



1 **DATE:** December 3, 2014  
2 **TO:** Civil Service Commission  
3 **FROM:** Kandice Taylor-Sherwood, Executive Director  
4 **SUBJECT: APPROVAL OF JOB BULLETINS AND CERTIFICATION OF ELIGIBLE**  
5 **LISTS**

6 Staff recommends the Commission approve the proposed job opportunity bulletins:

- 7 • Commercial Diver
- 8 • Maintenance Planner
- 9 • Port Planner
- 10 • Supervisor, Commercial Diving

11 Should the Commission approve the job opportunity bulletins; the Commission will also  
12 be approving the certification of eligible names of candidates, by the Executive  
13 Director, to the user departments. Civil Service Department staff will establish an  
14 eligible list shortly after the protest period is completed for the examination in the  
15 selection process. The examination results will be placed on the Commission's  
16 subsequent agenda under the consent calendar.

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## **COMMERCIAL DIVER**

**SALARY RANGE:**

\$2,432.80 to \$3,573.44 Biweekly

\$5,709.00 to \$7,197.00 Monthly

**Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., December 5, 2014 through 4:30 p.m., January 2, 2015.**

**REQUIREMENTS TO FILE:** Candidates must meet all of the following:

- Three years of experience as a dive tender or underwater construction worker.
- Current Master Diver Certification.
- Current industrial deep sea diving course certificate from an accredited Association of Commercial Diving Educators (ACDE) school, military diving school or equivalent.
- Current Association of Diving Contractors International (ADCI) certificate.
- Current First Aid/ CPR certificate.
- Current 8 Hour Hazardous Waste Operations (HAZWOPER) certificate.
- Current Non Destructive Test Certificate.
- Current Underwater Welding Certificate.
- Ability to pass a thorough background security investigation as required by the Port of Long Beach.
- Willingness to subject to U.S. Coast Guard random drug and alcohol testing regulations.
- Skills in basic motor boat operations.

A valid driver's license will be required at time of appointment.

**DESIRABLE QUALIFICATIONS:** Oxygen Provider/ DAN02 Card; Hot Tap Installation Certificate; 10 Hour Cal/OSHA Construction Course Certificate.

**EXAMPLES OF DUTIES:** Under general supervision, performs underwater and topside inspections on a variety of structures and vessels within the Port including vessels, etc. utilizing various non-destructive testing methods including ultrasonic, visual testing, liquid dye penetrant, and magnetic particle; performs underwater topside

welding/burning on a variety of structures and vessels within the Port including vessels etc., utilizing various positions, techniques and materials; performs underwater inspections of timber fender and bearing piles, examining their condition; reports damaged, partially missing, or missing piles; performs visual inspections of concrete piles to note cracks, spalling, rust spots, deterioration of the circumference, and exposed steel of reinforcement of piles; scrapes and cleans concrete piles to remove marine growth in order to determine extent of damage to the underlying concrete; maintains continuous communications with workers on the surface and/or while under water; takes appropriate safety precautions, such as monitoring dive lengths, depths, air supply and breathing rate; repairs vessels, bridge foundations, or other structures below the water line using caulk, bolts and hand tools; cuts and welds/burns steel, using underwater welding/burning equipment, jigs and supports; recovers objects using approved underwater salvage techniques and equipment; uses and maintains diving gear in optimal condition; drives trucks to transport personnel and equipment to job sites; operates boom trucks and small outboard motor driven boats and punts and floats; operates hand tools such as chain saws, compressors, and carpentry tools; and performs other related duties as required.

**EXAMINATION WEIGHTS:**

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

A minimum rating of 70 must be attained in each part of the examination in order to pass. Applicants may take this examination only once during a four-month period.

**If you do not receive notification by January 14, 2015 please contact the Civil Service Department at (562) 570-6202.**

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

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# MAINTENANCE PLANNER

**SALARY RANGE:**

Grades I-II      \$2,041.36 to \$3,066.48 Biweekly  
                         \$4,438.00 to \$6,667.00 Monthly

**Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m. December 5, 2014 through 4:30 p.m. December 19, 2015**

**PROMOTIONAL OPPORTUNITY**

This is a promotional job opportunity as defined in the Civil Service Rules and Regulations (Sections 4(19)(b) and 7). This job opportunity is limited to current, permanent, classified City of Long Beach employees. Qualifying time, as noted in the requirements to file, must be obtained in the classified service with the City of Long Beach. Unclassified employees, including 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.

