maintenance and repair of air conditioning equipment; **or**
3. Six years of full-time paid experience installing, modifying, maintaining, and repairing air conditioning, refrigeration, heating, ventilating, and related equipment.

## **NOTES**

1. Candidates filing under Requirement Number 1 must submit an apprenticeship certificate.
2. Candidates filing under Requirements Number 2 or 3 must submit either a City of Los Angeles "Verification of Work Experience" form, which may be obtained at the Personnel Department office locations or a verification of work experience on company letterhead.
3. Completion of 12 semester or 18 quarter units in Air Conditioning Technology, Refrigeration and Air Conditioning Mechanics or Air Conditioning and Refrigeration Technology from a recognized college or trade school may be substituted for each year of the experience specified in the Requirement Number 3 lacking, up to a maximum of two years.
4. In accordance with Section 608 of the Clean Air Act and SCAQMD Rule No. 1415, an Environmental Protection Agency approved Technician Certificate is required prior to appointment. Most positions require a Universal Technician Certificate.
5. A valid California driver's license is required prior to appointment.
6. Candidates who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience is met.

## **Building Repair Supervisor**

Four years of full-time paid experience as a Building Repairer or in a class which is at least at that level and which provides experience in building maintenance and repair work.

The above information was compiled from work done by the Personnel Department in preparing job analyses for examination, classifying jobs, and determining the jobs that would provide qualifying experience for promotional examinations. This information does **not** replace class specifications and examination bulletins.

## **PREPARING YOURSELF FOR PROMOTION**

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.

4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, in Room 380, Personnel Building.

(Rev. 7/06)  
(D-2:Career Ladders A-D)