

ASSISTANT BUYER I – II

SALARY RANGE:

\$1,532.24 – \$2,313.92 Biweekly

\$3,331.00 – \$5,031.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning October 31, 2016 through 4:30 p.m. November 4, 2016.

REQUIREMENTS TO FILE:

Two or more years of (full-time paid equivalent) purchasing-related experience such as processing and analyzing of requisitions, contacting of suppliers to verify prices, specifications, delivery terms, etc. and at least one of the following options A, B, or C:

A. A Purchasing Certificate from an accredited community college or university*

OR

B. Associate of Arts Degree in Accounting, Business Administration, or a related field*

OR

C. Any additional combination of relevant education* and purchasing related experience totaling two years.

Ability to effectively use personal computers and applications, such as word processing, spreadsheets, and automated financial systems.

Knowledge of automated purchasing/accounting systems.

A valid driver's license may be required by the hiring department.

*Proof of required documents must be uploaded to the application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

DESIRABLE QUALIFICATIONS:

Ability to communicate effectively both orally and in writing.

Knowledge and experience using Advanced Purchasing Inventory Control (ADPICS).

Knowledge and experience in Microsoft Project.

EXAMPLES OF DUTIES:

Under direct supervision, performs entry-level purchasing of materials, services, supplies, equipment and related work; receives, analyzes, and investigates routine requisitions and bids for materials, services, supplies and equipment; contacts suppliers regarding market and manufacturing data, etc., and verifies prices; makes routine open market purchases of standard retail items in compliance with guidelines established by the Purchasing Division; verifies requisition prices and confers with requesters regarding the acceptability of substitute items; determines compliance of bid items with specifications; investigates complaints regarding purchased items; performs related clerical work; provides support to the Women/Disadvantaged/Minority Business Outreach, and Buy Long Beach Programs; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Written Exam.....Qualifying
(Battery-operated calculators permitted.)

This is a continuous examination. A minimum rating of 70 must be attained in order to pass.

If you have not received notification of the status of your application within two weeks of filing, please contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request to (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with public.

JOB C52NN – 16
10/04/16

TCI

CIVIL ENGINEERING ASSOCIATE

SALARY RANGE:

\$2,701.68 to \$3,669.12 Biweekly

\$5,874.00 to \$7,977.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning October 28, 2016 through 4:30 p.m., November 11, 2016.

REQUIREMENTS TO FILE: Candidates must meet option A, or B:

A. Engineer-in-Training (EIT) certificate in the field of Civil Engineering recognized by the California State Board of Registration for Professional Engineers (proof required)*, and Bachelor's degree in civil engineering (proof required)* and three years (paid full-time equivalent) experience involving primary responsibility for preparation and/or review of standards, designs, construction activity and cost estimates of civil engineering projects, which must have been gained after passing the EIT exam or receiving Bachelor's degree.

B. Registration as a Professional Engineer in the State of California (proof required)*.

***Proof of required documents must be uploaded to the application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

Experience with computer applications such as database management, project scheduling, spreadsheets, word processing and email.

Ability to:

- communicate effectively, both verbally and in writing;
- deal tactfully and effectively with assigned staff, the public, client departments and consultants.

A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

Some positions may require willingness to work nights, weekends, holidays and/or overtime, as needed.

DESIRABLE QUALIFICATIONS: Recent seaport, airport facility or airfield pavement experience; experience with various computer applications such as: AutoCAD, Civil 3D, MicroStation, InRoads or other engineering applications including scheduling, Geographic Information Systems (GIS) programs, and computer software for hydraulic modeling; design of water, sewer, storm drains, streets, and reclaimed water systems; the processing and review of Developer projects, pilot testing; a valid Water Distribution Operator Certificate and/or Water Treatment Certificate issued by the California Department of Public Health; and/or monitoring an inspection staff.