**REQUIREMENTS TO FILE**

A minimum of one year classified service in the Harbor Department performing the planning, coordinating and scheduling of the maintenance and repair of Harbor facilities and equipment.

Ability to: plan, schedule and evaluate completion of work orders to accomplish work group goals; determine staffing, equipment and materials required to complete work orders; operate computers and work order management systems; communicate effectively, both orally and in writing; read and understand drawings, specifications and sketches.

Knowledge of: practices, methods and equipment used in installation, maintenance and repair of systems, and facilities and equipment; maintenance work order management and other work-related applications; methods, practices and techniques of work order estimating and scheduling, with emphasis on computerized scheduling and tracking systems; City of Long Beach and/or Port of Long Beach ordinances, codes, procedures and practices applicable to assigned work responsibilities; City of Long Beach and/or Port of Long Beach purchasing and contracting policies, procedures and legal requirements; applicable safety policies and safe work

practices; knowledge of state and federal OSHA requirements and regulations applicable to work equipment used.

Willingness to work overtime, weekends and holidays as required.

A valid driver's license will be required at the time of appointment.

**DESIRABLE QUALIFICATIONS:** Knowledge of computer applications related to the Port of Long Beach maintenance work order management system.

**EXAMPLES OF DUTIES:** Under general supervision, writes, plans and schedules regular, preventative maintenance and emergency work orders on a daily, weekly, or long-term basis; assigns or assists in the assigning of work orders to crews on the basis of work to be performed; plans maintenance and repair projects; estimates material, equipment and labor requirements and plans for safety requirements; distributes estimates for reimbursable work orders to responsible parties for information; identifies work to be performed by outside vendors; performs purchasing activities to acquire parts and equipment needed for work orders; shops availability of parts and materials; enters and maintains data in the maintenance management system; sets up tasks and activities, including preventative maintenance, scheduled and unscheduled work orders; enters data to update information in the preventative maintenance database; participates in the work of section crews as necessary on a backup or emergency basis; coordinates the auction of surplus equipment and vehicles; performs other related duties as required.

**EXAMINATION WEIGHTS**

Application Packet..... Qualifying  
Appraisal Interview..... 100%  
A minimum rating of 70 must be attained in the examination in order to be placed on the promotional eligible list.

The examination will be tentatively the week of January 12, 2015. If you have not received notification by January 5, 2015, contact the Civil Service Department at (562) 570-6202.

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

# PORT PLANNER

**SALARY RANGE: I-V**

\$2,494.72 to \$4,736.32 Biweekly

\$5,424.00 to \$10,297.00 Monthly

**Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., December 5, 2014 through 4:30 p.m., December 19, 2014.**

**REQUIREMENTS TO FILE:** Candidates must meet one of the following options:

- A. A Bachelor's Degree in Urban Planning, Regional Planning, Regional Science, Economics, Business, Geography, or closely related field (proof required)\* **AND** two years (full-time equivalent) of entry level work experience or paid internship in land use, regional, coastal, transportation planning, economics, business analysis, technical forecasting or logistics;
- B. A Master's Degree or Doctorate's Degree in a closely related field (proof required)\* and one year (full-time equivalent) of entry level work experience or paid internship in land use, regional, coastal, transportation planning, economics, business analysis, technical forecasting or logistics;

Willingness to work occasional evenings or weekends; a valid California Driver's License will be required at time of appointment.

**\*Required documents must be uploaded to the online application at time of filing.**

**EXAMPLES OF DUTIES:** Collects and analyzes land use and economic data for forecasting cargo flows and projecting Port land and facility requirements; monitors trends in international trade patterns, trade services, maritime technology, Port development, inland transportation and shipper logistics; works with and manages consultants and assists in primary and secondary data collection for the preparation of market studies, economic impact analyses of Port and oil facilities, land use plans, and facility and mater plans; collects information on terminal throughput, and maintains graphic and mapped material to facilitate the preparation of descriptive and analytical studies; coordinates with

other Port, City, and agency staff in the collection and maintenance of economic, oil field, and land use information; assists in the preparation and presentation of forecasts, study findings and plan recommendations; conducts or reviews traffic analysis prepared by consultants for Port facilities, rail, highway, and other transportation related projects; assists with the planning of roadway and rail facilities within the Port; collects and develops various types of data for use in Port transportation studies and annual Port Emissions Inventories; monitors budgets for the on-call transportation services contracts; evaluates and develops strategies on funding issues including the identification of organizational partners and collaborators; represents the Port at outside agency meetings and coordinates with these agencies on behalf of Port interests while also balancing regional needs; prepares and maintains progress reports and financial plans for major capital grant-funded transportation projects in the Port; may collect and analyze economic data related to Harbor District oil operations and facility requirements; may provide training and supervision to lower level staff, and performs other duties as required.

