

FINAL DRAFT 9/29/2017

Job Title **CONSTRUCTION INSPECTOR**
 Closing Date/Time October 20, 2017, 4:30pm
 Salary \$2,214.08 - \$3,324.40
 Job Type Classified - Full-Time, Permanent
 Location Long Beach, California

Accepting online applications only. Apply online 24 hours a day, October 6, 2017 through 4:30 p.m., October 20, 2017.

Current vacancies are with Water, Public Works, and Harbor Departments. Airport and Gas and Oil departments also use this classification.

EXAMPLES OF DUTIES: Under general supervision, ensures that all work performed and materials provided by contractors and sub-contractors building construction projects for the City are in compliance with plans and specifications; drafts utility procedures; completes a variety of accounting and progress reports relating to contractor progress payments from the City; converses with the contractor at job site concerning discrepancies, for clarification and to communicate necessary information; provides information and assistance regarding entitlement and cost of change orders; coordinates project progress and change orders with construction/project engineer; deals with affected tenants and/or property owners regarding concerns and inquiries; inspects asphalt, concrete, subgrade, and other materials; inspects steel reinforcing and concrete forms and authorizes concrete placement; inspects the laying, welding and fusing of underground oil, gas, water and sewer pipe, electrical conduit and cable, and telephone cable; inspects driveways, curbs, gutters, catch basins, man-holes, comfort stations, alleys, streets, storm drains, and sewers; inspects waterfront construction, including pile driving, dredging, foundation, structural steel erections and wharf construction; inspects railroad installations; ensures gas pipeline projects are completed in accordance with Department of Transportation regulations; inspects building renovations to public facilities including ADA, electrical, plumbing, mechanical, and heating ventilation and air conditioning (HVAC); interacts with customers, private contractors and other City departments regarding meter set and gas service locations; designs and initiates customer billing for services provided by the Gas and Oil Department; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet **one** of the requirements below:

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- A. Four (4) years of recent experience (paid, full-time equivalent) in the supervision or journey level construction, or inspection of street, road, bridge, building or other public works projects requiring a good knowledge of contract administration, safety requirements, earthwork, street and road conditions, shoring and/or underground construction, wharfs, water borne construction, or rail construction.

OR

- B. Four (4) years of recent experience (paid, full-time equivalent) in utility construction/maintenance including natural gas, water, and sewer pipeline and/or wharf construction, or closely related work requiring a good knowledge of contract administration, safety requirements, earthwork, street and road conditions, shoring and/or underground construction, wharfs, water borne construction, or rail construction.

Sixty (60) semester/90 quarter units of college coursework in construction technology, construction management, or civil/mechanical engineering curriculum may be substituted for up to two years of required experience on a year-for-year basis **(proof required)***.

Additional Requirements to File:

- Ability to effectively communicate both orally and in writing.
- Willingness to work during emergencies, stand-by rotations, weekends, nights, holidays and overtime as required.
- A valid driver's license and a current DMV driving record must be submitted to the hiring department at the time of the selection interview.

For positions in the Gas and Oil Department, an applicant must obtain U.S. Department of Transportation Natural Gas Pipeline Operator Qualification Certification for Pipeline Inspection prior to completion of the probation period. Candidates will be required to participate in random drug testing in accordance with Pipeline and Hazardous Materials Safety Administration (PHMSA) regulation 49 CFR Part 199 and Department of Transportation (DOT) regulation 49 CFR Part 40.

***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. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

DESIRABLE QUALIFICATIONS: Current International Code Council Certifications in any of the areas of Pre-Stressed Concrete, Reinforced Concrete, Structural Steel and Bolting, Masonry, Welding and Combination Building; experience in the natural gas

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industry, pipeline joining (welding and fusion), pressure control, corrosion control, metering and regulation; current California Water Environment Association (CWEA) or State Water Resources Control Board (SWRCB) Water Distribution and Treatment Certificate; current American Welding Society (AWS) certifications; thirty hours of OSHA safety training certification or similar OSHA safety certification; familiarity with FAA Specifications and experience with construction on active airfields.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Occupational Written Test.....Qualifying

A minimum rating of 70 must be attained in the examination in order to pass. All applicants meeting the requirements to file and qualify on the occupational written test will be placed on the eligible list with those receiving Veteran's credit first, and then in the order in which applications are filed.

