

DRAFT

HAZARDOUS MATERIALS SPECIALIST

SALARY RANGE:

Grades I-II: \$2,146.88 to \$3,144.16 Biweekly
\$4,668.00 to \$6,836.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., November 24, 2015 through 4:30 p.m., December 15, 2015.

Current vacancy is a Grade I position in the Health and Human Services Department. Hazardous Materials Specialists are also employed in the Fire Department.

REQUIREMENTS TO FILE:

Applicants must meet one of the following requirements:

- Bachelor's degree from an accredited college or university in chemistry, biology, geology or a closely related field in the physical or biological sciences **(proof required)* AND** two years of experience in identifying, evaluating, and controlling chemical and physical hazards and experience in hazardous material, environmental health or code enforcement inspections. (Additional related experience may be substituted for the required education on a year-for-year basis.) **OR**
- Master's degree in industrial hygiene, chemistry, toxicology, geology, environmental health, chemical engineering, industrial engineering or a closely related field from an accredited college or university may be substituted for up to one year of the required experience. **(proof required)* OR**
- Two years of experience working as a California Registered Environmental Health Specialist **(proof required)***

Ability to effectively communicate, both orally and in writing; ability to deal tactfully and effectively with the public; ability to effectively use personal computers and computer applications; ability to bend, stoop, climb and lift moderate weights while performing tasks; willingness to work on call, weekends, holidays, evenings, after regular work hours and respond to emergencies at all hours. Must complete 40 hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) within the probation period.

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

Health and Human Services Department: Ability to wear personal protective gear required for response to hazardous materials spills or other threats; ability to pass a respiratory protection program examination. ***Proof of required documents must be uploaded to the online application at the time of filing.**

DESIRABLE QUALIFICATIONS: Knowledge and proficiency in using an array of computer programs for office work, field work, and report writing.

EXAMPLES OF DUTIES: Under direction, performs inspections of hazardous waste and materials facilities; investigates complaints of illegal disposal of hazardous waste; determines degree of contamination; provides on-call emergency response for hazardous materials incidents; inspects hazardous waste operations; determines adequacy of hazardous waste site assessment reports; reviews Hazardous Materials Business Plans for emergency planning in the event of a chemical release; maintains chemical inventories of regulated business plans; under direction of the Fire Marshall and/or Hazardous Materials Supervisor conducts criminal investigations and prepares reports for prosecution of hazardous waste control law violations; testifies in court; directs clean-up of leaking underground storage tanks; may inspect underground and above ground storage tank monitoring and detection systems; may oversee the installation and removal of underground storage tanks; may conduct routine inspections of all establishments which produce hazardous waste; may conduct plant surveys to determine compliance with Fire Code and State of California requirements; may conduct routine fire inspections for compliance with Fire Code, special events inspections, code enforcement and/or plan review; may file criminal cases with the City Prosecutor's or District Attorney's Office and assist in writing charges and filing in Court; may act as lead person; may perform as a member of the HazMat team during emergency responses, investigations and sampling of chemicals; performs other related 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.

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

If you have not received notification by December 29, 2015 filing, contact the Civil Service Department at (562) 570-6202.

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

SENIOR PLUMBING INSPECTOR

SALARY RANGE:

\$2,445.44 to \$3,324.40 Biweekly

\$5,317.00 to \$7,228.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., December 4, 2015 through 4:30 p.m., December 18, 2015.

REQUIREMENTS TO FILE: ICC or IAPMO certification as a Plumbing Inspector (proof required)*. **Applicants must also meet one (1) of the four (4) requirement below:**

A.) Three years of recent full-time, paid experience equivalent to the duties performed by a Plumbing Inspector or Plumber Supervisor.

B.) Four years of recent full-time, paid experience equivalent to the duties performed by a Building Inspector, Combination Building Inspector, Electrical Inspector, or Mechanical Inspector.

C.) Five years of recent full-time, paid experience performing the duties of a journey-level Plumber or Plumbing Contractor.

D.) Six years of experience in any combination of the above Items "A" through "C".

AND

Ability to perform, plan and supervise the work associated with the more complex plumbing inspections.

Ability to use personal computers and other electronic devices to enter, retrieve, and update inspection data and permit information, send and receive emails, take and upload photos.

Willingness to work weekends and evenings, as required.

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

***Proof of required documents must be uploaded to the online application at time of filing.**

EXAMPLES OF DUTIES: Under general supervision, checks plumbing plans and specifications for compliance with Municipal Plumbing Codes and other applicable laws; inspects major plumbing projects presenting difficult, complex or unusual construction and installation problems; makes periodic maintenance inspections; investigates and reports on field problems and complaints; enters and updates information in land management system using a personal computer; consults with engineers, architects, contractors and owners concerning plans and installations; assists in the development of code changes; conducts examinations of registered inspectors; keeps records and prepares routine and special reports; may schedule, assign, supervise, and evaluate the work of inspectors; may act for section head in their absence or at their direction; and performs other related duties as assigned.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This examination will be conducted using the continuous non-competitive procedures. 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. 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 of the status of your application by January 7, 2016 please contact the Civil Service Department at (562) 570-6202.

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

JOB K63NN-15 SG 12/2/15

SUPERVISOR – STORES AND PROPERTY

SALARY RANGE:

\$1,801.44 - \$2,444.80 Biweekly
\$3,917.00 - \$5,315.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., November 30, 2015 through 4:30 p.m., December 11, 2015.

REQUIREMENTS TO FILE: Three or more years of full-time equivalent paid supervisory experience in the management of extensive supply systems. Experience must include responsibility for determining stock levels, inventory control procedures, purchasing, contract administration, and use of a computerized storehouse inventory system.

Willingness to work an irregular schedule, including evenings, weekends, holidays, and on call as necessary.

A valid driver's license may be required.

EXAMPLES OF DUTIES: Under direction, supervises storekeeping operations and inventory management control of materials, supplies and property through proprietary web-based inventory/asset management systems and automated barcode data collection systems; supervises the inventory, sale and/or disposal of surplus stock and properties; maintains and controls stock records (physical and monetary inventory); operates a personal computer to access computerized purchasing and inventory management systems; prepares and/or certifies department requisitions; purchase orders, confirmation orders, and requests for payment; review and approve purchase orders in ADPICS; prepare policy memos and correspondence for approval by the Purchasing Department, City Manager and City Council; contact vendors for insurance and business license information; process bid packages through the creation of Bid and Condition sheets; analyze and generate purchase orders and/or requisitions; oversee Material Safety Data Sheets (MSDS); monitor and safely dispose of the department's hazardous waste and maintain applicable records; assist staff

with ADPICS by processing requisitions, purchase orders and contract releases; may develop specifications; may select, train, assign, supervise and evaluate subordinate personnel; may process encumbrance adjustments and year-end closings; may assemble, tabulate and verify all invoices prior to journalizing; may administer term orders and annual contracts; may supervise yard, salvage and power tool repair operations; may serve as departmental liaison with the Purchasing Division; may coordinate service calls and maintenance records of office equipment; acts as a liaison with department accounts payable staff regarding invoicing issues; performs other duties as required.

DESIRABLE QUALIFICATIONS: Proficient in the use of personal computers and computer software applications.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying
Occupational Written Test.....100%
(Battery Operated Calculator permitted.)

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

If you have not received notification within two weeks or shortly after the close of filing, contact the Civil Service Department at (562) 570-6202

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

If a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

J.O.B. C35NN-015
DWM SUPV - STORES & PROPERTY 2015

12/2/15