**EXAMINATION WEIGHTS:**

Application Packet.....Qualifying  
This examination will be conducted using the continuous, non-competitive procedure. Applicants may take the examination only once during a four month period. The eligible list will remain in effect for at least 6 months. All applicants meeting the minimum 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. Screening of candidates will be conducted on the basis of application packets submitted. Eligible lists may be established periodically.

**If you have not received notification shortly after filing period deadline, contact the Civil Service Department at (562) 570-6202.**

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

# SUPERVISOR, COMMERCIAL DIVING

**SALARY RANGE:**

\$3,188.48 – \$4,272.96 Biweekly  
\$6,932.00 – \$9,290.00 Monthly

**Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., December 5, 2014 through 4:30 p.m., January 2, 2015.**

**REQUIREMENTS TO FILE:** Candidates must meet all of the following requirements:

- A minimum of five years of experience as an underwater construction worker and a minimum of two years of supervisory experience, or lead experience, providing direction and guidance to other divers;
- Current Master Diver Certification, ensuring that a minimum of 50 dives has been logged (proof required);
- Current industrial deep sea diving course certification from an accredited Association of Commercial diving Educators (ACDE) school, military diving school or equivalent (proof required);
- Current Association of Diving Contractors International (ADC) certificate (proof required);
- Current First Aid/CPR certificate (proof required);
- Current Hazardous Waste Operations (HAZWOPER) certificate (minimum 40 hours) (proof required);
- Current Non-Destructive Test Inspection Certificate (proof required);
- Current Underwater Welding Certificate (proof required);

Ability to pass a thorough background security investigation as required by the Port of Long Beach; willingness to comply with the U.S. Coast Guard random drug and alcohol testing regulation; skills in basic motorboat operations; ability to effectively communicate both orally and in writing; ability to operate a personal computer; a valid driver's license will be required at time of appointment.

**\*Required documents must be uploaded to the online application at time of filing.**

**DESIRABLE QUALIFICATIONS:** Oxygen Provide/DAN02 Card; Hot tap Installation Certificate; 30 Hour Cal/OSHA Construction Course Certificate.

**EXAMPLES OF DUTIES:** Under general direction, plans, organizes, assigns, directs; controls and participates in the work of the Harbor Department Dive Team engaged in

inspecting, maintaining and repairing Harbor waterfront structures; including piles, wharves, piers, bulkheads, drains and open channels; initiates and carries out the development of preventative maintenance programs and activities in coordination with Maintenance and other Harbor staff to ensure routine inspection and maintenance of waterfront facilities; establishes performance goals and production standards for planned and preventative maintenance programs; supervises, trains, and evaluates the Harbor Department's diving staff employees; advises Harbor Marine Manager of all critical issues regarding dive team, diving equipment and other related issues; acts as lead individual for dive operations, or appropriately delegates the responsibility to a selected qualified individual; assigns the duties of all members of the dive team and personally directs them throughout the diving operation; ensures that divers are tended at all times during diving operations and that continuous communications are maintained; remains at dive site during all critical dive operations, or appropriately delegates the responsibility to a selected qualified individual; conducts pre-dive checks by ensuring that prior to commencing a diving operation, all persons responsible for anything that affects the operations are advised that diving or underwater operations are to be taken; executes judgment to terminate dive if conditions warrant it; ensures that all personnel on the dive team are qualified and physically capable to perform the assign tasks; operates boom trucks and motor driven boats; drives trucks to transport personnel, equipment, and job sites; performs other related duties as assigned.

**EXAMINATION WEIGHTS:**

Application Packet.....	Qualifying
Written Examination.....	100%

A minimum rating of 70 must be attained on the examination in order to pass. Certification by score bands will be considered based on an analysis of test results.

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