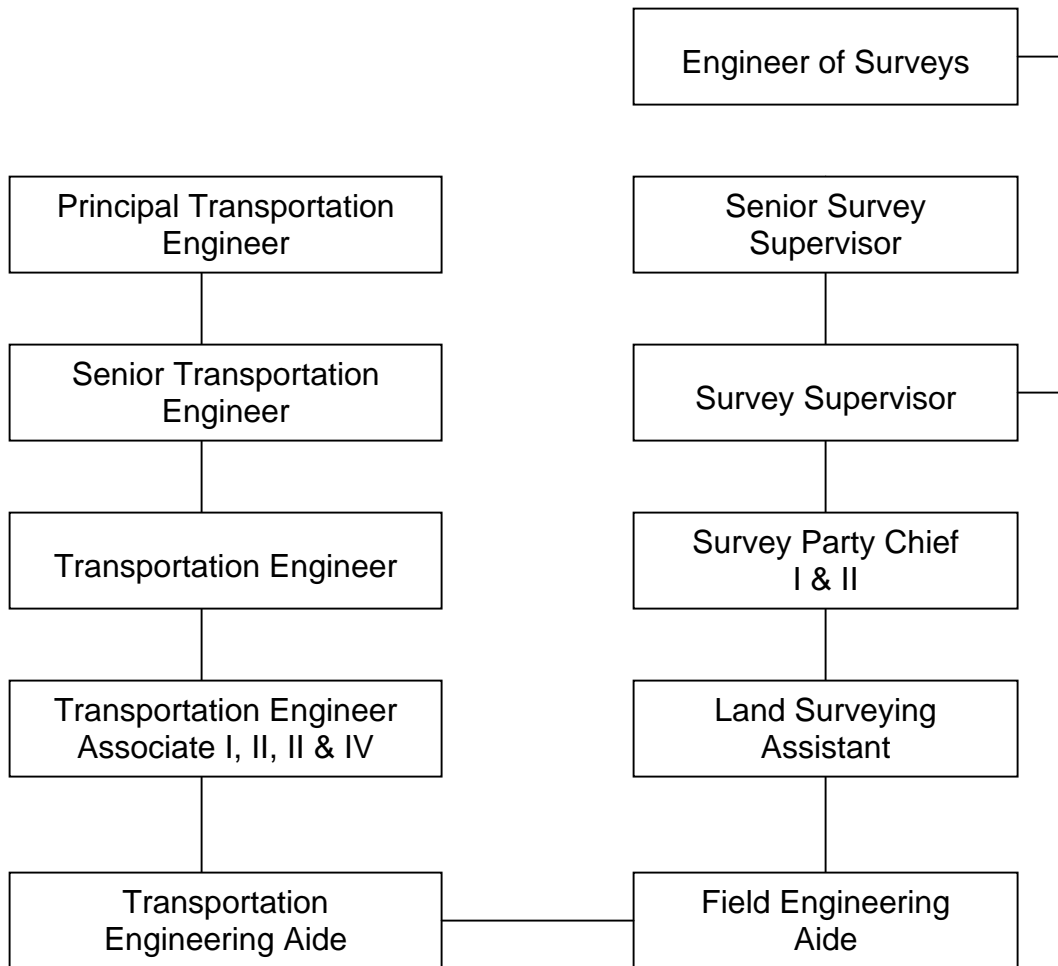


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR FIELD ENGINEERING AIDE

This information is being given to you to describe potential opportunities as a Field Engineering Aide. The career ladders that Field Engineering aides 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

Land Surveying Assistant – Sets up and operates total stations, levels, theodolites, electronic distance measuring devices, Global Positioning System (GPS) equipment, data collectors and other survey instruments to secure data pertaining to lines, comers, elevations, grades, curves, alignments and positions; makes field notes, sketches and computations; and may act as a Survey Party Chief when needed.

Transportation Engineering Aide – Performs moderately difficult sub-professional traffic engineering work associated with making studies and analyses of traffic control and parking problems; inspects work by traffic crews which are installing or modifying traffic control devices; and may supervise employees engaged in such activities.

REQUIREMENTS

Land Surveying Assistant

1. Graduation from a recognized college or university with a degree in engineering or surveying and one year of experience as a member of a field survey party or field crew; or
2. Four years of full-time paid experience as a member of a field survey party in a class at the level of Field Engineering Aide; or
3. Two years of full-time paid experience as a member of a field survey party in a class at the level of Field Engineering Aide and possession of a valid Land Surveyor in Training (LSIT) certificate issued by the State of California.
4. Satisfactory completion of eight courses in engineering and/or surveying may be substituted for one year of the experience in Requirements 2 & 3.

Transportation Engineering Aide

1. Successful completion of any two of the following three categories:
 - a. One year of high school or college level algebra or geometry; or
 - b. One course at either the high school or college level in one of the following:
 - Introduction to Engineering
 - Engineering Graphics and Design
 - Engineering Drawing
 - Drafting
 - Surveying; or
 - c. Two years of full-time paid experience with the City of Los Angeles installing, inspecting or enforcing traffic regulatory devices or pavement markings.

2. Achievement of a qualifying score on the qualifying written test for Transportation Engineering Aide. The qualifying score is determined subsequent to the qualifying written test and is based on the overall performance of the candidate group and the projected number of vacancies.

Note: Candidates qualifying under Requirement 1-a or 1-b must list pertinent courses, units, dates and schools in the appropriate box (Special Courses Required) on the application. Candidates qualifying under Requirement 1-c must present a verification of work experience form with their application.

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.

(Rev. 10/03 gg)