

FINAL DRAFT

Job Title	TERMINAL SERVICES REPRESENTATIVE
Closing Date/Time	April 13, 2020, 4:30 pm
Salary	\$1,689.28 - \$2,730.64 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor – (CL)

Accepting online applications only. Apply online 24 hours a day beginning on Friday, April 3, 2020 through 4:30 p.m., Monday, April 13, 2020.

EXAMPLES OF DUTIES: Under supervision of the Terminal Services Manager, provides daily operational support and coordinates the use of Port properties and facilities with tenants, terminal operators, steamship agents, and stevedoring representatives and ensures quality customer service and compliance with Port tariff rules and regulations, lease agreements, and permits; prepares a daily (24-hour) ship movement schedule which includes the vessel name, estimated arrival and departure times, and assigned berth; monitors compliance with Port tariff by collecting and preparing all supporting documentation of vessel operations including dockage, wharfage, storage, and demurrage; calculates charges for Port tariff and other charges for use of Port properties and facilities; inspects Port properties and facilities, on foot or by vehicle, for damage and to ensure properties are properly maintained; prepares damage reports, and coordinates repairs; schedules, coordinates and participates in annual fire and safety inspections; processes and monitors compliance of various permits for hot-work, special events, filming, heavy lift operations, lightering operations, and hazardous materials/cargoes that includes obtaining tenant authorizations; participates in annual facility and storm water inspections; prepares various reports and correspondence; performs other related duties as required.

REQUIREMENTS TO FILE:

- Two years of paid, full-time equivalent professional experience in port logistics or property management that included enforcement of rental/lease agreements and inspections of property or experience in a closely related field.

Additional Requirements to File:

- Ability to:
 - Analyze data from a variety of sources and make recommendations;
 - Plan and organize work and keep accurate records;
 - Handle multiple tasks in a fast-paced environment;
 - Operate Microsoft Office (Word, Excel, Access, PowerPoint, Outlook);
 - Comprehend and interpret controlling documents;
 - Interact professionally, tactfully, and courteously with others;
 - Communicate effectively both orally and in writing;
 - Independently able to resolve conflicts or complaints from internal and external customers;
 - Sit, stand, or walk for extended periods of time while performing inspections on foot or from a vehicle.

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- Willingness to:
 - Work overtime and on call to respond to emergencies after hours and on weekends.

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

DESIRABLE QUALIFICATIONS:

Experience in marine terminal operations; Global Logistics Specialist certification; or Marine Terminal Operations Professional certification.

EXAMINATION WEIGHTS:

Application Packet.....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 April 24, 2020, 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. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.
An Equal Opportunity Employer.

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Job Title	WATER UTILITY MECHANIC
Closing Date/Time	April 13, 2020, 4:30 pm
Salary	\$1,554.48 -\$ 2,680.88 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Water - (CL)

Accepting online applications only. Apply online 24 hours a day beginning on Friday, April 3, 2020 through 4:30 p.m., Monday, April 13, 2020.

EXAMPLES OF DUTIES: Under general supervision, performs a variety of heavy manual, semi-skilled and skilled work in the installation, maintenance, operation, repair and testing of water distribution and wastewater collection system, equipment and components; locates and repairs water pipeline defects; cuts, threads, fits and joins pipes and tubing; excavates, shores, backfills and compacts trenches; operates City vehicles, pneumatic and hydraulic tools and related water and/or sewer construction equipment; inspects private or public premises for water leaks and sewage overflows; installs, maintains, repairs, and replaces water mains, water services, control valves, meters, fire hydrants, and other water distribution system components; makes taps on water mains; notifies customers of the effects of water distribution shutdowns; collects water samples for subsequent analysis; reads, exchanges, repairs and tests water meters; responds to customer calls for main breaks, fire hydrant breaks, service breaks, meter turn-offs and turn-ons, no water and low pressure reports, meter leaks, dirty water and noise in water lines reports; conducts fire hydrant flushing operations; investigates improper or unusual conditions of water utilization; conducts pressure and fire hydrant flow tests; repairs, exchanges and otherwise maintains fire hydrants; tests, repairs or replaces backflow assemblies; performs spot repairs on sewer mains and laterals; responds to customer service issues and sewer system overflows; locates and clears sewer pipeline blockages; inspects sewer collection system via closed-circuit television equipment and cleans sanitary sewer lines using hydro-jetter; inspects sewer manholes; maintains proper flow of gravity in sewer lines through chemical, mechanical, and/or hydraulic means and performs other related duties as required.

REQUIREMENTS TO FILE:

A minimum of six months of paid, full-time equivalent experience in one or more of the following areas: pipeline construction; installation, maintenance, and repair of water meters, backflow units, services, mains, valves, production and/or distribution systems; cleaning sewer collection system via hydrojet or jetter/vactor; inspecting sewer collection system via closed-circuit television; or closely related work at a water treatment, water distribution, wastewater collection, or wastewater treatment facility.

Additional Requirement to File:

- Willingness and ability to respond to emergency call-outs on a 24-hour basis and to report to the Operations Service Center for emergency calls within a 30-minute timeframe
- A valid driver's license and current DMV driving record must be submitted to the hiring department at the time of selection.
- A Class B Commercial driver's license with tanker endorsement will be required before the completion of probation.

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***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.**

DESIRABLE QUALIFICATIONS: Current Collection Systems Maintenance certification issued by the California Water Environment Association; current Water Distribution Operator and/or Water Treatment Operator Certification issued by the State of California **(proof required*)**.

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Written Occupational Examination.....	Qualifying

A minimum rating of 70 must be attained in order to pass the examination.

The occupational exam will be scheduled shortly after the closing of filing period. If you have not received notification by April 24, 2020, contact the Civil Service Department at (562) 570-6202.

Based on the number of applicants accepted, the selection procedure may be changed. In the event of the need to revise the selection procedure, those affected will be notified of the details at a later date.

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.

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



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