

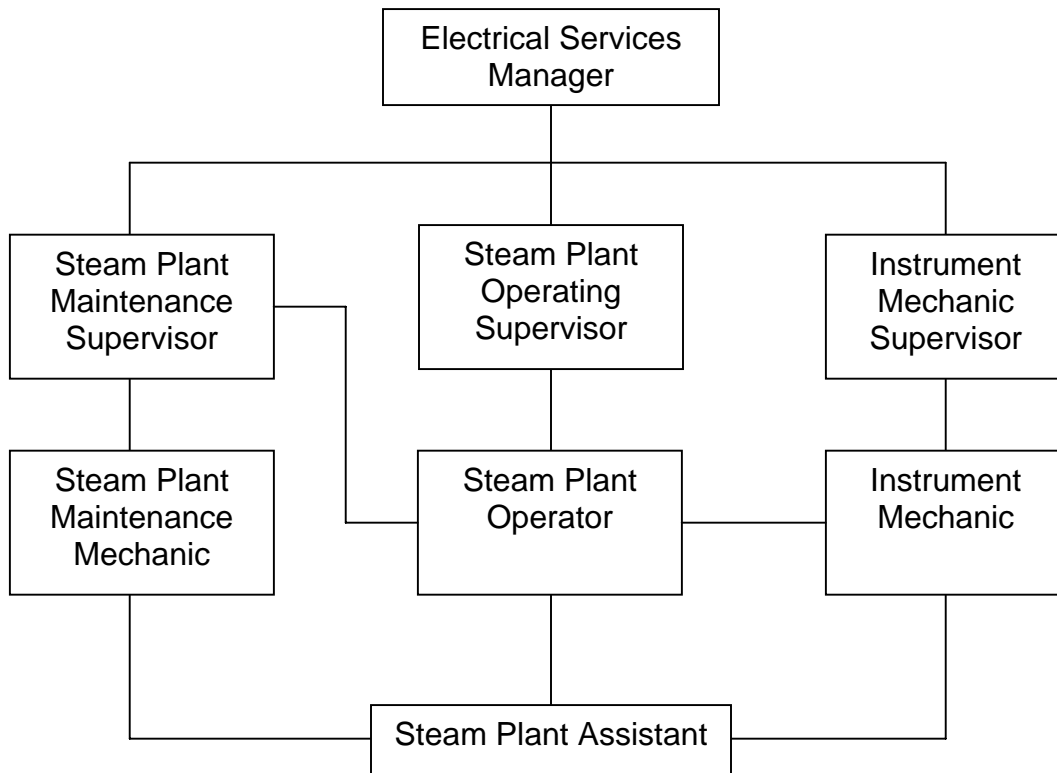
**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR STEAM PLANT ASSISTANT**

This information is being given to you to describe potential promotional opportunities as a Steam Plant Assistant. The career ladders that Steam Plant Assistants most commonly enter into are diagrammed below. The duties and requirements for the first promotional levels of these career ladders are also described. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.

**COMMON CAREER LADDERS FOR STEAM PLANT ASSISTANT**

The chart below shows the normal career paths of Steam Plant Assistants. For example, normal advancement for Steam Plant Assistants is from Steam Plant Operator to Steam Plant Operating Supervisor. With specific types of experience, however, promotion or lateral movement between these lines is also possible.



## DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

### Duties

Steam Plant Maintenance Mechanic – Repairs, overhauls, and maintains high pressure, high temperature boilers, steam turbines, and auxiliary equipment at a steam electric generating plant or fuel-oil facility.

Steam Plant Operator – Oversees and participates in the operations of electric generating equipment from remote control boards and from actual equipment locations including turbines, generators, high-pressure boilers, auxiliary equipment and electrical switching facilities.

Instrument Mechanic – An Instrument Mechanic performs highly skilled field and shop work in inspecting, adjusting, calibrating, servicing, maintaining, overhauling, repairing, and testing various automatic controls and indicating and recording instruments and devices; analyzes instrumentation malfunctions to determine necessary repair; and analyzes problems and makes necessary repairs on instrumentation and controls required to interface with process control computers.

### Requirements

#### Steam Plant Maintenance Mechanic

Three years of full-time paid experience as a Steam Plant Assistant, one year of which experience shall be as an assistant maintenance mechanic in the actual repair and overhaul of equipment at a steam electric generating plant.

#### Steam Plant Operator

Three years of full-time paid experience as a Steam Plant Assistant, one year of which should be as a plant equipment operator in the independent operation and inspection of mechanical and electrical equipment at a steam electric generating plant.

#### Instrument Mechanic

1. Three years of full-time paid experience as a Steam Plant Assistant, one year of which shall be as a controls mechanic or plant equipment operator, **or**
2. Two years of full-time paid experience at least at the level of Building Operating Engineer or journey-level Energy Recovery Operator which provides experience in the operation or maintenance of high temperature boilers or refrigeration equipment with a total capacity of 3,000 tons or more; **or**
3. Two years of full-time paid experience as an Electrical Tester with the City of Los Angeles; **or**
4. Two years of full-time paid journey-level instrument mechanic experience inspecting, adjusting, repairing and testing electronic and/or pneumatic control systems, including transmitting, indicating and recording instruments and controllers at oil refineries, chemical plants, water utility or wastewater treatment facilities; **or**

5. Three years of full-time paid experience as a Craft Trainee adjusting, servicing, maintaining, repairing or testing of various automatic controls and instruments in a plant facility.
6. Completion of four semesters of course work on Automated Instrumentation and Controls from a recognized college may be substituted for one year of the required experience. Candidates must list courses completed, dates taken, and school attended in the "Special Courses Required For This Examination" box of their application forms.

**Note:** the above information was compiled from work done by the Personnel Department in preparing job analyses for examination, classifying jobs, and determining the jobs that would provide qualifying experience for promotional examinations. This 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.