

Job Title	<b>HARBOR MAINTENANCE SUPERVISOR</b>
Closing Date/Time	10/27/23 4:30 PM Pacific Time
Salary	\$2,227.20 –\$3,028.40 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor - (CL)

**Applications are available online beginning Friday, October 13, 2023, through 4:30 p.m., Friday, October 27, 2023.**

**PROMOTIONAL OPPORTUNITY:**

This is a promotional job opportunity as defined in the Civil Service Rules and Regulations Article I, Section 4(19)(b) and Article II, Section 7. This job opportunity is limited to current, permanent, City of Long Beach employees. Non-career employees are not eligible for this job opportunity. Seniority Credit, in accordance with Article III, Section 14 of the Civil Service Rules and Regulations, will be added to the final total scores of those who successfully qualify in all phases of the examination. For examination purposes, seniority credit will be based upon whole months of classified service completed as of the last day of filing.

**EXAMPLES OF DUTIES:**

Under general supervision, lays out, assigns, supervises, inspects and participates in the work of crews engaged in: removal of debris, trash, weeds and “salvageable” materials; cleaning, maintenance and repair of Harbor facilities, rights-of-way in roads, paved areas and flood control; evacuation of debris utilizing compressed air or hydraulic tools and equipment; construction of various work projects which involve digging, shoring, back filling, etc.; traffic control; erection of cribbing; patch and repair of parking lots and similar areas with bituminous and asphaltic concrete; control of water flow and spreading of surplus water; installation and repair of chain link fencing, traffic guard rails, and barricades; and operation of heavy equipment; reads basic plans and specifications and applies them to work situations; establishes material and labor needs; estimates material and labor costs; ensures that employees are properly supplied with materials, tools and equipment; prepares and submits bids/estimates of work; develops and maintains safe working practices and enforces safety regulations; keeps time and work records and prepares routine reports; evaluates personnel; and performs other related duties as required.

**REQUIREMENTS TO FILE:**

A minimum of three (3) years of classified service paid, full-time equivalent in any one of, or a combination of, the following classification(s): Equipment Operator, Harbor Maintenance Mechanic, General Maintenance Assistant, Motor Sweeper Operator, Senior Equipment Operator, Gas Construction Worker, Electrician, Plumber, Traffic Painter, Park Maintenance Supervisor, Street Maintenance Supervisor or any combination of these classifications.

**Knowledge, Skills, and Abilities**

- Knowledge of the principles, practices, and techniques involved in the maintenance, inspection, operation of marine structures, street maintenance, and/or landscaping;
- Knowledge of digging, shoring, and backfilling;
- Knowledge of principles and practices of employee supervision including selection, training, performance evaluation, discipline, and labor laws;
- Ability to work independently without extensive direction or oversight;

- Ability to prepare clear, accurate, and concise records and reports.

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

If appointed, candidates will be required to obtain a Class A driver's license prior to completion of probation.

A valid National Commission for the Certification of Crane Operators (NCCCO) certification for small telescopic boom crane, fixed cab (TSS) must be obtained prior to completion of probation.

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

**\*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 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.**

#### **EXAMINATION WEIGHTS:**

Application Packet.....	Qualifying
Appraisal Interview (May include a writing 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.

**If you have not received notification of the status of your application within two weeks of close of filing, 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.



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.

J.O.B. N25NN-22    HMS:SB    10/11/2023

**APPROVED C. MCDONALD 9/7/2023 v3 9/14/2023**