The written exam is tentatively scheduled for October 30, 2017. If you do not receive notification by October 27, 2017, please 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.



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.

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Job Title	GAS MAINTENANCE SUPERVISOR
Closing Date/Time	Fri. 9/29/17 4:30 PM Pacific Time
Salary	\$2,349.68 to \$3,532.48 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Gas & Oil - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning September 25, 2017 through 4:30 p.m. September 29, 2017.

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. In accordance with Article III, Section 14 of the Civil Service Rules and Regulations, Seniority Credit 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 direction, plans, lays out, assigns and supervises the work of a crew engaged in the installation, maintenance and repair of gas services, mains, consumer services and certifies that work has been properly completed; determines work to be done from ordered, plans and sketches; locates and supervises the repair of leaks; establishes favorable relationships with consumers where the work of crew will affect their gas service; establishes operating procedures and work standards; develops and maintains safe working practices, enforces safety regulations and ensures work areas comply with California Industrial Safety Orders; estimates materials, tools and equipment; selects, trains and evaluates crew members; keeps records and prepares routine reports manually or on a computer; and performs other related duties as required.

REQUIREMENTS TO FILE: Candidates must meet the following requirements.

- Open to current City employees with three or more years of experience in the City of Long Beach Gas and Oil Department in the classification(s) of Gas Construction Worker, Gas Pipeline Welder/Layout Fitter, Senior Equipment Operator, or any combination thereof.

AND

- Experience in gas pipeline construction; knowledge of gas pipeline welding practices, procedures (layout) and equipment.

ADDITIONAL REQUIREMENTS:

Ability To:

- Read plans and blueprints
- Prepare sketches and written reports

Willingness To:

- Work an irregular schedule, including nights, weekends and holidays and respond to emergency calls on a 24-hour basis.

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

DESIRABLE QUALIFICATIONS: Supervisory experience; experience operating a personal and/or handheld computer, and GIS essentials.

EXAMINATION WEIGHTS:

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

A minimum rating of 70 must be attained.

The Written Examination is tentatively scheduled for October 10, 2017. If you have not received notification by October 6, 2017, contact the Civil Service Department at (562) 570-6202.

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SG 10/4/17

Job Title	HAZARDOUS WASTE COORDINATOR
Closing Date/Time	Fri. 10/20/17 4:30 PM Pacific Time
Salary	\$2,361.92 to \$3,207.04 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Health & Human Services - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning October 6, 2017 through 4:30 p.m. October 20, 2017.

EXAMPLES OF DUTIES:

