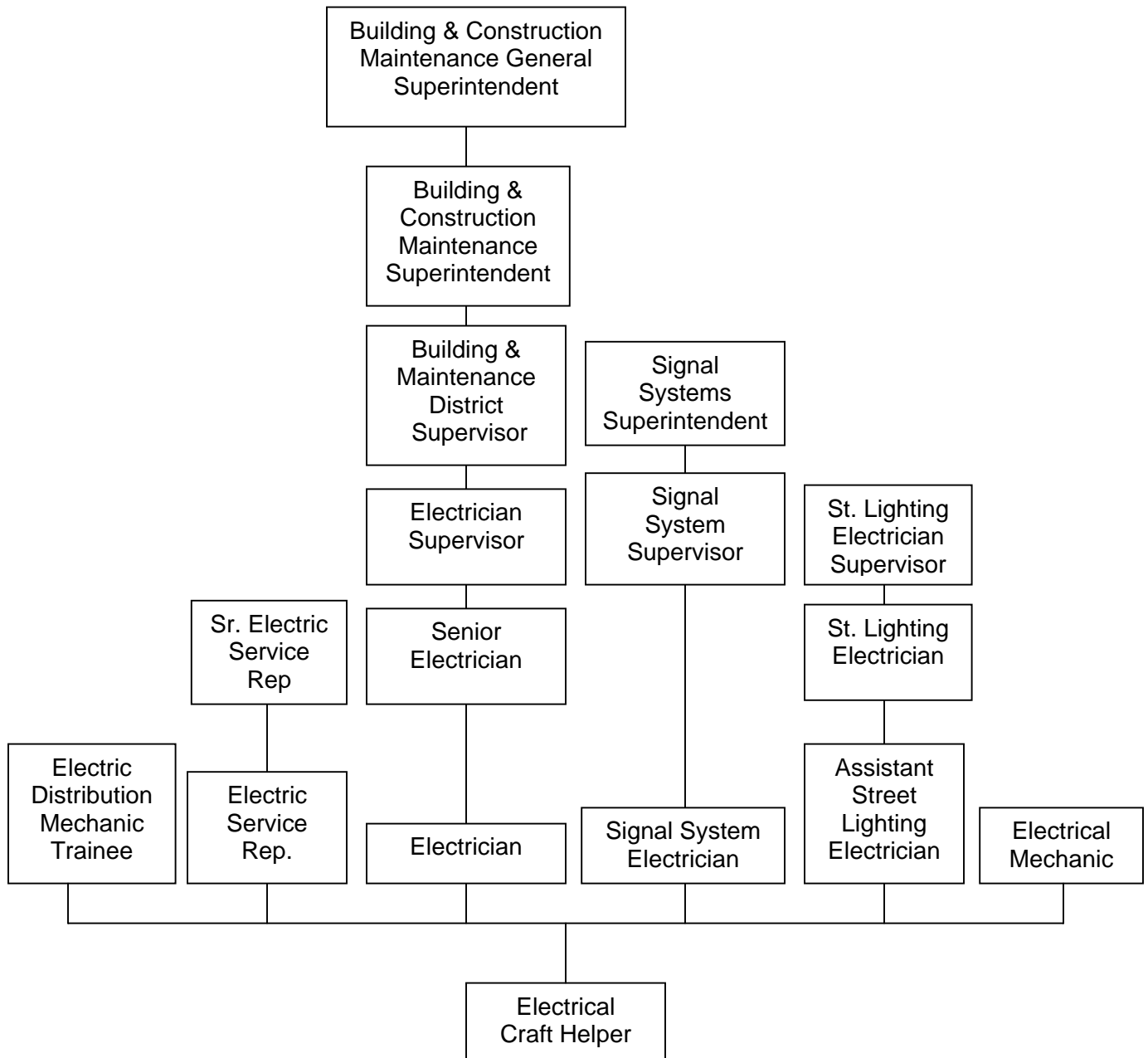


CAREER OPPORTUNITIES FOR ELECTRICAL CRAFT HELPER

This information is being given to you to describe potential opportunities as an Electrical Craft Helper. The career ladders that Electrical Craft 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 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

Electric Distribution Mechanic Trainee

Duties: Works as a trainee under close supervision assisting journey-level workers in the construction, maintenance and repair of overhead and underground electric power transmission, subtransmission and distribution lines, cables and equipment.

