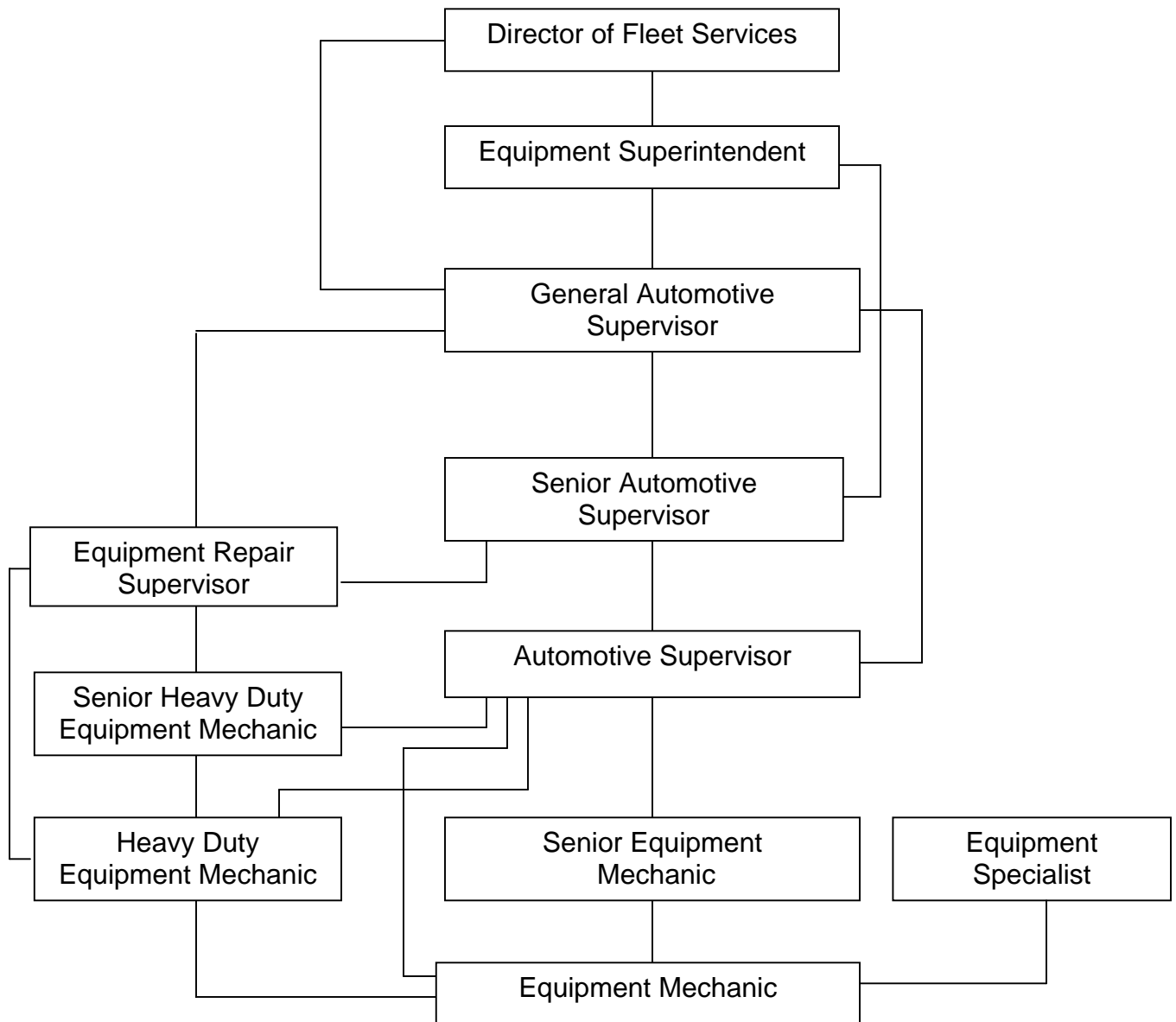


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR EQUIPMENT MECHANIC

This information is being given to you to describe potential opportunities as an Equipment Mechanic. The career ladders that Equipment Mechanics most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are also described. However, these may be subject to change. You may review class specifications and some job bulletins through the Personnel Department's website at www.lacity.org/PER or you may request a copy of this information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

DUTIES

Heavy Duty Equipment Mechanic – does journey-level work in the maintenance and repair of construction, road maintenance, or firefighting equipment; or builds and installs or modifies equipment for special purposes.

Senior Equipment Mechanic – acts as a lead for and works with a small group of Equipment Mechanics and other employees engaged in the maintenance and repair of transportation equipment.

Equipment Specialist – Determines departmental equipment needs; prepares specifications; inspects equipment received from vendors; makes recommendations in connection with the purchase, operation and maintenance of a wide variety of transportation, construction, fire, recreation and park maintenance equipment; or participates in and supervises such work; and does related work.

Automotive Supervisor – assigns, reviews and evaluates the work of a group of journey-level and other employees performing skilled mechanical, electrical and related work in the maintenance and repair of transportation equipment; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

Heavy Duty Equipment Mechanic

1. Completion of a recognized apprenticeship as a Heavy Duty Equipment Mechanic: **or**
2. Two years of full-time paid experience as a journey-level Equipment Mechanic which includes the repair of a variety of heavy duty gasoline and diesel powered vehicles or off road construction equipment: **or**
3. Five years of full-time paid experience in equipment maintenance and repair, of which two years must have been in the maintenance and repair of heavy duty gasoline and diesel powered vehicles or off road construction equipment. Completion of an auto or truck mechanics program at an accredited institution may be substituted on a year-for-year basis for experience lacking in equipment maintenance and repair up to a maximum of two years.

A valid California driver's license may be required prior to appointment. Some positions may require a valid Class "A" or "B" driver's license with medical certificate prior to appointment.

Senior Equipment Mechanic

Two years of full-time paid experience as a journey-level Equipment Mechanic, Heavy Duty Equipment Mechanic or Auto Electrician.

A valid California driver's license may be required prior to appointment. Some positions may require a valid Class "B" driver's license.

Equipment Specialist

1. Four years of full-time paid experience as a Heavy Duty Equipment or Equipment Mechanic or in a class at least at that level in the maintenance and repair of transportation, construction, fire or park maintenance equipment.
2. Four years of full-time paid experience in a class at a level of Management Analyst in the analysis of equipment repair activities or in the analysis of either the operation or maintenance and repair of transportation, construction, fire or park maintenance equipment.
3. Sixty semester units or ninety quarter units of college-level courses related to administration, engineering, mathematics, or physics may be substituted for two years of the required experience.

A Class "B" driver's license may be required for appointment to some City Departments.

Automotive Supervisor

1. Achievement of a qualifying score on the qualifying Automotive Supervisor written test: **and**
2. Four years of full-time paid experience as a journey-level Equipment Mechanic. Experience in the classes of Equipment Mechanic, Heavy Duty Equipment Mechanic, Auto Electrician, Senior Equipment Mechanic or Senior Heavy Duty Equipment Mechanic meets the journey-level experience requirement.

A Class "A" or "B" driver's license may be required for appointment to some City Departments.

Note: The above 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-3:Career Ladders A-D)