

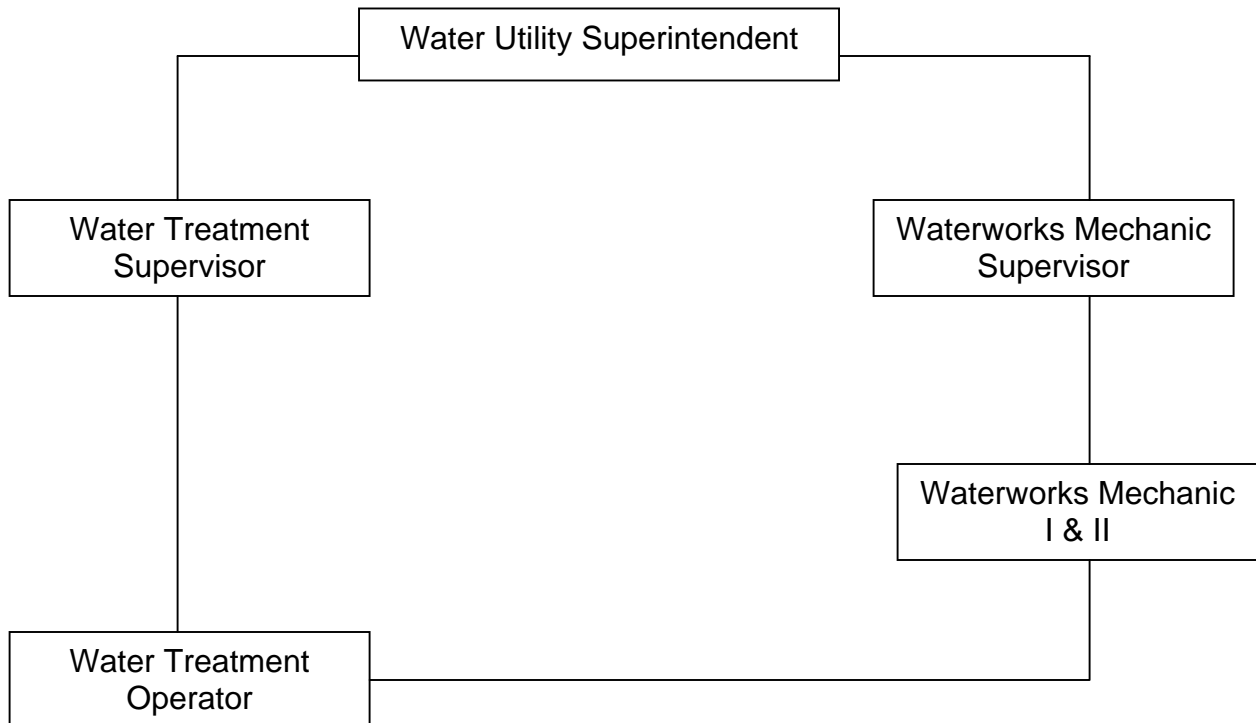
**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR WATER TREATMENT OPERATORS**

This information is being given to you to describe potential promotional opportunities as a Water Treatment Operator. The career ladders that Water Treatment Operators most commonly enter into are diagrammed below. The duties and requirements for the first promotional levels of these career ladders are described on the back. 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 WATER TREATMENT OPERATORS**

The chart below shows the normal career paths of Water Treatment Operator. For example, normal advancement for Water Treatment Operators is from Water Treatment Supervisor to Water Utility Superintendent. With specific types of experience, however, promotion or lateral movement between these lines is also possible.



## **Duties**

1. Water Treatment Supervisor – A Water Treatment Supervisor assigns, reviews, and evaluates the work of a group of employees engaged in the operation, regulation, maintenance, and repair of equipment and facilities used in the treatment, disinfection, and purification of water; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.
2. Waterworks Mechanic – A Waterworks Mechanic does skilled mechanical work in the installation, fabrication, maintenance and repair of mechanical equipment and other apparatus used in the pumping, treatment, and control of the flow of water; and may plan and review the work of others.

## **Requirements**

1. Water Treatment Supervisor – Four years of full-time paid experience as a Water Treatment Operator or in a class which is at least at that level, and provides experience in the treatment, disinfection and purification of water.
2. Waterworks Mechanic – Two years of full-time paid experience as a mechanic or millwright in a position which provides journey-level experience in the installation, fabrication or maintenance and repair of large diesel pumps, motors, compressors or fuel, storage tanks; or four years of full-time paid experience as a helper in the installation or maintenance and repair of large pumps, motors, compressors, tanks, or waterworks facilities.

Note: The above information was compiled from work done by the Personnel Department in preparing the 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 educational 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, 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 (847-9200) in Room 380, Personnel Building.

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