



The Port of
LONG BEACH

Memorandum
Confidential

Agenda Item No. 10

Date: December 3, 2014
To: Civil Service Commission
From: Margaret Huebner, Director of Human Resources - Harbor 
Subject: **NEW CLASSIFICATION SPECIFICATION – COMMERCIAL DIVER I - II
AND SUPERVISOR, COMMERCIAL DIVING**

The Commission's approval is requested to adopt new classifications for Commercial Diver I-II and Supervisor, Commercial Diver. Both positions only exist in the Harbor Department and are necessary to inspect waterfront structures and perform marine maintenance work. Attached are the proposed Classification Specifications for both positions. The positions are in the current salary resolution and have been approved. The Classifications Specifications were reviewed and approved by Human Resources.

Please contact Stacey Lewis, Assistant Director of Human Resources at (562) 283-7500, if you have any comments or questions.

Attachment

cc: Doug Thiessen, Managing Director, Engineering
Neil Morrison, Senior Director, Engineering Design and Maintenance
Doug Larsen, Harbor Marine Manager
Debbie Mills, Director of Human Resources, City of Long Beach

TITLE: COMMERCIAL DIVER I - II

DEFINITION: Under general supervision, works as member of dive team, inspects waterfront structures such as piles, wharves, piers, bulkheads, drains, and open channels - from small boats or under water. Performs marine maintenance work, including welding, scraping and cleaning on waterfront structures. Operates various equipment related to dive operations.

DISTINGUISHING CHARACTERISTICS:

Grade Level I – Dive Tender; performs the basic duties of the classification

Grade Level II – Journey level; performs complex duties of the classification and may serve in a Lead capacity.

EXAMPLES OF DUTIES:

The functions of the classification may include, but are not limited to, those listed below:

- 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.
- Installs pilings or footings for piers or bridges.
- 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
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

- Minimum of three years of experience as a dive tender or underwater construction worker is required.
- Current Non-Destructive Test (NDT) Inspection Certificate is required.
- Current Underwater Welding Certificate is required.
- A valid California Driver's License is required.
- Certificate of Completion of an industrial deep sea diving course from an Association of Commercial Diving Educators (A.C.D.E.) accredited school, a military diving school, or the equivalent is required.
- Certified by the Association of Diving Contractors International (ADCI) is required.
- Current First Aid/CPR Certification is required.
- Current Hazardous Waste Operations (HAZWOPER) certification (8 hours minimum) is required.
- A current Master Diver Certification, ensuring that a minimum of 50 dives have been logged is required.
- Basic skills in Motor Boat operations is required.
- Must be able to pass a thorough background security investigation as required by the Port of Long Beach.
- Subject to U.S. Coast Guard random drug and alcohol testing regulations.
- Current Oxygen Provider/DAN02 Card is desired.
- Current Hot Tap Installation Certificate is desired.
- Current Cal/OSHA Construction Course Certificate – A minimum of 10 hours is desired.

TITLE: SUPERVISOR, COMMERCIAL DIVING

DEFINITION: Under general direction, plans, coordinates, supervises and participates in the activities of the dive team engaged in the inspection, maintenance and repair of structures above and below water at the Harbor and the general vicinity. Interacts with cooperating agency representatives as the need arises. Operates various equipment related to diving needs.

DISTINGUISHING CHARACTERISTICS:

Supervisor Commercial Diving – Supervisor level position

EXAMPLES OF DUTIES:

The functions of the classification may include, but are not limited to, those listed below:

- 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.

MINIMUM QUALIFICATIONS:

- Minimum of five years of experience as an underwater construction worker is required.
- Minimum of two years of supervisory experience, or lead experience, providing direction and guidance to other divers, ability to communicate effectively orally and in writing, and basic computer skills is required.
- Current Non-Destructive Test (NDT) Inspection Certificate is required.
- Current Underwater Welding Certificate is required.
- A valid California Driver's License is required.
- Certificate of Completion of an industrial deep sea diving course from an Association of Commercial Diving Educators (A.C.D.E.) accredited school, a military diving school, or the equivalent is required.
- Certified by the Association of Diving Contractors International (ADCI) is required.
- Current First Aid/CPR Certification is required.
- Current Hazardous Waste Operations (HAZWOPER) certification (40 hours minimum) is required.
- A current Master Diver Certification, ensuring that a minimum of 50 dives have been logged is required.
- Basic skills in Motor Boat operations is required.
- Must be able to pass a thorough background security investigation as required by the Port of Long Beach.
- Subject to U.S. Coast Guard random drug and alcohol testing regulations.
- Current Oxygen Provider/DAN02 Card is desired.
- Current Hot Tap Installation Certificate is desired.
- Current Cal/OSHA Construction Course Certificate – A minimum of 30 hours is desired.

1 **DATE:** December 3, 2014

2 **TO:** Civil Service Commission

3 **FROM:** Lourdes Ferrer, Personnel Analyst

4 **SUBJECT: REQUEST TO CREATE NEW CLASSIFICATION AND ADOPT NEW**
5 **CLASSIFICATION SPECIFICATION – COMMERCIAL DIVER**

6 Margaret Huebner, Director of Human Resources, Harbor Department, requests Civil
7 Service Commission approval for the creation of the classification of Commercial Diver
8 and adoption of the proposed classification specification. Staff has reviewed this
9 request and recommends approval in accordance with Article XI, Section 1101(d) of
10 the City Charter.

