IBEW Local 18 is located in Koreatown on 4189 W. 2nd Street, Los Angeles, CA 90004. The union provides free parking and is on the corner of Hobart Blvd. and 2nd Street.

Visit IBEW Local 18 Monday-Friday, from 8:00 am to 5:00 pm or call 213-387-8274.

Kick Off Your Future Career at LADWP!

Information on IBEW Local 18 and LADWP’s Utility Pre-Craft Trainee Program (UPCT)

Brought to you by IBEW Local 18, Repower L.A., and LADWP
How would you feel about having a job that keeps our city’s lights on? Would you like to help our city transition to cleaner energy? Do you enjoy working with your hands?

All of these things and more are possible through International Brotherhood of Electrical Workers (IBEW) Local 18 and the Los Angeles Department of Water and Power (LADWP)’s Utility Pre-Craft Trainee Program (UPCT). By joining the program and the union, you can learn while you earn and be on a pathway to a middle class job.

This booklet was created by Repower L.A. to help folks like yourself learn how to join the UPCT Program and kick off your future career at LADWP. Step by step, learn how to join the program and the union for these opportunities!

Now let’s learn about the process together!

“I’m hungry for this opportunity and know this will change my life.”

Brian Alexander, UPCT
**Step 1: Signing the UPCT Book**

The first step to starting your career is visiting IBEW Local 18 to sign “the UPCT Book” (the union’s waiting list) with a valid California driver’s license that shows that you live in L.A. County and are 18 years or older. This will allow you to get in line for a full-time, paid training position as a UPCT.

You need to sign the book at the union hall in person (4189 W. 2nd St, Los Angeles, CA 90004, see map on back cover). The union’s cross street is Hobart Blvd., and they provide free parking in their parking lot. They are located in Koreatown and open between 8:00 am and 4:45 pm, Monday through Friday only.

**Some key points:** The union will let you know when to call and get your number in the book after signing. It will give you an idea of when Local 18 will call you. Be sure to save their phone number (213-387-8274) in your phone so that when they call, you can quickly answer.

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**IBEW Local 18** is an affiliate of the International Brotherhood of Electrical Workers (IBEW), representing over 8,000 employees working for five public sector employers and has administered the UPCT Program since 2011, in partnership with LADWP and the Joint Training Institute. For more info on IBEW Local 18, visit their website at: Ibewlocal18.org.

**RePower LA** is a coalition that works towards solutions to put Angelenos back to work and transform LADWP into a greener, more modern utility. Please visit Repower L.A.’s website for more information and to download a copy of this booklet: Repowerla.org.
Step 2: Re-signing the Book

While you wait on the list, we recommend that you have another job, as the waiting period is two to three years. LADWP hires about two classes of 25 trainees per year.

**You will need to re-sign your name every 3 months** (between the 1st and 20th of January, April, July, and October) to maintain your spot on the book and show your commitment to joining the program. (Despite the long list, you’ll likely be called sooner as there is often drop off.)

You can re-sign in person at the union hall or by email: ibew18@ibewlocal18.org. Call the union the next day after re-signing to ensure that you are still on the list and note who you spoke with. Always be sure to let the union know about any changes to your phone number or address so that you can be easily reached.

While you wait, you can prepare for the hiring process by asking for a remedial (eighth grade level) math and writing training packet from Local 18, getting into physical shape, or taking advantage of other job readiness services.

Step 7: Finding Permanent LADWP Jobs

*As a UPCT, you will have the opportunity to apply for good, family supporting LADWP jobs as they open up.*

- As a UPCT, you will be prepared to take civil service exams that put you in line for job openings at LADWP.
- Remember: Since many LADWP employees will be retiring this decade, there will be lots of future job openings!
- Your first permanent job at LADWP may be another training position that will prepare you to be the utility’s future electrical mechanics, steam plant assistants, water utility workers, and so on.
- Once you’re a permanent employee, you will earn good salaries, health and retirement benefits, and have job security.

Lastly, before we send you on your way: LADWP needs YOU to help us upgrade the electrical and water infrastructure of L.A.’s future!
Step 6: Entering the UPCT Program

You’ve made it through orientation and now have been given a job offer as a UPCT. Here comes the exciting part!

- You’ll learn a wide range of skills while forming friendships with other UPCTs. Best of all, you’ll be employed full time and earn $16/hour while you learn, with a $7 stipend that can be put towards purchasing health benefits.
- You’ll be working various shifts, including mornings and some weekends, so parents with young children should arrange childcare.
- The program will teach you the skills to maintain our water and power systems. You’ll rotate among worksites under different journey-level supervisors. These diverse training experiences set you up to apply for permanent LADWP jobs.
- There will also be monthly classroom instruction, including math and electricity training and civil service exam preparation. In order to become a permanent employee at LADWP, you must participate in mandatory trainings outside of the program and score well on civil service exams.
- As a UPCT, you will be a Local 18 member, but considered “exempt”, or not covered by civil service protections.
- Senior UPCT’s and graduates of the program will mentor you.

Step 3: Receiving the call

- When LADWP is ready to bring on a new UPCT class, Local 18 calls folks on the wait list.
- Keep track of your place on the waiting list so that you know if you are likely to be called soon by the union.
- Call the dispatch number (213-387-0669) to learn when the union will start calling the next class.
- You can expect the call between 9:30 and 11:30 a.m., Monday through Friday.
- When you receive the call, you’ll need to answer it right away or call back within three minutes.
- If you don’t call back, the union will keep moving through the list and you will miss the opportunity to be included in this class.
- You will be given two more opportunities to be included in a future UPCT class.
- If you don’t return any of the union’s three calls within the three minutes, you will be removed from the waiting list entirely.
- Once you receive or return the call, the union will give you instructions on the screening process that takes place prior to the hiring process.
Step 4: Receiving a Job Readiness Screening

Congrats, you’re almost there! Here’s what you can expect from the screening:

- The screening takes three to five days and is unpaid. You’ll need to take time off to attend.
- Punctuality is mandatory. We recommend that you show up 30 minutes early. Bring your ID, resume, notebook and pen.
- A contracted workforce administrator will conduct two 20 minute timed math and reading comprehension exams after providing you with test prep. You must test at an eight grade level in both reading and math.
- To improve your math and reading skills, visit a worksource center near you.
- If you have a criminal record, bring your most current US Department of Justice (DOJ) paperwork for review.
- Whether or not you pass the screening, the union will call you and let you know your next steps.

Step 5: Final Screening and Hiring

If you make it through the screening process, you will now be eligible to go through the last step of the screening and LADWP’s hiring process.

LADWP’s screening and hiring process includes a no-cost medical exam, a livescan, drug and alcohol screening, and a background check. The union will help you navigate the background check process. Make sure you only attend the background check review with a union representative.

After completing this last step, it can take a few months to officially begin the UPCT program.