

**FINAL**

|                   |                                       |
|-------------------|---------------------------------------|
| Job Title         | <b>COMBINATION BUILDING INSPECTOR</b> |
| Closing Date/Time | Friday, September 2, 2022, 4:30 PM    |
| Salary            | \$2,480.64–\$3,368.24 Bi-Weekly       |
| Job Type          | Classified - Full-Time, Permanent     |
| Location          | Long Beach, California                |
| Department        | Development Services                  |

**Applications are available online beginning Friday, August 19, 2022 through 4:30 pm, Friday, September 2, 2022.**

**Vacancy Information:** Current vacancies are with the Building and Safety Bureau and Code Enforcement Bureau.

**The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department for the duration of the vaccine mandate.**

**EXAMPLES OF DUTIES:** Under general supervision, performs skilled inspections of construction for compliance with municipal building, electrical, plumbing, and mechanical regulations and related laws and ordinances. Inspects building construction, plumbing, electrical, and mechanical installations on dwelling construction and minor commercial and industrial buildings to ensure compliance with code requirements; reviews plans of routine building, plumbing, mechanical and electrical facilities to determine compliance to code regulations; assists in making inspections of complex or very large buildings or facilities; orders changes in structural, plumbing, mechanical, electrical, and related features where necessary to meet code requirements; inspects existing buildings for compliance with the minimum requirements set forth in municipal regulations and state statutes; makes business license inspections to ensure compliance with municipal regulations; obtains evidence and compiles data for legal proceedings involving code violations; advises builders, property owners, and the general public as to code requirements and interpretation of regulations; investigates complaints involving suspected code violations; uses computer programs to retrieve information, enter notes on inspections and completes reports; utilizes information technology in the normal course and scope of performing duties, including but limited to inspections and permit system software; keeps records and prepares reports; and performs other related duties as assigned.

## **REQUIREMENTS TO FILE:**

### **All Candidates must possess the following:**

A license and certification: current California Residential Building Inspector or California Commercial Building Inspector, or California Residential Plumbing Inspector or California Commercial Plumbing Inspector, Mechanical, or California Electrical certification issued by International Code Council (ICC).

### **AND meet one of the following options (A, B, or C):**

**(A)** Four or more years of paid, full-time, equivalent experience performing or inspecting work in multiple phases of construction in one or a combination of the trade experience in carpentry, plumbing, mechanical, or electrical, under the supervision of a journey-level worker. **OR;**

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**(B)** Two or more years of paid, full-time, equivalent experience at the level of Combination Inspector Aide or closely related inspection experience involving building, plumbing, mechanical, or electrical installations in single-family dwellings and minor commercial and industrial buildings for compliance with building codes. An Inspection Technology Certificate from an accredited college or university and/or trade school may be substituted for one-year of experience (**proof required\***). **OR;**

**(C)** Completion of a four-year apprenticeship in any one of the following building trades: carpentry, plumbing, mechanical, or electrical work (**proof required\***).

**\*Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristics on the form. Degrees must indicate the field of study and transcripts must indicate a field of study and degree conferred date. Candidates who possess degrees from colleges or universities outside the United States must attach proof of educational equivalence at the time of filing.**

### **Knowledge, Skills, and Abilities:**

- Knowledge of principles, best practices and methods of building, plumbing, mechanical, and electrical construction work;
- Knowledge of State and local regulations related to construction permits;
- Skill in reading and interpreting building plans and specifications;
- Skill in interpreting applicable codes, ordinances, and regulations related to plumbing, mechanical, electrical and/or building compliance;
- Skill in preparing clear and concise letters, technical reports, and correction notices or citations for violations of code;
- Skill in utilizing applicable software including, but not limited to permitting and inspections software;
- Skill in performing inspections;
- Skill in communicating effectively verbally and in writing;
- Ability to resolve related issues with property owners, contractors, developers, architects, engineers and others with tact and diplomacy;
- Ability to examine workmanship and materials, detect deviations from plans, standard construction practices and code requirements;
- Ability to communicate effectively both verbally and in writing with employees, the public and members of various organizations and outside agencies;
- Ability to work effectively with persons of diverse ethnic, social and economic backgrounds;
- Ability to perform routine arithmetic calculations;
- Ability to use computers and other electronic devices;
- Ability to read and interpret structural, disabled access, plumbing, mechanical, and electrical drawings and specifications to determine applicable building code requirements;
- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

