

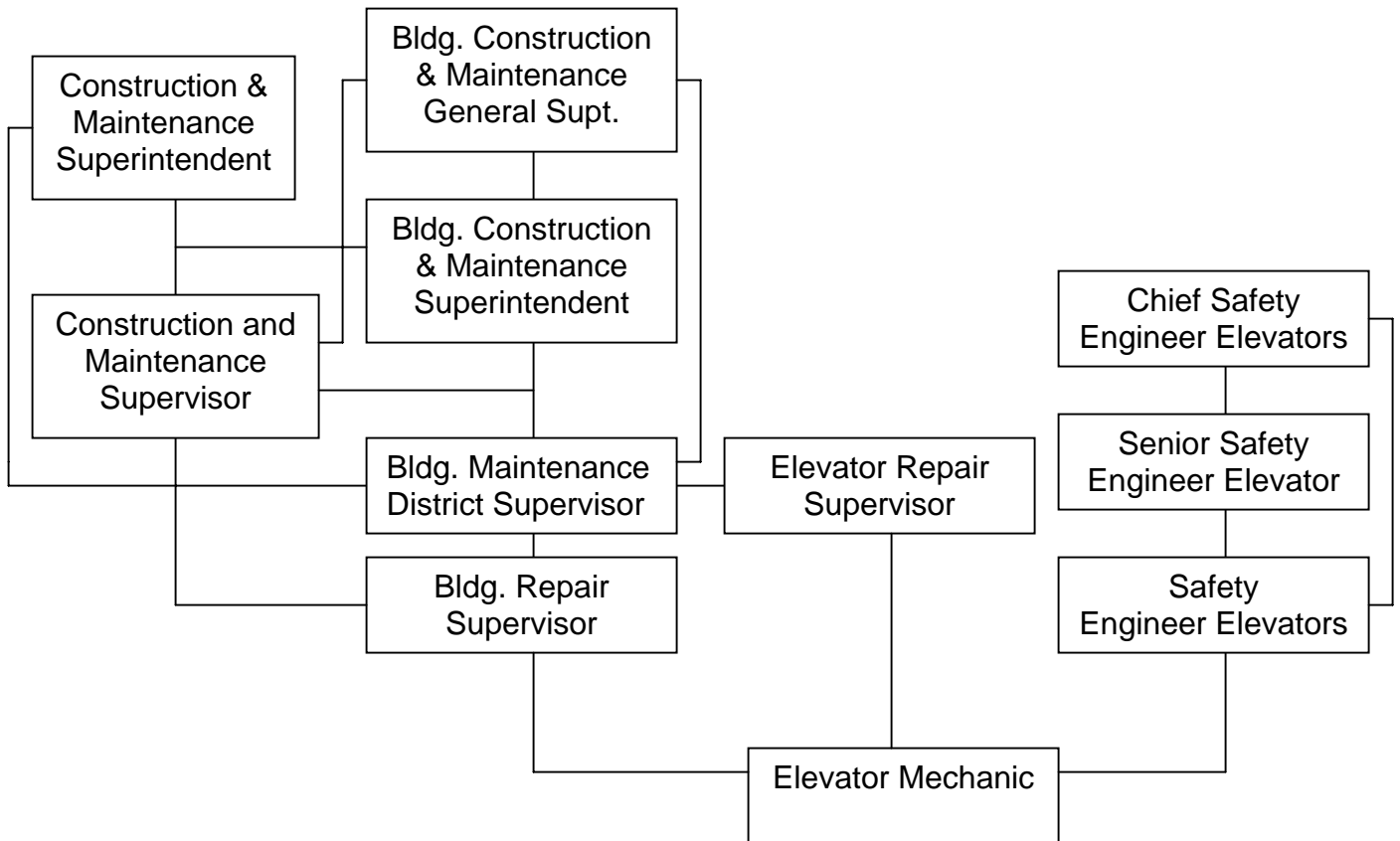
**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR ELEVATOR MECHANIC**

This information is being given to you to describe potential promotional opportunities as an Elevator Mechanic. The career ladders that Elevator Mechanics 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 ELEVATOR MECHANIC**

The chart below shows the normal career paths of Elevator Mechanics. For example, normal advancements for Elevator Mechanics is to Elevator Repair Supervisor. With specific types of experience, however, promotion or lateral movement between these lines is also possible.



**Duties**

**Building Repair Supervisor** – assigns, reviews and evaluates the work of craft workers and other employees engaged in the maintenance, repair and nonstructural alteration of buildings, grounds and appurtenant equipment; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunities responsibilities.

**Construction and Maintenance Supervisor** – assigns, reviews and evaluates the work of field crews made up of craft and labor supervisor, journey-level workers, equipment operators, helpers and laborers engaged in varied construction and maintenance work; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunities responsibilities.

**Elevator Repair Supervisor** – assigns, reviews and evaluates the work of field crews made up of craft and labor supervisor, journey-level workers, equipment operators, helpers and laborers engaged in varied construction and maintenance work; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunities responsibilities.

**Safety Engineer Elevators** – inspects escalators, elevators, moving walks and similar devices for conformance to State laws and City ordinances regulating their design, installation, maintenance and operation.

### **Requirements**

**Building Repair Supervisor** – Four years of full-time paid experience as a Building Repairer or in a class which is at least at that level and which provides experience in building maintenance and repair work. A valid California driver's license is required prior to appointment.

**Construction and Maintenance Supervisor** – Two years of full-time paid experience in a class at least at the level of Carpenter Supervisor supervising a crew doing construction work; or two years of full-time paid experience as a Labor Supervisor with the City of Los Angeles.

**Elevator Repair Supervisor** – Two years of full-time paid experience as a journey-level elevator mechanic.

**Safety Engineer Elevators** – Four years of full-time paid experience in the inspection of elevators or in the design, maintenance, or repair of elevators, two years of which was at the journey level. Two years of mechanical or electrical work experience or mechanical or electrical engineering upper division college or university education may be substituted for two years of non-journey-level experience.

## **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-3:Career Ladders A-D)