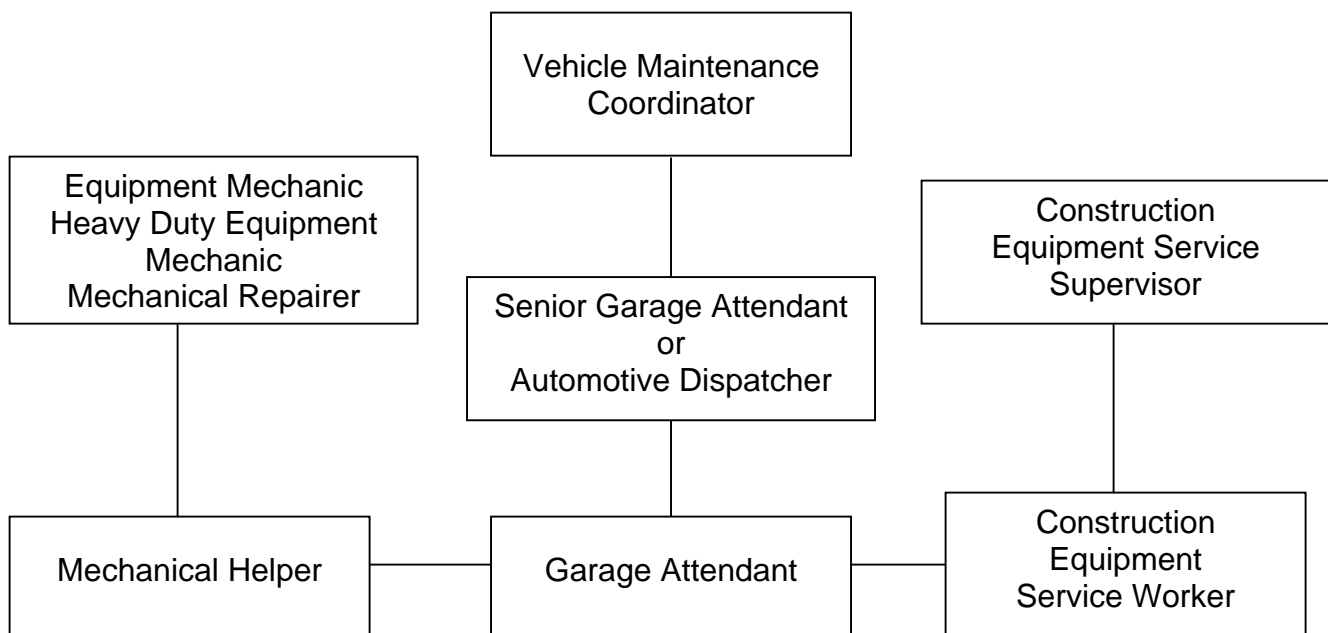


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR GARAGE ATTENDANT

This information is being given to you to describe potential opportunities as a Garage Attendant. The career ladders that Garage Attendants 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 the 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 to prepare yourself for the promotions for which you qualify.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

DUTIES

Senior Garage Attendant – Supervises employees engaged in non-repair servicing of trucks and passenger vehicles.

Automotive Dispatcher – Dispatches passenger vehicles and assigns, reviews and evaluates the work of employees engaged in the dispatch of passenger vehicles, the non-mechanical servicing of automotive transportation equipment, and the operation of one or more large storage garages; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

Mechanical Helper – Assists mechanics, machinists, welders, blacksmiths, pipefitters, plumbers, boilermakers and other mechanical craft workers; and performs routine mechanical maintenance and repair tasks.

Construction Equipment Service Worker – Fuels, lubricates, cleans and performs other non-repair servicing on construction and transportation equipment in a shop or from a service truck in the field; services a wide variety of heavy duty track-laying and heavy wheeled vehicles in yards and at construction sites; or may serve as an apprentice in one of the automotive crafts.

REQUIREMENTS

Senior Garage Attendant

Two years of full-time paid experience as a Garage Attendant or in a class which is at least at that level in servicing and lubricating transportation equipment.

A valid California driver's license is required prior to appointment. Applicants who have a record of numerous or serious traffic violations may be disqualified.

Automotive Dispatcher

Two years of full-time paid experience as a Garage Attendant or in a class which is at least at that level in the non-mechanical servicing of automotive transportation equipment.

Mechanical Helper

Graduation from high school is desired, but not required. A valid California driver's license, Class B or C may be required prior to appointment.

Construction Equipment Service Worker

1. One year of full-time paid experience in servicing and lubricating construction vehicles;
or
2. Two years of full-time paid experience in servicing and lubricating cars, trucks and construction vehicles.

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)