

Agenda Item No. 10

1 **DATE:** August 20, 2014
2 **TO:** Civil Service Commission
3 **FROM:** Kandice Taylor-Sherwood, Executive Director
4 **SUBJECT: CHANGE IN EXAMINATION PLAN – GENERAL MAINTENANCE**
5 **ASSISTANT AND CONSTRUCTION SUPERVISOR**

6 Staff is recommending the Civil Service Commission authorize a change in examination
7 plan for General Maintenance Assistant and for Construction Supervisor. The
8 Commission approved these job opportunity bulletins on December 18, 2013 and July
9 2, 2014, respectively.

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11 General Maintenance Assistant - There are currently 7 General Maintenance Assistant
12 vacancies in the Department of Library Services, Department of Parks, Recreation, and
13 Marine, and Long Beach Airport. Four hundred and seventy-eight applications were
14 received during a 2-week filing period. Eighty-nine applicants have been determined to
15 meet the minimum requirements to file.

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17 The original selection process consisted of a qualifying application, a written
18 examination weighted 50%, and a performance examination weighted 50%. The written
19 examination is not available for use and would need to be developed by staff.

20 The performance examination is available but requires further review by department
21 subject matter experts.

22
23 Construction Supervisor - There is currently 1 Construction Supervisor vacancy in the
24 Harbor Department. Construction Supervisor is a single department user classification
25 designated to the Harbor Department. Twenty-two applications were received during a

1 1-week filing period. Ten applicants have been determined to meet the minimum
2 requirements to file.

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4 The original selection process consisted of a qualifying application, a written
5 examination weighted 50%, and an appraisal interview examination weighted 50%. The
6 written examination is not available for use and would need to be developed by staff.

7 The appraisal interview examination is available but requires further review by Harbor
8 Department subject matter experts.

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10 As the Commission is aware, Civil Service has a large backlog of recruitments to
11 process citywide. To meet this challenge, staff recommends that many of these
12 recruitments be fast tracked so that departments will receive their eligible lists much
13 sooner. With this challenge in mind, staff recommends that the selection processes for
14 General Maintenance Assistant and Construction Supervisor be changed to non-
15 competitive examination procedures. This action would place all applicants that have
16 been determined to meet the minimum requirements to file, on the respective eligible
17 lists. This would allow all user departments to select from a pool of qualified applicants
18 in a much timelier manner than was originally planned. Only the names of qualified
19 candidates as determined by staff would be provided to the departments in a single,
20 non-ranked list.

21
22 This change in examination plan will allow staff to initiate other recruitments, which will
23 assist in reducing the overall recruitment backlog. It also frees up staff to continue
24 projects and programs that have been recently initiated; projects and programs that will
25 improve the delivery of services offered by the Civil Service Department.

1 All user departments of General Maintenance Assistant - Library Services, Parks,
2 Recreation and Marine, Public Works, Long Beach Airport, and the Harbor Department
3 have been consulted regarding this change and support staff's recommendation to
4 change the examination plan. The Harbor Department has been consulted for
5 Construction Supervisor and also supports staff's recommendation to change the
6 examination plan.

7
8 Should the Commission approve the examination plan for both recruitments, all affected
9 applicants will be notified of the change. Eligible lists for both recruitments will be
10 prepared and referred to the user departments soon after. If requested, staff would be
11 available to assist the hiring departments with assessment support and technical
12 assistance to expedite the hiring departments selection process.

13
14 KTS:rfp

15 CHANGE IN EXAMINATION PLAN, GENERAL MAINTENANCE ASSISTANT, CONSTRUCTION SUPERVISOR (CSC 8-20-14).DOCX



City of Long Beach Employment Opportunity

GENERAL MAINTENANCE ASSISTANT

SALARY RANGE:

\$1,464.80 to \$2,001.84 Biweekly
\$3,185.00 to \$4,352.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m.,
January 3, 2014 through January 17, 2014.

Completed application packets must be received in the
Civil Service Department by 4:30 p.m., January 17, 2014.
Postmarks will not be accepted. Online applications are
highly encouraged.

REQUIREMENTS TO FILE:

Three years of full-time equivalent paid professional experience in general building maintenance and/or construction and repair, including a variety of carpentry, electrical, mechanical, masonry, painting, plumbing, heating and related work. Proof of recent vocational training in the industrial arts may be substituted on a year-for-year basis, for up to one year of the required experience (proof required)*.

Working knowledge of basic electricity, plumbing, carpentry, and related trades; safe and efficient work practices; a variety of common maintenance and repair tools, materials and techniques.

Ability to safely and efficiently use a variety of hand and power tools, equipment and materials; read and interpret drawings and blueprints; effectively communicate both orally and in writing.

Willingness to work irregular hours, on call, weekends, holidays, nights, shifts, and overtime as required. For positions in Parks, Recreation and Marine, willingness to work on a floating surface such as a boat, and work in ocean and land waterway environments such as marinas and lakes.

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

Some positions may require a Class A or B motor vehicle operator's license and be subject to the alcohol and drug testing requirements by the Department of Transportation.

Positions at Long Beach Airport require passing an airfield operation written and practical driving examination and the ability to pass a background check within six months of appointment.