Willingness to work overtime, weekend, and/or holiday hours.

A valid driver's license must be submitted to the hiring department at the time of the selection.

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**DESIRABLE QUALIFICATIONS:** Bilingual/biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

**EXAMINATION WEIGHTS:**

Application and Supplemental Application.....Qualifying

Screening of applicants will be conducted on the basis of application and required supplemental application submitted. This selection procedure will be conducted using a non-competitive process, which means applications are evaluated solely on training, experience, education, or certification. All applicants meeting minimum qualifications will be placed on an eligible list. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed. The resulting eligible list remain in effect for at least **one year**. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified. If you have not received notification within two weeks after close of filing, please contact the Civil Service Department at (562) 570-6202.

**If you have not received notification of the status of your application within two weeks of filing your application, please contact the Civil Service Department 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.

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



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**FINAL**

|                   |                                       |
|-------------------|---------------------------------------|
| Job Title         | <b>COMMUNITY SERVICES SUPERVISOR</b>  |
| Closing Date/Time | Friday, September 9, 2022, at 4:30 PM |
| Salary            | \$2,483.76–\$3,376.08 Bi-Weekly       |
| Job Type          | Classified - Full-Time, Permanent     |
| Location          | Long Beach, California                |
| Department        | Parks, Recreation and Marine          |

**Applications are available online beginning Friday, August 26, 2022, through 4:30 pm, Friday, September 9, 2022.**

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**EXAMPLES OF DUTIES:** Under direction, supervises, develops and coordinates various recreation programs and services (youth/adult sports, school, park based programs, senior and adult general recreation, adaptive programs, special events, volunteer programs, arts and cultural programs, teen programming, etc.); selects, trains, schedules, monitors performance, and evaluates subordinate employees, and volunteers; work with contract instructors; prepares and presents oral and written reports; develops and monitors program/facility budgets; develops and implements grant-funded programs and identifies new sources of revenue for facility and program operations; and performs other related duties as required.

#### **REQUIREMENTS TO FILE:**

Bachelor's degree from an accredited college or university in Recreation or a closely related field (**proof required**)\* **AND** one year paid, full-time equivalent of professional experience coordinating and supervising the operations of a community recreation center or recreation programs and services.

Additional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.

**\*Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristics on the form. Degrees must indicate the field of study and transcripts must indicate a field of study and degree conferred date. Candidates who possess degrees from colleges or universities outside the United States must attach proof of educational equivalence at the time of filing.**

#### **Knowledge, Skills, and Abilities:**

Candidates must possess all the following:

- Ability to effectively communicate orally and in writing;
- Ability to deal effectively with the public;
- Ability to manage park facilities and recreational service programs;
- Ability to maintain accurate files and records;
- Ability to use personal computers and applications.

A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.

**DESIRABLE QUALIFICATIONS:** Bilingual/Biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

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**EXAMINATION WEIGHTS:**

|  |            |
|--|------------|
| Application and Supplemental Application.....                    | Qualifying |
| Appraisal Interview (may include a job simulation exercise)..... | 100%       |

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process.