11
12 **Facts for Consideration:**

- 13 • The Long Beach Harbor Commission and the City Council established the
14 Commercial Diver classification specification in the 2014-2015 Harbor Department
15 Salary Resolution.
- 16 • The proposed classification of Commercial Diver will be used exclusively in the
17 Harbor Department; the position is charged with the inspection of waterfront
18 structures and marine maintenance work.
- 19 • Under general supervision, the Commercial Diver position will work as a member of
20 the dive team, inspect waterfront structures such as piles, wharves, piers,
21 bulkheads, drains, and open channels from small boats or underwater. The
22 position will perform marine maintenance work, including welding, scraping, and
23 cleaning on waterfront structures. The position will also operate various equipment
24 related to dive operations.
- 25 • The minimum requirements for the proposed classification are: three years of
experience as a dive tender or underwater construction worker; current Master

1 Diver Certification; current industrial deep sea diving course certificate from an
2 accredited Association of Commercial Diving Educators (ACDE) school, military
3 diving school or equivalent; current Association of Diving Contractors International
4 (ADCI) certificate; current First Aid/ CPR certificate; current 8 Hour Hazardous
5 Waste Operations (HAZWOPER) certificate; current Non Destructive Test
6 Certificate; current Underwater Welding Certificate; ability to pass a thorough
7 background security investigation as required by the Port of Long Beach;
8 willingness to subject to U.S. Cost Guard random drug and alcohol testing
9 regulations; skills in basic motor boat operations.

- 10 • Staff has met with representatives from the Harbor Department and the Human
11 Resources Department to discuss this classification specification. The Long Beach
12 International Association of Machinist and Aerospace Workers (IAM) has been
13 notified of this request.
- 14 • All parties mentioned above have been notified that this request in on today's
15 agenda.

16
17 Representatives from the Harbor Department will be present to respond to any
18 questions from the Civil Service Commission.

19
20 Staff recommends that the Commission create the classification of Commercial Diver
21 and adopt the classification specification in accordance with Section 1101(d) of the
22 City Charter.

1 **DATE:** December 3, 2014
2 **TO:** Civil Service Commission
3 **FROM:** Donna de Araujo, Personnel Analyst
4 **SUBJECT: REQUEST TO CREATE NEW CLASSIFICATION AND ADOPT NEW**
5 **CLASSIFICATION SPECIFICATION – SUPERVISOR, COMMERCIAL**
6 **DIVING**

7 Correspondence has been received from Margaret Huebner, Director of Human
8 Resources, Harbor Department, requesting Civil Service Commission approval for the
9 creation of the classification of Supervisor, Commercial Diving and adoption of the
10 attached classification specification.

11 **Facts for Consideration:**

- 12 • The Board of Harbor Commissioners and the City Council established the
13 Supervisor, Commercial Diving classification specification in the 2014-15 Harbor
14 Department Salary Resolution.
- 15 • The proposed classification, Supervisor, Commercial Diving is exclusive to the
16 Harbor Department and will report to the Harbor Marine Manager.
- 17 • Under general direction, the Supervisor, Commercial Diving will plan, coordinate,
18 supervise and participate in the activities of the dive team engaged in the
19 inspection, maintenance and repair of structures above and below water at the
20 Harbor and the general vicinity; operate a variety of equipment related to diving
21 needs; and interact with cooperating agency representatives as the need arises.
- 22 • The minimum requirements for this classification are: a minimum of five years of
23 experience as an underwater construction worker; a minimum of two years of
24 supervisory experience, or lead experience, providing direction and guidance to
25 other divers; current Master Diver Certification; current industrial deep sea diving

1 course certification from an accredited Association of Commercial Diving Educators
2 (A.C.D.E.) school, a military diving school, or the equivalent; current Association of
3 Diving Contractors International (ADCI) certificate; current First Aid/CPR certificate;
4 current Hazardous Waste Operations (HAZWOPER) certificate (minimum 40
5 hours); current Non-Destructive Test (NDT) Inspection certificate; and current
6 Underwater Welding certificate. This classification also requires the ability to pass
7 a thorough background security investigation as required by the U.S. coast Guard
8 random drug and alcohol testing regulation, skills in basic motorboat operations;
9 effective communication both orally and in writing; ability to operate a personal
10 computer and a valid California Driver's License a time of appointment.

- 11 • Staff has met with representatives from the Harbor Department and the Human
12 Resources Department to discuss this classification specification. The Long Beach
13 Association of International Machinist and Aerospace Workers (IAM) has been
14 notified of this request.
- 15
- 16 • Today's request to approve and adopt the classification specification of
17 Supervisor, Commercial Diving will enable staff to present the job opportunity
18 bulletin for Supervisor, Commercial Diving to the Civil Service Commission for their
19 approval at today's meeting. Upon approval of the job opportunity bulletin, staff will
20 open the recruitment for Supervisor, Commercial Diving in the Harbor Department.
- 21 • Staff recommends that the Civil Service Commission create the classification
22 specification and adopt the classification specification of Supervisor, Commercial
23 Diving in accordance with Section 1101 (d) of the City Charter.

24 A representative from the Harbor Department will be present to respond to any
25 questions from the Civil Service Commission.

DMD