

Job Title	CAPITAL PROJECTS COORDINATOR
Closing Date/Time	Fri. 03/29/19 4:30 PM Pacific Time
Salary	\$2,731.84 - \$4,927.68 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments- (CL)

Current vacancies are in the Water, Public Works, and Harbor Departments. The Airport Department also uses this classification.

Please [CLICK HERE](#) for more information on Harbor's vacancies.

Please [CLICK HERE](#) for more information on Water's vacancies.

Pre-post bulletin beginning March 8, 2019 through March 14, 2019. Accepting online applications, 24 hours a day, beginning March 15, 2019 through 4:30 p.m. March 29, 2019.

EXAMPLES OF DUTIES: Under direction, plans and coordinates one or more capital improvement projects or programs in the Public Works, Harbor, or Water Department; plans and coordinates all aspects of one or more capital improvement projects; including definition, design and implementation; prepares project budgets and schedules; monitors multiple-project program schedules and budget compliance of assigned projects and recommends corrective action as needed; develops, administers, and maintains project/construction management software for administration of capital improvement projects; represents the City in meetings regarding assigned projects and serves as the liaison; facilitates project risk assessments; monitors project risks, changes and trends; prepares grant and permit applications, requests for proposals, consultant agreements, public notices and other project documents; assures that projects conform to Citywide policies, goals and objectives; leads or participates in consultant selection procedures; administers consultant contracts, grant agreements and approved permits; assists in bidding and administration of construction contracts; makes presentations to governmental bodies and citizen groups; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet option A, B, or C.

A. Bachelor's degree from an accredited four-year college or university in Engineering, Architecture, Construction Management, Public or Business Administration or a closely-related field (**proof required**)* **AND** three years of paid, professional-level full-time equivalent experience relating to the administration of capital improvement projects, project controls, or management, supervision, or inspection of construction projects as described. This includes experience interpreting plans, writing specifications, and preparing plan documents; working effectively with clients and consultants to determine project requirements, including selection and administration of contracts; and working with development and administration of contract or project management software in complex capital improvement programs.

OR

B. Seven years of paid, professional-level full-time equivalent experience relating to the administration of capital improvement projects, project controls, or management, supervision, or inspection of construction projects as described. This includes experience interpreting plans, writing specifications, and preparing plan documents; working effectively with clients and consultants to determine project requirements, including selection and administration of contracts; and working with development and administration of contract or project management software in complex capital improvement programs.

OR

C. Any combination of education with major coursework in Engineering, Architecture, Construction Management, Public or Business Administration or a closely-related field (**proof required**)* and experience identified in Option A or Option B totaling seven years.

Additional Requirements to File

Ability to:

- Operate a personal computer, including a working knowledge of spreadsheet, database, and project management applications;
- Communicate effectively, both orally and in writing.

May be required to work evenings, weekends, and overtime.

A valid driver's license and current DMV driving record must be submitted to the hiring department at the time of selection.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. 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: Related municipal work experience. Professional certifications in project, construction management, project systems, LEED Certification, or Water Distribution and Water Treatment Operator certifications from the State Water Resources Control board. Experience with Microsoft Access, Microsoft Projects, Primavera P6, Oracle Unifier, and/or cash flow for large capital improvement programs and construction estimating.

EXAMINATION WEIGHTS:

Application Packet..... Qualifying

This is a continuous eligible list, which means all applicants meeting the minimum requirements to file will be placed on the 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 continuous eligible list will expire in six months.

If you have not received notification by within three weeks, 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.



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

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For hearing impaired, call (562) 570-6638.

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FINAL

Job Title	PARK MAINTENANCE SUPERVISOR
Closing Date/Time	03/22/19 04:30 PM
Salary	\$2058.40 - \$2798.88 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments

Accepting online applications only. Apply online 24 hours a day, beginning March 8, 2019 through 4:30 p.m. Friday March 22, 2019.

Current vacancies are in the following department: Water. Other departments that use this classification: Harbor and Parks, Recreation & Marine.

This classification is utilized in multiple departments and vacancies may occur in the future.