Under direction, plans, develops, and implements a household hazardous collection and disposal program and associated solid and hazardous waste minimization efforts; coordinates activities of the South Eastern Resource Recovery Facility (SERFF) and other City entities in the planning, development, review, monitoring, and evaluation of City and County hazardous waste and solid waste management policies and procedures; works closely and coordinates efforts with Federal and State agencies and private organizations in the development of hazardous waste storage, disposal, and recycling programs; develops and implements a hazardous waste site minimization and recycling program for businesses to ensure utilization of state-of-the-art technology for treatment and disposal of hazardous waste; make oral presentations; prepares reports; develop short and long range goals for hazardous and solid waste treatment and disposal; develops and maintains a data and information system pertaining to household toxics programs and hazardous waste minimization and recycling technology; represents the City at community meetings and public forums pertaining to household toxics programs; acts as a resource person for the City and private sector on technical and legal matters pertaining to household hazardous waste disposal programs and related issues, Administration of all CUPA programs for both Health and Fire Department; coordinate and act as liaison for CUPA activities between local and state agencies, prepare reports, including CUPA annual self-audit and other CUPA reports, as required, develop and coordinate grant applications; coordinate implementation and use of CUPA database system; develop policies and procedures for both Health and Fire CUPA activities, represent the City and CUPA at community meetings and public forums, perform inspections of CalARP facilities. Review Risk Management Plans; perform inspections of Tiered Permit facilities. Review of financial assurance mechanisms; provide on-call emergency response for hazardous materials incidents; may perform as a member of the HazMat team during emergency responses; investigate complaints of illegal disposal of hazardous waste; investigations and sampling of chemicals; determines degree of contamination; determine adequacy of hazardous waste site assessment reports; direct clean-up of non-UST contaminated sites; perform inspections of hazardous waste and materials facilities; reviews Hazardous Materials Business Plans. Maintains chemical inventories of regulated business plans; conducts criminal investigations and prepares reports for prosecution of hazardous materials and waste violations; may file criminal cases with the City Prosecutor's or District Attorney's Office and assist in writing charges and filing in Court; testifies in court; may act as lead person; performs other related duties as required.

REQUIREMENTS TO FILE:

- 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 paid, full time equivalent 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.)

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- 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 paid, full time equivalent experience working as a California Registered Environmental Health Specialist (proof required)*
- A valid motor vehicle operator's license and current DMV driving record must be submitted to the hiring department at the time of selection interview.

SELECTION PROCEDURE:

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications were filed. Eligible lists will be established periodically.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

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Job Title	PUBLIC HEALTH NURSE
Closing Date/Time	November 03, 2017, 4:30pm
Salary	\$2,244.24 - \$3,376.56 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Health and Human Services

Accepting online applications only. Apply online 24 hours a day, October 6, 2017 through 4:30 p.m., November 3, 2017.

Grade I – Entry level, under direct supervision, provides public health nursing services in home settings with populations ranging from infants to seniors. Works closely with the Public Health Nurse Supervisor and experienced Public Health Nurses.

Grade II – Under general supervision, operates more autonomously, and provides public health nursing services in home settings or other community settings. May represent the Department at community meetings, collaboratives, and other events. Provides input into the development of programs and budgets.

Grade III – Performs Grade II duties, plus oversees specific public health programs (i.e. Maternal, Child and Adolescent Health; Childhood Lead Poisoning Prevention, and Senior Services) – including directing program staff activities, ensuring accomplishment of program deliverables, developing budgets and scopes of work, and writing reports.

EXAMPLES OF DUTIES:

Under supervision, promotes health and wellness through education, referral, advocacy, case management, coordination of services, and case-findings; provides public health nursing services in a variety of settings (i.e., homes, clinics, programs and the community); recognizes multicultural practices and beliefs, and their impacts on health behaviors and tailors approaches accordingly; identifies/evaluates medical, psychosocial, and socio-economic barriers; may coordinate Nursing Division grant funded programs including development of budgets and scopes of work, and oversee the activities of other professional and para-professional staff; identifies, collects, and analyzes health data about communities and at-risk population groups; develops and participates on community advisory boards, task forces, and committees; develops and conducts educational and outreach programs for community and professional groups based on assessed need; functions as case manager/case coordinator utilizing a multi-disciplinary approach to ensure improved health status; establish and evaluate nursing plans of care based on identified client need, strengths and availability of resources; makes appropriate linkages to community resources to meet the identified needs of clients; provides individual, family, and community level crisis intervention/management and appropriate reporting as mandated by law; conducts epidemiological investigations of communicable diseases; obtains medical histories, conducts physical assessments, administers prescribed treatment and dispenses medication; performs diagnostic tests and specimen collection, reviews and interprets laboratory findings, and follows up in accordance with procedures and protocols; acquires and maintains updated knowledge of federal, state and local health laws, regulations, policies, procedures, and protocols as they relate to area of assignment and responsibility; performs required nursing documentation in accordance with the California Nursing Practice Act, and ensures documentation is clear, complete, and accurate; responds and researches inquiries from clients, social service and health care providers; may assume supervisory roles; performs other duties as required.