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**FINAL**

Job Title **CUSTOMER SERVICES SUPERVISOR I-II**  
 Closing Date/Time Friday, September 2, 2022, 4:30 PM  
 Salary \$1,984.32–\$2,904.64 Bi-Weekly  
 Job Type Classified - Full-Time, Permanent  
 Location Long Beach, California  
 Department Multiple Departments - (CL)

**Applications are available online beginning Friday, August 19, 2022, through 4:30 pm, Friday, September 2, 2022.**

**SALARY INFORMATION:**

Grade I - \$1,984.32 - \$2,692.40 bi-weekly  
 Grade II - \$2,137.04 - \$2,904.64 bi-weekly

**The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department for the duration of the vaccine mandate.**

**EXAMPLES OF DUTIES:** Supervises employees assigned to a section; ensures efficient performance; schedules and assigns work; evaluates work performance and assists in the resolution of employee grievances; ensures that policies and procedures are implemented; analyzes data, evaluates new technology, makes recommendations and coordinates system enhancements; assists in the implementation, operations and maintenance of business processes in those systems; prepares correspondence, reports and specifications for services or products; answers public inquiries and resolves complaints; assists in monitoring section budgets and expenditures; interprets, applies and enforces applicable rules and regulations; performs other related duties as required.

**REQUIREMENTS TO FILE:**

Three (3) years of permanent full-time equivalent paid experience in customer service, which must include, billing, collections, or payment processing.

**AND**

One (1) year of experience in a lead and/or supervisory capacity.

**Knowledge, Skills, and Abilities:**

- Ability to exercise tact, judgement, and patience in dealing with subordinates, client departments, and the public;
- Ability to utilize automated processing system;
- Ability to handle confidential information;
- Ability to interpret, apply and enforce applicable rules and regulations;
- Ability to use modern technology in the workplace, including computers and computer software applications, such as Microsoft Word and Excel.

Willingness to occasionally travel for training purposes.

Willingness to work an irregular schedule including overtime, nights, weekends, and holidays.

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A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.

Some positions may require a thorough background investigation conducted by the Long Beach Police Department.

**EXAMINATION WEIGHTS:**

|   |            |
|---|------------|
| Application and Supplemental Application.....                     | Qualifying |
| Appraisal Interview (may include a job simulation exercise) ..... | 100%       |

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

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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.

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|                   |  |
|-------------------|--|
| Job Title         | <b>GENERAL MAINTENANCE SUPERVISOR I-II</b> |
| Closing Date/Time | Friday, September 2, 2022, 4:30 pm         |
| Salary            | \$1,986.08–\$2,984.16 Bi-Weekly            |
| Job Type          | Classified - Full-Time, Permanent          |
| Location          | Long Beach, California                     |
| Department        | Multiple - (CL)                            |

**Applications are available online beginning Friday, August 19, through 4:30 pm, Friday, September 2, 2022.**

**The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department.**

#### **SALARY INFORMATION:**

Grade I - \$1,986.08 - \$2,697.04 bi-weekly  
 Grade II - \$2,195.52 - \$2,984.16 bi-weekly

**EXAMPLES OF DUTIES:** Under direction, plans and supervises the work of maintenance and custodial crews, including contracted crews, and performs general building, grounds and/or paved surface maintenance and repair; trains, directs, supervises and evaluates unskilled, semi-skilled, skilled and journey level workers performing general repair, cleaning and maintenance activities; determines the work to be performed from plans and specifications or on-site inspection; estimates material and labor costs and orders supplies and materials; develops and maintains safe work practices; establishes operating procedures and work standards; maintains records, prepares reports and may assist in the preparation of the budget; may design and supervise the construction and installation of marine floating structures; may manage the permit process for the City's dredging operations; may supervise a database work order system; may supervise maintenance and operations of public pools; and performs other related duties as required.