If selected, candidates may be required to attend training for the handling of asbestos and lead.

*Proof of required documents must be uploaded to the online application or included with a paper application at time of filing.

DESIRABLE QUALIFICATIONS: For positions in Parks, Recreation, and Marine, ability to operate a motorized pontoon boat in order to conduct maintenance. Experience supervising subordinate personnel. Possession of a Class A or B motor vehicle operator's license.

EXAMPLES OF DUTIES: Under general supervision, performs a wide variety of semi-skilled maintenance, repairs and alterations on City facilities, equipment and fixtures; uses or operates a variety of hand, power and shop tools or equipment to perform minor carpentry, window glazing, plumbing, mechanical, masonry, concrete and minor electrical repairs; salvages used equipment and materials; prepares and paints a variety of surfaces, using brush, roller or spray equipment; performs minor gas and arc welding, brazing and soldering; installs and repairs chain link fencing; maintains, repairs or replaces locks and associated security hardware; maintains and makes minor adjustments or repairs to air conditioning, heating and refrigeration units; installs, inspects and repairs playground equipment; operates a light duty truck; for some positions, may operate a motorized boat; keeps simple records and prepares simple reports and sketches; reads blueprints; may work in a marine environment which may include work on docks and gangways; some positions may supervise subordinate personnel; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application and Supplemental Application	Qualifying
Occupational Written Examination	50%
Performance Examination	50%

Examination Scope: knowledge and ability to use proper tools, equipment, materials and techniques to perform minor maintenance, repair and installation assignments in the following areas: carpentry, electrical, metalwork, and plumbing. Ability to communicate, both orally and in writing, will also be measured.

The examination will be scheduled shortly after closing. If you have not received notification of the disposition of your application by February 1, 2014, contact the Civil Service Department at (562) 570-6202.

A minimum score of 70 must be attained in each examination phase in order to be placed on the eligible list. Certification by score bands will be considered based on an analysis of test results. This information is available in an alternative format by request at (562) 570-6202.

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RFP GENERAL MAINTENANCE ASSISTANT JOB BULLETIN 2014.DOC

12/18/13

Apply to:
City of Long Beach
Civil Service Commission
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
Phone: (562) 570-6202

Apply online: www.longbeach.gov/civilservice
For recorded announcement of other jobs available,
Call (562) 570-6201
TDD (562) 570-6638 (for hearing impaired)
An Equal Opportunity Employer



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



City of Long Beach Employment Opportunity

CONSTRUCTION SUPERVISOR

SALARY RANGE:

\$2,041.36 to \$2,772.08 Biweekly
\$4,438.00 to \$6,027.00 Monthly

Online applications are highly encouraged.
Applications available: 7:30 a.m. to 4:30 p.m.,
July 18, 2014 through July 25, 2014.
Completed application packets must be
received in the Civil Service Department by
4:30 p.m., July 25, 2014. Postmarks will not be
accepted.

REQUIREMENTS TO FILE:

Three years of full-time equivalent paid professional experience assigning and/or coordinating work in the construction, maintenance and repair of harbor and marine type facilities. At least six months of experience must have been in a supervisory or lead capacity.

Working knowledge of basic electricity, plumbing, carpentry, and related trades; safe and efficient work practices; a variety of common maintenance and repair tools, materials and techniques.

Ability to safely and efficiently use a variety of hand and power tools, equipment and materials; read and interpret drawings and blueprints; effectively communicate both orally and in writing.

Willingness to work irregular hours, on call, weekends, holidays, nights, shifts, and overtime as required. Willingness to work on a floating surface such as a boat, and work in ocean and land waterway environments such as marinas, piers, wharves, docks, and associated harbor facilities.

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.

A valid National Commission for the Certification of Crane Operators (NCCCO) certification for small telescopic boom crane, fixed cab (TSS), is required

by the hiring department within one year of appointment.

EXAMPLES OF DUTIES: Under general supervision, plans, lays out, assigns, supervises and participates in the work of a large crew or several small crews engaged in the construction, maintenance and repair of harbor marine facilities, including wharves, docks pipelines tanks, pumping plants, storm drains and related work; determines work to be done from orders, plans and sketches; estimates material, equipment and labor needs and prepares cost reports; requisitions material and supplies; establishes operating procedures and work standards; develops and maintains safe working practices and enforces safety regulations in accordance with California Industrial Safety Orders; reviews work in progress and upon completion, compares progress cost reports with estimates; investigates damage to harbor facilities and prepares reports, recommendations and estimates; keeps records; and performs other related duties as required.

EXAMINATION WEIGHTS:

Occupational Written Examination..... 50%
Appraisal Interview 50%

The examination will be scheduled shortly after closing. If you have not received notification of the disposition of your application by July 31, 2014, contact the Civil Service Department at (562) 570-6202.

A minimum score of 70 must be attained in each examination phase in order to be placed on the eligible list. Certification by score bands will be considered based on an analysis of test results. 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. This information is available in an alternative format by request at (562) 570-6202.

N15NN-14
RFP CONSTRUCTION SUPERVISOR JOB BULLETIN 2014 FINAL.DOCX

7/2/14

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Civil Service Commission**
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Long Beach, CA 90802
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