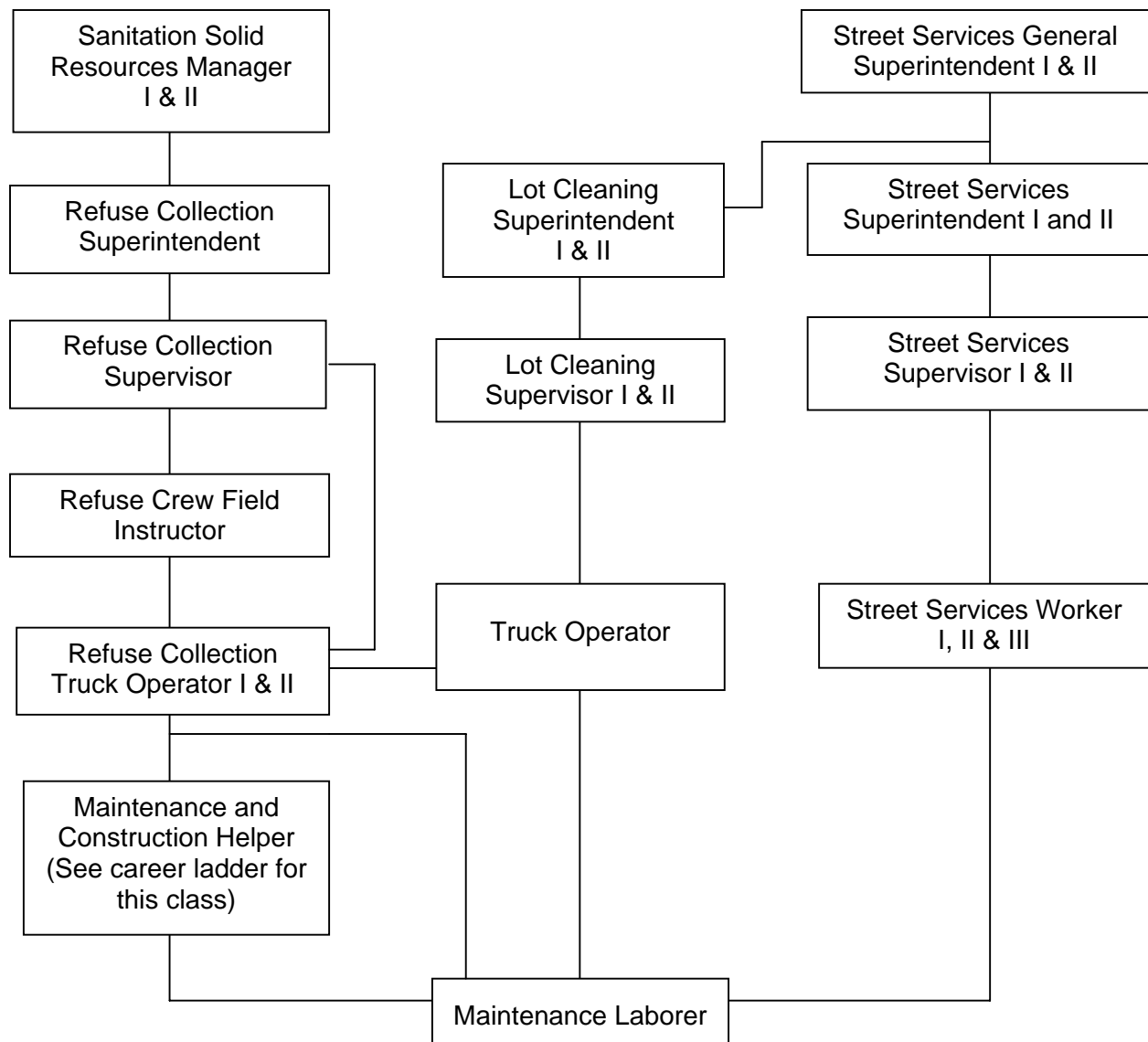


CITY OF LOS ANGELES PERSONNEL DEPARTMENT

CAREER OPPORTUNITIES FOR MAINTENANCE LABORER

This information is being given to you to describe potential opportunities as a Maintenance Laborer. The career ladders that Maintenance Laborers 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 and to prepare yourself for the promotions for which you qualify.



OTHER PROMOTIONAL OPPORTUNITIES FOR MAINTENANCE LABORERS

Animal Keeper	Mechanical Helper	Warehouse & Toolroom Worker
Cement Finisher Worker	Meter Reader	Wastewater Treatment Operator
Electrical Craft Helper	Steam Plant Assistant	
Garage Attendant	Traffic Officer	

Specialized experience and/or education may be required to qualify for these jobs.

DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Maintenance and Construction Helper

Duties: Does a variety of semi-skilled manual tasks in construction, maintenance and repair activities.

Requirements: One year of full-time paid experience in construction, craft or grounds maintenance work.

Refuse Collection Truck Operator

Duties: Loads and unloads a refuse collection vehicle, drives a refuse collection vehicle, operates mechanical attachments on the vehicle, and may work as a manual laborer or lead a small manual labor crew during periods of the day when not driving.

Requirements:

1. One year of full-time paid experience in driving a truck with a gross vehicle weight loaded of 7,000 pounds or more; and
2. Presentation of a valid Class B California driver's license (no permits will be accepted) and a medical certificate approved by the State of California, Department of Motor Vehicles.

Truck Operator

Duties: Drives a truck and may operate mechanical attachments on the truck; may be required to pull a trailer under 10,001 lbs. Gross Vehicle Weight with a combined length of less than 40 feet; and may work as a manual laborer or direct a manual labor crew during periods of the day when not driving.

Requirements:

1. One year of full-time paid experience in driving a truck or bus carrying a payload of at least 1 ½ tons; or
2. Six months of the above experience within the last two years and a certificate of satisfactory completion of the Truck Driving and Safety course from George Washington Adult School or the Los Angeles Unified Schools.

Street Services Worker

Duties: Rakes or squeegees various asphaltic and slurry mixes to grade in laying or repairing pavements; operates the screed controls of an asphaltic paving or slurry machine during the spreading of hot bituminous mixtures; may be assigned to a crack sealing crew; may act as a lead person on a small bituminous repair crew; and may be assigned to duties related to various street repair operations.

Requirements: Three months of full-time paid experience in raking, tamping, or compacting bituminous mixtures.

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 (213) 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.