#### **REQUIREMENTS TO FILE:**

Three years of paid full-time equivalent, professional experience in general building, grounds and/or paved surface maintenance and repair (including a variety of carpentry, mechanical, painting, custodial, masonry, plumbing, electrical and related work), at least six months of which must have been in a supervisory or lead capacity.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of a variety of hand and power tools, equipment and materials commonly employed in construction maintenance and repair work;
- Knowledge of principles and practices of effective supervision;
- Knowledge of building codes;
- Ability to use a variety of hand and power tools, equipment and materials commonly employed in construction maintenance and repair work safely and efficiently;
- Ability to apply the principles and practices of effective supervision;
- Ability to communicate tactfully and effectively both orally and in writing;
- Ability to work from plans and specifications.

Willingness to work overtime, weekend and/or holiday hours.

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**EXAMINATION WEIGHTS:**

|   |            |
|---|------------|
| Application and Supplemental Application..... | Qualifying |
| Written Examination.....                      | 50%        |
| Appraisal Interview.....                      | 50%        |

A minimum rating of 70 in each part of the examination must be attained in order to be placed on the eligible list. Certification by score bands will be considered based on analysis of exam results. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

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|                   |                                    |
|-------------------|------------------------------------|
| Job Title         | <b>PERMIT TECHNICIAN I-II</b>      |
| Closing Date/Time | Friday, September 2, 2022, 4:30 PM |
| Salary            | \$1,784.24–\$2,755.76 Bi-Weekly    |
| Job Type          | Classified - Full-Time, Permanent  |
| Location          | Long Beach, California             |
| Department        | Multiple Departments - (CL)        |

**Applications are available online beginning Friday, August 19, 2022 through 4:30 pm, Friday, September 2, 2022.**

**SALARY INFORMATION:**

Grade I - \$1,784.24-\$2,434.88 biweekly  
 Grade II - \$2,033.84-\$2,755.76 biweekly

**Vacancy Information:** Current vacancies are with the Development Services Department. This classification is also utilized in the Public Works Department.

**The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department for the duration of the vaccine mandate.**

**EXAMPLES OF DUTIES:** Under general supervision, assist architects, engineers, contractors, business owners, and homeowners by providing routine and technical information related to the issuance of permits. Provides technical information regarding routine municipal code requirements and ordinances; assists the public in completing applications and other required forms. Issues permits as authorized; provides customer support and assistance at the public permit processing center and over the phone regarding relatively routine questions about ordinances and codes, permit application process and procedures; assists the public in completing applications and other necessary forms; receives and reviews permit documents and other pertinent information at the public permit processing center in order to verify accuracy and completeness of information; determines permit, plans, and processes requirements for prospective applicants; reviews plans and permit applications for compliance with established codes, ordinances, policies, and procedures; processes permit applications and plan intake; uses architectural and engineering scales to determine dimensions and calculate areas and percentages; calculates a variety of fees for plan check, permits, and other development impact fees and determines construction valuations based on established standards; and performs other related duties as assigned.

This is not an inclusive list. A complete list of examples of duties is detailed in the Civil Service Commission approved **PERMIT TECHNICIAN I-II** ([link to class spec](#)).

**REQUIREMENTS TO FILE (option A or B):**

- A) Two (2) years of paid, full-time equivalent experience involving extensive public contact working in a building, planning, and/or construction environment, with at least six (6) months of the required experience in computerized permit application processing;

**OR**

- B) Completion of nine (9) or more college semester units (**proof required**)\* or the equivalent in planning, building inspection technology, engineering, architecture, code enforcement, fire science technology, or a closely related field; **and** one (1) year of clerical and/or technical paid, full-time equivalent experience involving extensive public contact, in a building, planning, and/or construction environment with at least six (6) months of the required experience in computerized permit applications processing.

