

FINAL DRAFT 11.9.2021

Job Title	<b>MAINTENANCE ASSISTANT I-III</b>
Closing Date/Time	Friday, December 3, 2021, 4:30 PM Pacific Time
Salary	\$1,249.04 – \$2,020.64 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple (CL)

**Applications are available online beginning Friday, November 19, 2021 through 4:30 pm, Friday, December 3, 2021.**

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	-	\$1,249.04-\$1,686.64 biweekly
Grade II	-	\$1,374.80-\$1,859.84 biweekly
Grade III	-	\$1,480.56-\$2,020.64 biweekly

## **VACANCY INFORMATION:**

The classification is used in the following departments: Airport, Energy Resources, Financial Management, Harbor, Health and Human Services, Parks, Recreation and Marine, Police, Public Works, and Water.

## **EXAMPLES OF DUTIES/DISTINGUISHING CHARACTERISTICS:**

Under general supervision, performs a variety of routine maintenance, semi-skilled maintenance, and/or custodial duties. The duties may include, but are not limited to, the duties listed:

**Maintenance Assistant I** - Performs a variety of custodial duties, routine maintenance and minor landscaping duties, reports hazardous conditions and needed repairs, and/or receives training for semi-skilled maintenance duties; and performs other related duties as required.

**Maintenance Assistant II** - Performs routine semi-skilled maintenance duties, operates various light to medium vehicles and equipment, and may perform in a lead capacity over a crew performing custodial duties and/or routine maintenance duties.

**Maintenance Assistant III** - Performs more complex semi-skilled maintenance duties, operates various medium to heavy vehicles and equipment, and may perform in a lead capacity over a crew performing semi-skilled maintenance duties.

## **REQUIREMENTS TO FILE:**

Ability to:

- Understand and follow oral and written directions;
- Lift and move medium to heavy objects;
- Use common hand and power tools such as those used in trades, maintenance or custodial work;
- Deal courteously with the public and co-workers;
- Use simple arithmetic; and
- Endure long periods of physical labor.

Willingness to:

- Work an irregular schedule, including various hours, shifts, weekends, and holidays;
- Work where there are many rules and regulations which are strictly enforced; and
- Keep their work area neat, clean, and orderly.

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Class C motor vehicle operator's license is desirable and is required for most positions. Some positions require a valid Class A or B motor vehicle operator's driver license and are subject to Department of Transportation drug and alcohol testing requirements. If required, candidates must submit a current DMV driving record to the hiring department at the time of selection.

### POSITION SPECIFIC REQUIREMENTS:

Positions in the Long Beach Airport require candidates to pass a Transportation Security Administration background investigation and some positions may require candidates to pass a test for an Airfield Drivers Permit.

Some positions in the Water Department and Public Works Department require the willingness and ability to respond to emergency calls within a 30-minute timeframe.

Positions in the Police Department require candidates to pass a thorough background investigation prior to appointment.

Positions at the Public Works Department may require the willingness to work in all types of weather and outdoor conditions.

### SELECTION PROCEDURE:

Application and Supplemental Application.....Qualifying

Screening of applicants will be conducted based on application and required supplemental application submitted. This selection procedure will be conducted using a continuous, non-competitive process which means applications are evaluated solely on training, experience, education, or certification. All applicants meeting the minimum qualifications will be placed on the eligible list. Applicants receiving Veteran's Credit will be placed on the eligible list first followed by the order in which applications were filed. 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 **November 30, 2021** will be placed on **Test #01** established eligible list for this recruitment. 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 the filing period, 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.



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.