EXAMPLES OF DUTIES:

Under general supervision, participates in and supervises the work of a maintenance crew; monitors the daily functions performed through contracted maintenance services; directs, supervises, trains and evaluates the work of maintenance crew personnel; monitors and oversees contracted maintenance services including daily inspections of areas, completion of inspection forms and preparation of adjustment forms; serves as a liaison between contractors and department management; plans, organizes and implements annual, monthly, and weekly maintenance schedules; manages all hardscape and landscaping within assigned area, including, but not limited to, diagnosing and directing pesticide application, diagnosing and directing repair of irrigation systems including electric time clocks, solar time clocks, replacement of main water supply valves; diagnoses and makes recommendations for tree maintenance trimming and directs the operations of a tree trimming contractor, and handling special landscape projects; enforces safety regulations and facilitates safety tailgate meetings; responds to customer inquiries and complaints; tracks performance of employees and/or contractors; reads and interprets landscape plans and blueprints; requests analysis and makes recommendations on costs and specifications for work requested from private contracts; understands and interprets detailed maintenance specifications to assure adequate contract compliance; maintains records and prepares reports; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet the following requirement listed below in order to qualify:

- Three years of full-time equivalent paid professional experience in grounds maintenance, with one year of supervisory/lead experience.

Additional Requirements to File:

Knowledge of:

- All phases of grounds maintenance.
- Landscape equipment operation.
- Irrigation repair/programming and pesticides application.

FINAL

- Overseeing contract maintenance services including understanding of horticultural (operational) needs of turf, shrubs, and tree maintenance.
- Ensuring contract compliance including monitoring of contract specifications and mandated performance criteria.

Ability to:

- Use a computer and tablet.
- Use Microsoft software applications, including Microsoft Outlook 365.
- Effectively communicate both orally and in writing.
- Supervise a work crew.
- Read and interpret plans and blueprints.

Willingness to work irregular hours, overtime, weekends, evenings, and holidays to respond to emergency call backs when necessary.

Positions in the Parks, Recreation and Marine Department Beach Maintenance Division require a Class A driver license.

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

***Required documents, such as transcripts, certification, or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree or transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing; for more information click [HERE](#).**

DESIRABLE QUALIFICATIONS:

Recent education in park administration, horticulture, landscape contracting, and irrigation. Experience with drought tolerant, native or adaptive plants. Knowledge of high efficiency irrigation systems (such as dripline) and centrally controlled irrigation systems. A pesticide Applicator's License (QAL or QAC, category B, C, or Q), Arborist, or Irrigation Association Certification (CIT). Beach landscape maintenance with heavy equipment experience is highly desirable.

SELECTION PROCEDURE:

EXAMINATION WEIGHTS:

Application Packet..... Qualifying

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

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Job Title	SENIOR PROGRAM MANAGER - WATER
Closing Date/Time	Continuous
Salary	\$4,181.36- \$5,693.68 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Water Department

Accepting online applications only. Apply online 24 hours a day, beginning March 1, 2019. Filing will remain open until vacancies are filled. Filing may close without further notice.

DESCRIPTION:

The Long Beach Water Department has an immediate opening for a full-time permanent Senior Program Manager. The selected candidate will work under the direction of the Manager of Engineering. The Senior Program Manager provides guidance and direction to the technical and administrative staff responsible for the Long Beach Water Department's Capital Improvement Program. This position is responsible for establishing and continuously improving our project delivery processes, including project management and quality management systems.

EXAMPLES OF DUTIES:

Under general supervision, develops implementation strategies for projects involving a high degree of technical, functional, and organizational complexity; supervises the administration, planning, design, review, quality assurance/control, and construction activities for Water Department capital improvement projects; prepares Requests For Proposal for hiring outside consultants and administers and participates in the consultant selection process; supervises preparation of project scopes, budgets, schedules, preliminary study development, cost estimates, and contract documents; administers consultant contracts; provides input for corrective measures for projects; coordinates and supervises in-house and consultant design work; monitors the progress of projects for schedule/budget; reviews contract drawings for quality and economic soundness; reviews, validates, and recommends corrective measures for consultant invoices, contractor payments, contract amendments and change orders; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet the following requirements listed below in order to qualify:

- A Bachelor's Degree from an accredited college or university in civil engineering or closely related engineering field (proof indicating date of graduation required)* or after passing the E.I.T. examination in the field of civil engineering (proof showing date awarded required)*.

AND

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

AND

Ten or more years (full-time equivalent) of increasingly responsible experience in project engineering, including two years of supervisory experience handling multiple team projects.

Additional Requirements to File:

- Proficiency with personal computers including word processing, spreadsheet applications, computer-aided drafting, hydraulic modeling, and scheduling programs.
- Willingness to work overtime, occasional night meetings and fieldwork may be required.

