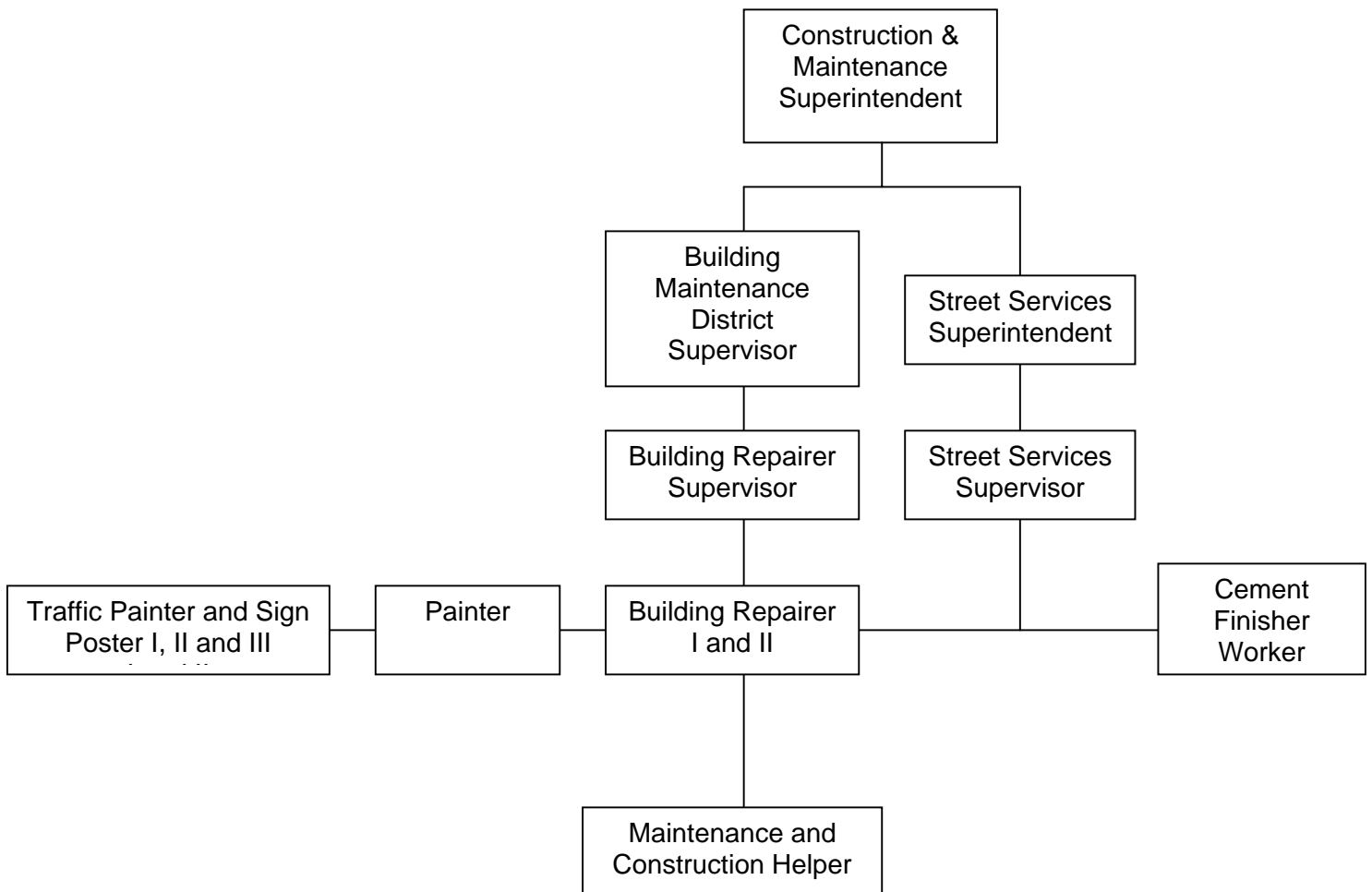


**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR  
MAINTENANCE AND CONSTRUCTION HELPER**

This information is being given to you to describe potential opportunities as a Maintenance and Construction Helper. The career ladders that Maintenance and Construction Helpers 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](http://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**

### **Cement Finisher Worker**

Duties: Does semi-skilled work in mixing, placing, and finishing concrete surfaces; and may act as lead worker of a small crew.

Requirements:

1. Two years of full-time paid experience working with a Cement Finisher or Cement Finisher Worker; or
2. Two years of full-time paid experience in placing and finishing concrete.
3. A valid Class B Driver's License is required for certain positions.

### **Traffic Painter and Sign Poster**

Duties: Paints and plasticizes parking and traffic control markings on streets and curbs, parking lots, and airfield areas; and installs and maintains non-electric parking and traffic control signs.

Requirements:

One year of full-time paid experience as a helper to a journey-level painter, or in helping a Traffic Painter and Sign Poster; or installing temporary traffic signs or controls under the direction of a Traffic Paint and Sign Supervisor.

### **Building Repairer**

Duties: Does a variety of maintenance, modification and repair work in the upkeep of buildings, residences, and other structures and of equipment used in such structures.

Requirements:

Three years of full-time paid experience as a helper or apprentice in one or more of the building trades.

### **Painter**

Duties: Prepares surfaces, and mixes, matches and applies paints and related materials by brush, roller, or spray equipment (airless, conventional and HVLP) to machinery, equipment, furniture, and the interior and exterior of buildings and other structures, including boats and marine equipment.

Requirements:

1. Completion of a recognized apprenticeship as a Painter; or
2. Six years of full-time paid painting experience.

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) 847-9200, in Room 380, Personnel Building.