EXAMPLES OF DUTIES: Under direction, performs difficult engineering work in the planning, design, estimating, and reviewing of plans and construction documents for City streets, natural gas distribution pipelines, potable water, reclaimed water, sanitary sewer, storm drains, buildings and structures, construction administration, developer, airport and/or harbor engineering projects; assigns work, gives instructions and acts upon engineering problems in connection with standards; prepares complete plans, specifications and estimates; directs the work of Engineering Technicians in the preparation of drawings, plans, and quantity estimates; prepares preliminary and final reports for construction and improvement projects; conducts studies and develops plans for long-range replacement and rehabilitation of structures and facilities; reviews plans and construction documents for conformance with standards and specifications; investigates and responds to citizen complaints; writes reports and makes estimates of a specialized nature in connection with various engineering projects; assists in preparing cooperative agreements; prepares and interprets legal descriptions and plat maps; monitors progress of less complex projects conducted by Civil Engineering Assistants and/or outside consultants; may review structural plans and/or water and sewer plans and supervise field inspections of construction work to check compliance with standards and safety regulations; may assist developer's with the general planning concepts of water/sewer systems and in the preparation of the Capital Improvements Program; performs other related duties as required.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying

This is a continuous examination. All applicants meeting the requirements to file will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications were filed.

If you have not received notification by November 18, 2016, contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.

GENERAL MAINTENANCE ASSISTANT

SALARY RANGE:

\$1,494.08 to \$2,041.84 Biweekly
\$3,248.00 to \$4,439.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning, October 25, 2016 through 4:30 p.m., November 4, 2016.

REQUIREMENTS TO FILE: Three years of full-time equivalent paid professional experience in general building maintenance and/or construction and repair, including a variety of carpentry, electrical, mechanical, masonry, painting, plumbing, heating and related work. Proof of recent vocational training in the industrial arts may be substituted on a year-for-year basis, for up to one year of the required experience (proof required)*.

*Proof of required documents must be uploaded to the online application at time of filing.

Working knowledge of basic electricity, plumbing, carpentry, and related trades; safe and efficient work practices; a variety of common maintenance and repair tools, materials and techniques.

Ability to:

- safely and efficiently use a variety of hand and power tools, equipment and materials;
- read and interpret drawings and blueprints;
- effectively communicate verbally and in writing;
- operate a motorized pontoon boat in order to conduct maintenance (positions in Parks, Recreation, and Marine only);

Willingness to:

- work an irregular work schedule, including nights, call, weekends, holidays, shifts, on-call and overtime as required.
- work on a floating surface such as a boat, and work in ocean and land waterway environments such as marinas and lakes (positions in Parks, Recreation Marine only),

DESIRABLE QUALIFICATIONS: Experience in woodwork, framing, flooring, ceiling and roof coverings.

A valid driver's license is required by the hiring department.

Some positions may require a Class A or B motor vehicle operator's license and be subject to the alcohol and drug testing requirements by the Department of Transportation.

Positions at Long Beach Airport require passing an airfield operation written and practical driving examination and the ability to pass a background check within six months of appointment.

If selected, candidates may be required to attend training for the handling of asbestos and lead.

EXAMPLES OF DUTIES: Under general supervision, performs a wide variety of semi-skilled maintenance, repairs and alterations on City facilities, equipment and fixtures; uses or operates a variety of hand, power and shop tools or equipment to perform minor carpentry, window glazing, plumbing, mechanical, masonry, concrete and minor electrical repairs; salvages used equipment and materials; prepares and paints a variety of surfaces, using brush, roller or spray equipment; performs minor gas and arc welding, brazing and soldering; installs and repairs chain link fencing; maintains, repairs or replaces locks and associated security hardware; maintains and makes minor adjustments or repairs to air conditioning, heating and refrigeration units; installs, inspects and repairs playground equipment; operates a light duty truck; keeps simple records and prepares simple reports and sketches; reads blueprints; may work in a marine environment which may include work on docks and gangways; some positions may supervise subordinate personnel; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application Packet..... Qualifying
Occupational Written Examination..... 100%
Examination Scope: knowledge and ability to use proper tools, equipment, materials and techniques to perform minor maintenance, repair and installation assignments in the following areas: carpentry, electrical, metalwork, and plumbing. Ability to communicate, both orally and in writing, will also be measured.

A minimum score of 70 must be attained on the examination in order to pass. Certification by score bands will be considered based on an analysis of test.

The exam is tentatively scheduled for November 17, 2016. If you do not receive notification of the status of your application by November 10, 2016, contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.

This information is available in an alternative format by request at (562) 570-6202.