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

***Proof of required documents, such as degree, certification, 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 characteristic on the form. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing; for more information click [HERE](#).**

SELECTION PROCEDURE:

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

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FINAL DRAFT

Job Title	SENIOR TRAFFIC ENGINEER
Closing Date/Time	CONTINUOUS
Salary	\$3,775.84 - \$5,143.28 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning March 8, 2019. Filing will remain open until vacancies are filled. Filing may close without further notice.

VACANCY INFORMATION:

The Department of Public Works has a current vacancy. The Harbor Department also uses this classification.

EXAMPLES OF DUTIES:

Under direction, supervises the activities of assigned engineering and administrative staff in the Transportation Engineering Division of the Public Works Department and Engineering Design Division of the Harbor Department; oversees the design of signing and striping, traffic control, traffic signal timing, traffic signal and intelligent transportation systems (ITS); performs traffic and transportation research, analysis, planning, and design; oversees preparation and/or prepares project reports, plans, specifications, estimates, grant applications, progress reports, and other technical documents; supervises, trains, and evaluates assigned staff; monitors the work of consultants/contractors performing traffic/transportation engineering for the City; prepares or assists in preparation of division budget; makes presentations to the City Council, City management, commissions, and community groups; responds to inquiries and work requests by the public, council offices, and/or City Departments; may act as the City Traffic Engineer in his/her absence while working in the Public Works Department; and performs other related duties as required.

REQUIREMENTS TO FILE:

- Current registration as a Civil Engineer or Traffic Engineer in the State of California (**proof required**)*

AND

- Five or more years of professional traffic/transportation engineering experience gained after graduation from an accredited four-year college or university with an engineering degree or after passing the Engineering in Training (E.I.T.) examination (**proof required**)*. One of the five years of the required experience must have been gained in a position at the level of Traffic/Transportation Engineer or in a comparable class requiring a professional engineering license.

FINAL DRAFT

Additional Requirements to File:

- Ability to communicate effectively, both verbally and in writing
- Willingness to work an irregular schedule including nights, weekends, overtime, and fieldwork may be required.

A valid driver's license will be required.

***Required documents, such as transcripts, certificates and/or license, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. 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: Current registration as a Civil Engineer in the State of California and possession of Professional Traffic Operations Engineer (PTOE) certification from Transportation Professional Certification Board, Inc. Supervisory experience.

SELECTION PROCEDURE:

Application Packet.....Qualifying

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Job Title	SYSTEMS TECHNICIAN
Closing Date/Time	CONTINUOUS
Salary	\$1,689.28 - \$ 3,173.84 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Technology and Innovation - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning March 8, 2019. Filing will remain open until vacancies are filed. Filing may close without further notice.

For more information on the current vacancies with the Technology and Innovation Department, click [HERE](#).

EXAMPLES OF DUTIES: Under general supervision, operates, installs, maintains, supports, and monitors computer and/or communications hardware and software or other electronic equipment; supports business information systems ; installs, assembles, upgrades, configures and tests computer hardware, software, peripheral equipment, two-way radio and mobile data terminals, and audiovisual equipment, access control and paging systems; monitors computer systems and detects, documents and corrects errors and equipment failures; diagnoses basic computer, network or electronic equipment problems and makes repairs or reports information according to procedures; may repair or replace defective parts and/or contact vendors to arrange for repairs; may provide technical support for customers regarding hardware, software, network and telecommunication problems; install and maintain video surveillance equipment; may serve in a lead or supervisory capacity; and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet either Option A, B, **OR** C.

A. Four-year degree from an accredited college or university with major coursework in computer science, engineering, a technological field, or related subject **(proof required)***

OR

B. Two-year degree from an accredited college or university with major coursework in computer science, engineering, a technological field, or related subjects and one year of experience in a technology related field such as video communications, wireless, two-way radio, telecommunication, network, fiber, etc. **(proof required)***.

OR

C. Completion of a certificate program or technical school in computer science or related field and one year of experience in a technology related field such as video communications, wireless, two-way radio, telecommunication, network, fiber, etc. **(proof required)***.

Additional related full time equivalent paid experience may be substituted for education on a year-for-year basis.

***Required documents, such as transcripts or certificates, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

Additional Requirements to File:

- Willingness to work occasional nights, rotating shifts, weekends, holidays, and overtime as required.
- Successful candidates will be required to pass a thorough background investigation.
- Some positions may require the ability to lift up to 50 pounds and to work at heights of up to 165 feet.

A valid motor vehicle license may be required at the time of appointment.

DESIRABLE QUALIFICATIONS:

Knowledge and/or experience in the use of aerial trucks for the Wireless Division; Excellent communication and customer service skills with all end users and other members of the Department. See attached flyers.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

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