

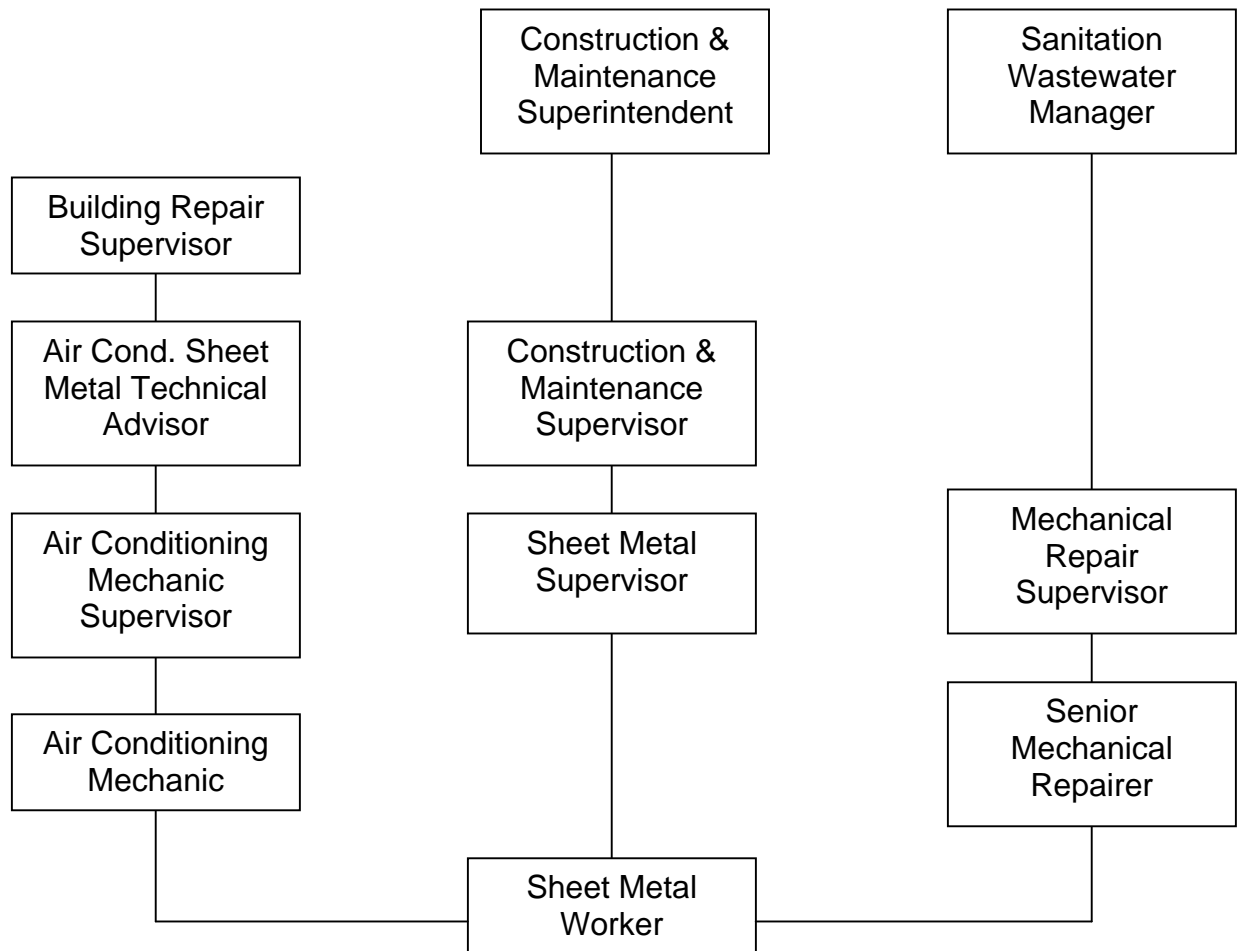
**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR SHEET METAL WORKERS

This information is being given to you to describe potential promotional opportunities as a Sheet Metal worker. The career ladders that Sheet Metal Workers 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 SHEET METAL WORKERS

The chart below shows the normal career paths of Sheet Metal Workers. For example, normal advancement for Sheet Metal Workers is to Sheet Metal Supervisor. With specific types of experience, however, promotion or lateral movement between these lines is also possible.



OTHER POSSIBLE PROMOTIONAL OPPORTUNITIES FOR SHEET METAL WORKER

Electrical Mechanic

Electrical Repairer

Heating & Refrigeration Inspector

DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Duties

Sheet Metal Supervisor – Supervises the fabrication, assembly, installation, and repair of a variety of sheet metal parts or equipment; and the maintenance, installation and adjustment or repair of duct work, filters, blowers and forced-air heating, cooling, and ventilating control devices and systems.

Senior Mechanical Repairer – Acts as a lead for and works with a group of employees doing a variety of skilled tasks in maintaining and repairing mechanical equipment and tools.

Mechanical Repair Supervisor – Assigns, reviews and evaluates a group of employees doing a variety of tasks in maintaining and repairing mechanical equipment and tools; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills affirmative action responsibilities.

Air Conditioning Mechanic – An Air Conditioning Mechanic installs, modifies, maintains and repairs air-conditioning, refrigeration, heating, ventilating, and related equipment.

Requirements

Sheet Metal Supervisor

Four years of full-time paid experience as a journey-level sheet metal worker.

Senior Mechanical Repairer

Two years of full-time paid experience in mechanical repair work in a class at the level of Mechanical Repairer.

Mechanical Repair Supervisor

Four years of full-time paid experience in mechanical repair work in a class at the level of Mechanical Repairer.

Air Conditioning Mechanic

1. Completion of a recognized apprenticeship as a refrigeration and air conditioning fitter; **or**

2. Three years of full-time paid experience as a Building Operating Engineer, Electrical Repairer or Sheet Metal Worker with the City of Los Angeles, performing maintenance and repair of air conditioning equipment; **or**
3. Six years of full-time paid experience installing, modifying, maintaining, and repairing air conditioning, refrigeration, heating, ventilating and related equipment.

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.