REQUIREMENTS TO FILE:

Applicants must meet all the requirements below:

- A valid California license to practice as a Registered Nurse (**proof required**)*
- A valid certificate as a Public Health Nurse in California (**proof required**)*
- A valid Cardiopulmonary Resuscitation (CPR) certificate (**proof required**)*

Additional Requirements to File:

- Proficient in the use of computer and software computer applications
- Willingness to work an irregular schedule, including weekends, evenings, and emergency call backs.
- A valid 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.

***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.**

DESIRABLE QUALIFICATIONS: Experience in maternal/child health and/or older adult health is desirable.

EXAMINATION WEIGHTS:

Application	Packet.....	Qualifying
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SELECTION PROCEDURE: This process will be conducted using the continuous non-competitive procedure. Applicants 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.

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Job Title	SYSTEMS SUPPORT SPECIALIST
Closing Date/Time	Continuous
Salary	\$2,030.16 to \$5,199.76 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Technology & Innovation - (CL)

Accepting online applications only. Apply online 24 hours a day, beginning October 6, 2017 through 4:30 p.m. October 20, 2017.

See position descriptions for Technology and Innovation Department positions within this classification.

Help Desk Lead

EXAMPLES OF DUTIES:

Under supervision, performs specialized technical work involved in the installation and maintenance of systems software, including operating systems, database systems and software utilities and tools; installs, customizes, maintains, and integrates operation system software; installs and maintains database management systems, data communications systems and software utilities and tools; defines backup, recovery, and security procedures for all databases and systems software products/programs; analyzes operating systems and software, defines problems and develops problem solutions or coordinates resolutions through the use of vendors; monitors systems performance and reports capacity status; develops, maintains, and/or updates system procedures and documentation; ensures systems integrity and reliability to minimize downtime; may evaluate end user requests and concerns and analyze current systems to determine appropriate steps to be taken to meet needs or prevent problems; may perform feasibility analysis and evaluate potential solutions; may prepare reports, documentation, and plans for designs and system enhancements; may plan, prioritize and schedule work and tasks for project team members; may prepare or evaluate training materials and manuals; performs other related duties as assigned.

REQUIREMENTS TO FILE: Candidates must meet either A, B or C.

- A. A Bachelor's degree from an accredited college or university with major coursework in computer science, engineering, business or related field (**proof required**)* AND one year of paid, full-time equivalent experience to a [Systems Technician](#).

OR

- B. An Associate's from an accredited college or university degree with major coursework in computer science, engineering, business or related field (**proof required**)* AND three years of paid, full-time equivalent experience, one of which must be equivalent to a [Systems Technician](#).

OR

- C. Completion of a certificate program or technical school in computer science or related field (**proof required**)* AND four years, of paid, full-time equivalent experience, one of which must be equivalent to a [Systems Technician](#).

- Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year for year basis.

***Required documents must be uploaded to the online application at time of filing. Any proofs submitted must contain either the applicant's name, address, date of birth, or social security number. Candidates who possess degrees from colleges or**

universities from outside the United States must attach proof of educational equivalency at the time of filing.

ADDITIONAL REQUIREMENTS:

- Willingness to work occasional nights, weekends, holidays and overtime as required.
- Ability to work effectively with others through the use of good interpersonal/people skills.
- Applicants must be able to pass a thorough background investigation prior to appointment.
- A valid driver's license may be required at time of appointment.

DESIRABLE QUALIFICATIONS: See positions descriptions below for further information on the Technology and Innovation Department.

Help Desk Lead

SELECTION PROCEDURE:

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications were filed. Eligible lists will be established periodically.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

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