**\*Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristics on the form. Degrees must indicate the field of study and transcripts must indicate a field**

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**of study and degree conferred date. Candidates who possess degrees from colleges or universities outside the United States must attach proof of educational equivalence at the time of filing.**

**Knowledge, Skills, and Abilities:**

- Knowledge of principles and practices of permit application review;
- Knowledge of familiarity with plans, codes, ordinances, and related terminology, architectural drawing convention and what comprises a complete set of building plans;
- Knowledge of process and procedures associated with permits;
- Knowledge of records management practices;
- Knowledge of customer service methods and techniques;
- Ability to understand and follow oral and written instructions and procedures;
- Ability to learn quickly and apply departmental policies and procedures affecting the acceptance and review of permit applications and commonly used codes and ordinances;
- Ability to understand the relationship between City zoning ordinances and building code requirements;
- Ability to learn, retain, interpret and communicate technical and complex information, terminology, policies and procedures, including codes, ordinances, and regulations;
- Ability to analyze and review permit applications;
- Ability to perform basic math computations;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to type or enter data accurately and at a speed necessary for successful job performance;
- Ability to work effectively with a wide variety of people by consistently exercising tact, good judgment and a proactive, problem-solving focused communication style;
- Ability to maintain composure under stressful circumstances;
- Ability to operate office equipment including computers, printers, and copiers as well as the supporting word processing, spreadsheet, e-mail, and database applications;
- Ability to maintain accurate records and files;
- Ability to facilitate and problem-solve quickly and independently and/or as part of a team;
- Ability to provide support to City and department staff.

A Permit Technician certification from the International Code Council (ICC) must be obtained prior to passing probation.

**DESIRABLE QUALIFICATIONS:** Bilingual/biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

**EXAMINATION WEIGHTS:**

|   |            |
|---|------------|
| Application and Supplemental Application..... | Qualifying |
| Occupational Written Exam.....                | 100%       |

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on an analysis of exam results. This is a continuous eligible list, which means eligible lists may be established periodically and may expire six months from their effective date. Applicants may apply only once during a four-month period. **Applications received by Friday, September 2, 2022, will be invited to test on Test #01.** Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

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|                   |                                       |
|-------------------|---------------------------------------|
| Job Title         | <b>RECREATION ASSISTANT</b>           |
| Closing Date/Time | Friday, September 9, 2022, at 4:30 PM |
| Salary            | \$1,574.40–\$2,148.32 Bi-Weekly       |
| Job Type          | Classified - Full-Time, Permanent     |
| Location          | Long Beach, California                |
| Department        | Parks, Recreation and Marine          |

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**EXAMPLES OF DUTIES:** Under supervision, performs skilled recreation work requiring specialized recreational knowledge; assists in the development and implementation of recreational programs for youth, teens and/or seniors; assists in the coordination and implementation of service programs; implements and directs specialized recreational classes for the community; assists in the coordination of City funded and co-sponsored multi-service programs within an assigned geographic area; supervises part-time and seasonal staff; receives program funds, reconciles accounts, and makes deposits; prepares oral and written reports; works with community organizations; and performs other related duties as required.

**REQUIREMENTS TO FILE:**

Education equivalent to two years of college from an accredited college or university with major coursework in Recreation, Sociology/Social Work, Education, Gerontology, Physical Education, Kinesiology, or a closely related field (**proof required**)\*.

**AND**

One year of paid (full-time equivalent) work experience in a lead capacity in a recreation or related field.

Additional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.

**\*Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristics on the form. Degrees must indicate the field of study and transcripts must indicate a field of study and degree conferred date. Candidates who possess degrees from colleges or universities outside the United States must attach proof of educational equivalence at the time of filing.**

**Knowledge, Skills, and Abilities:**

Candidates must possess all of the following:

- Knowledge of recreational programs, services, facilities, and equipment;
- Ability to deal effectively with the public, follow directions and effectively communicate both orally and in writing.

Willingness to work an irregular schedule including nights, holidays and weekends as needed.

A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required.

**DESIRABLE QUALIFICATIONS:** Bilingual/Biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

**EXAMINATION WEIGHTS:**

|   |            |
|---|------------|
| Application and Supplemental Application..... | Qualifying |
| Appraisal Interview.....                      | 100%       |

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process.

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