SAFETY SPECIALIST

SALARY RANGE:

Grades I – III: \$1,990.32 to \$3,665.68 Biweekly
\$4,327.00 to \$7,970.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., November 4, 2016 through 4:30 p.m. November 18, 2016.

REQUIREMENTS TO FILE: Applicants must meet one of the following options, A, B, or C:

- A. A bachelor's degree in safety management, safety technology or a closely related field (**proof required**)* and six (6) months recent experience in the field of occupational safety and health, industrial hygiene, safety education and/or facility safety inspections.
- B. A bachelor's degree in public administration, business administration or a related field (**proof required**)* and one (1) year recent experience in the field of occupational safety and health, industrial hygiene, safety education and/or facility safety inspections.
- C. A combination of education (**proof required**)* and experience in occupational safety and health, industrial hygiene, safety education and/or facility safety inspections equivalent to five (5) years.

*Proof of required documents must be uploaded to the application at time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

AND

- Knowledge of California Code of Regulations, Title 8;
- Ability to effectively communicate both orally and in writing;
- Ability to independently apply procedures and regulations affecting safety operations;
- Willingness to respond to emergency calls at night and on weekends;
- Willingness to travel occasionally, as required.

A valid driver's license and DMV driving record will be required by the hiring department.

EXAMPLES OF DUTIES: Under general supervision, assists in the administration of the Citywide Safety Program and may perform as a program staff specialist or department safety specialist; assists in developing and evaluating safety goals and standards; assists and advises management in promotion of an overall safety culture; advises employees and supervisors on injury prevention and safety related matters; performs facility safety inspections for compliance with Cal/OSHA requirements and other standards; provides training and instruction on safety related matters; conducts industrial hygiene sampling including indoor air quality assessments, noise and chemical exposure monitoring; utilizes computerized systems to track and identify accident causes to make recommendations for the prevention of similar injuries and illnesses; prepares statistical reports and correspondence related to program evaluation and performance measures; oversees the maintenance of required records and reports; makes recommendations on Citywide safety policies and standards; develops instructional materials for safety related topics; performs other related duties as required.

EXAMINATION WEIGHTS:

Application and Supplemental Packet.....	Qualifying
Written Examination.....	100%

A minimum rating of 70 must be attained to pass the examination. Certification by score bands will be considered based on an analysis of test results.

The written examination is tentatively scheduled for December 14, 2016. If you have not received notification by December 9, 2016 contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.

This information is available in an alternative format by request at (562) 570-6202.

SENIOR EQUIPMENT OPERATOR-CRANE

SALARY RANGE:

\$1,893.20 to \$2,573.20 Biweekly

\$4,116.00 to \$5,594.00 Monthly

Now accepting online applications only. Apply online 24 hours a day beginning at 7:30 a.m., November 4, 2016 through 4:30 p.m., December 2, 2016.

REQUIREMENTS TO FILE:

- A valid National Commission for the Certification of Crane Operators (NCCCO) - Lattice Boom Truck Crane (LBT) certification **OR** a valid Operating Engineers Certification Program (Local 12) - Lattice Boom Truck Crane (LBT) certification (**proof of certification must be uploaded with application at time of filing***).
- A minimum of six months of experience in the safe and efficient operation of a conventional mobile crane.
- A valid Class "A" motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at the time of selection interview.
- Willingness to work an irregular schedule including evenings, weekends and holidays.
- Willingness to comply with the Anti-Drug and Alcohol Program as required by the Federal Department of Transportation regulations.

***Proof of required documents must be uploaded to the online application at time of filing.**

DESIRABLE QUALIFICATIONS: Mobile Hydraulic Fixed Cab Crane (TSS) certificate.

EXAMPLES OF DUTIES: Under supervision, operates and maintains a conventional mobile crane or other equipment of similar complexity in accordance with safety regulations; services equipment; performs preventative maintenance; makes operating adjustments and minor repairs; keeps records and makes reports; performs incidental construction work; may participate in or assist in supervising the work of a crew; may operate less complex equipment when necessary; performs other related duties as required.

SELECTION PROCEDURE:

Application Packet.....Qualifying

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the minimum requirements to file will be placed on the eligible list with those receiving Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be established periodically.

If you do not receive notification of the status of your application by December 9, 2016, contact the Civil Service Department at (562) 570-6202.

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