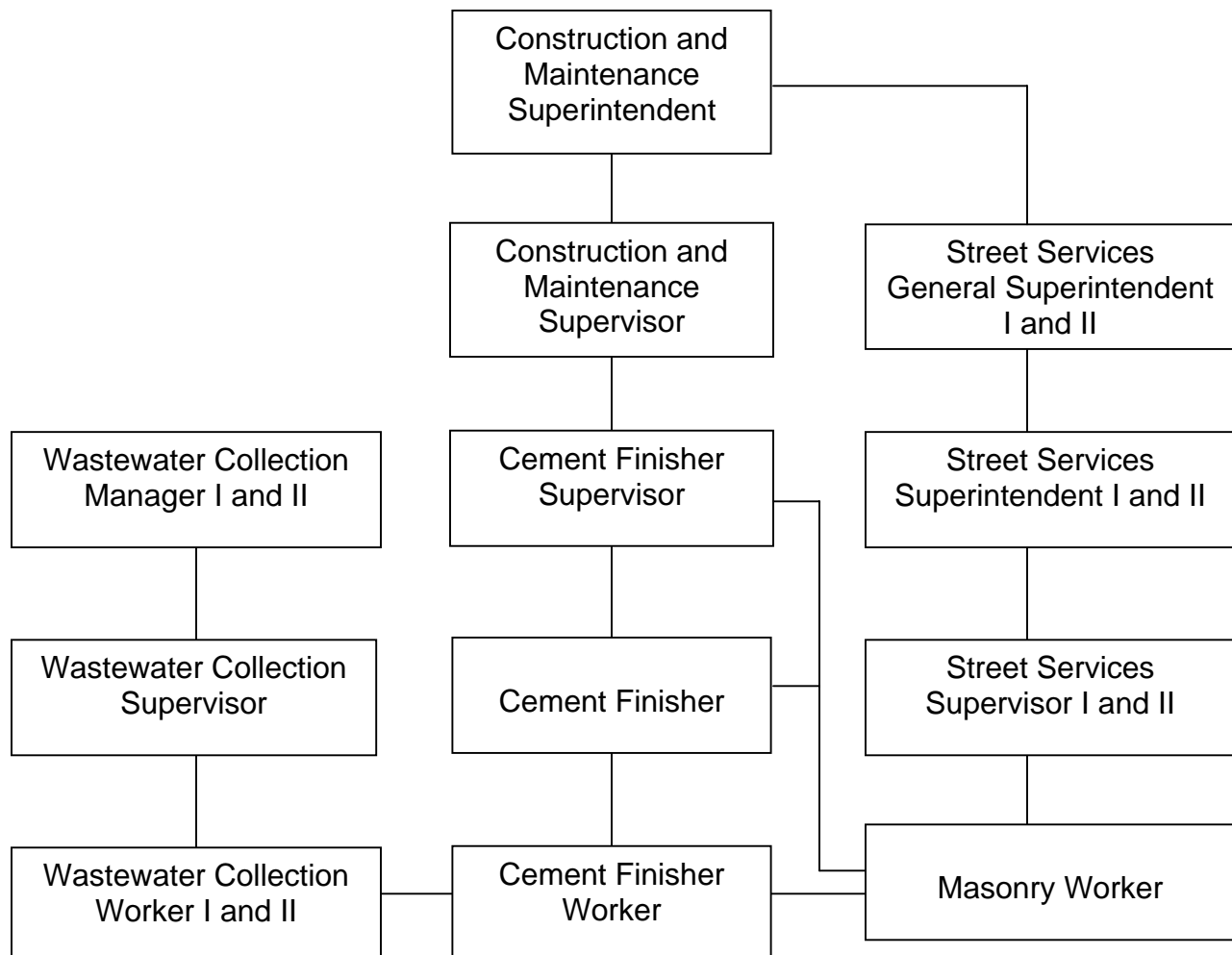


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR CEMENT FINISHER WORKER

This information is being given to you to describe potential opportunities as a Cement Finisher Worker. The career ladders that Cement Finisher Workers 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 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.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Cement Finisher

Duties: Performs skilled work in mixing, placing and finishing concrete surfaces; constructs, alters, and repairs concrete steps, floors, gutters, curb returns, catch basins, walls, meter vaults, building foundations, tennis courts and other recreation areas, traffic islands and other concrete surfaces; repairs concrete bridges and pedestrian subways; lays concrete clocks; places reinforcing steel; grouts in foundation for machinery; sack finishes concrete walls; repairs chain link fencing; may operate power floating and finishing equipment; may supervise the vibrating of concrete; and may be required to act as a lead worker for and work with a small crew.

Requirements:

1. Completion of a recognized apprenticeship as a cement finisher; or
2. Five years of full-time paid experience performing cement finisher work.

Masonry Worker

Duties: Performs skilled work in plastering, bricklaying and cement finishing on construction, repair and alteration projects.

Requirements:

1. Completion of a recognized apprenticeship as a bricklayer, plasterer, or cement finisher; or
2. Six years of full-time paid experience in one or more of these trades.

Wastewater Collection Worker (Paygrade I and II)

Duties: Performs a variety of semi-skilled and skilled manual tasks in the maintenance and repair of sanitary sewers and storm drains; or may act as a working supervisor on a crew performing such work.

Requirements:

Two years of full-time paid experience in construction or maintenance work, one year of which is in the maintenance, repair or construction of sanitary sewers or storm drains.

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-2:Career Ladders A-D)