Requirements:

1. Six months of full-time paid City experience as a helper in mechanical, electrical or construction work; and successful completion of the 120 hour Electrical Technician/Electric Utility Line Worker class presented by the Los Angeles Unified School District; or
2. Successful completion of the 600 hour Electrical Technician/Electrical Distribution Mechanic Trainee program presented by the Los Angeles Unified School District; or successful completion of a recognized lineman college with a climbing certificate;
3. Six months of full-time paid experience as an apprentice lineman with pole climbing certification.

Electrical Mechanic

Duties: An Electrical Mechanic performs skilled mechanical and electrical work in the installation and maintenance of high and low voltage electrical circuits and related equipment at electrical stations and plants such as: electrical substations, receiving, distributing, and customer stations; steam generating stations; water pumping and chlorinating stations; converter stations; hydro-electric plants; high voltage switching stations; and similar facilities and buildings; and performs related work.

Requirements:

1. Six months of full-time paid experience in a class at least at the level of an Electrical Craft Helper with the city of Los Angeles performing electrical work on high and low voltage equipment and circuits in the maintenance or construction of electrical systems; or
2. One year of full-time paid experience as an Electrical Craft Helper performing electrical work on high and low voltage equipment and circuits in the maintenance or construction of electrical systems.

Electrician

Duties: Performs skilled work in the installation, maintenance, and repair of wiring, conduits, and electric installations in public buildings and facilities and on adjacent grounds; and troubleshoots electrical circuits.

Requirements:

1. Completion of a recognized apprenticeship as an electrician performing wiring work on buildings and facilities; or
2. Six years of full-time paid experience performing electrical wiring work on buildings and facilities.

Signal Systems Electrician

Duties: Performs skilled technical work and may act as a lead for and work with a signal construction or signal systems crew installing, repairing, maintaining, and modifying electric and microprocessor based traffic signal control devices and video and computer communications systems.

Requirements:

1. Completion of a recognized apprenticeship as an electrician, which provides experience or training in electrical or electronic control work. **(Applicants must provide a copy of their apprenticeship certificate at the time of filing); or**
2. Two years of full-time paid experience as an Assistant Signal Systems Electrician with the City of Los Angeles or two years of full-time paid experience performing electrical or electronics control work. Both require 18 semester units or 27 quarter units in electrical or electronic technology, such as Basic Electrical and Electronics Theory, Solid State Devices and Circuitry, Digital Electronics, and Microprocessors and Microcomputers at a recognized college or trade school. Successful completion of a military electrician or electronics course of 24 weeks or longer may be substituted for the educational requirement specified above; **(Applicants must list the course names, schools and dates of completion in the appropriate boxes on the application); or**
3. Four years of full-time paid experience as an Electrical Craft Helper with the City of Los Angeles and completion of the educational requirements specified in Requirement 2.

Electric Service Representative

Duties: Provides information, guidance, and coordination to customers and contractors regarding electric power distribution and service, design and construction activities related to electric service installations, interpretation of rules, and inspection of new and modified electric services; investigates customers' complaints, services, and equipment; and initiates corrective action for existing electric services; and uses personal/mainframe computer-based work management systems to input information and generate reports, including, standard office software packages to prepare customer correspondence.

Requirements:

1. Four years of full-time paid experience in installing, inspecting, testing, or repairing electric services, meters, motors, appliances, or similar current consuming devices or in the construction, maintenance, inspection or design of overhead or underground electrical distribution systems;
2. Satisfactory completion of 15 semester units or 23 quarter units at a recognized college, university or trade school in Engineering, Architecture, Electricity or Electronics may be substituted for each year of the required experience lacking up to

a maximum of two years (course titles and the number of units for each course must be listed on or attached to application).

3. Achievement of a passing score on the qualifying written test for Electric Service Representative.

Assistant Street Lighting Electrician

Duties: Assists a Street Lighting Electrician in the construction, repair and maintenance of high and low voltage electrolier street lighting systems.

Requirements:

Two years of full-time paid experience working with low and high voltage street lighting electrical circuitry.

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.