

Agenda Item No. 3

FINAL

Job Title	COMBINATION BUILDING INSPECTOR
Closing Date/Time	Continuous
Salary	\$2,303.60 – \$3,127.84 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Development Services

Accepting online applications only. Apply online 24 hours a day, 1:00 PM, October 30, 2017. Filing will remain open until vacancies are filled. Filing may close without further notice.

Current vacancies are with the Building and Safety Bureau and the Code Enforcement Bureau.

Building and Safety Bureau positions: Combination Building Inspectors in the Building and Safety Bureau are responsible for ensuring the safety and general welfare of the public by enforcing adherence to applicable state and local building code standards throughout all aspects of primarily single family dwelling development; this includes providing necessary technical guidance to contractors and the general public to ensure adherence to building codes from site preparation up to and including issuance of a certificate of occupancy. **For more information regarding these positions, click [HERE](#).**

Code Enforcement Bureau positions:

Combination Building Inspectors in the Code Enforcement Bureau are responsible for all aspects of investigation of municipal property or building code violations for all properties within the City of Long Beach from inception of the complaint through violation resolution; this includes technical support required for administrative or physical remedy up to and including adjudication in administrative hearings or the court system. **For more information regarding these positions, click [HERE](#)**

EXAMPLES OF DUTIES: Under general supervision, reviews, plans, and inspects existing and new building construction, plumbing, electrical, and mechanical installations on single and multi-family dwellings and minor commercial and industrial buildings to ensure compliance with State and Municipal code requirements pertaining to building construction, zoning, fire prevention, housing-related health codes, housing rehabilitation, property maintenance, etc.; assists in making inspections of complex or very large building or facilities; orders changes in structural, plumbing, mechanical, electrical, and related features to meet code requirements; obtains evidence and compiles data for legal proceedings involving code violations; advises builders, property owners, and the general public as to code requirements and interpretation of regulations; investigates complaints involving suspected code violations; enters inspection data and uploads pictures into the INFOR/Hansen land management system; keeps records and prepares reports; and, performs other related duties as required.

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REQUIREMENTS TO FILE:

A current certification as a California Residential or California Commercial Building Inspector, or California Residential or California Commercial Plumbing, Mechanical, or Electrical Inspector from the International Code Council (ICC) and/or other nationally recognize certification agencies (**proof required***) **AND ability to qualify under option A, B, or C.**

- A. Four or more years of paid (full-time equivalent) experience performing or inspecting work in multiple phases of construction in one or a combination of the following trades: carpentry, plumbing, mechanical, or electrical, under the supervision of a journey-level worker.

OR

- B. Two years of paid (full-time equivalent) experience at the level of Combination Building Inspector Aide or other similar inspection work involving inspection of building, plumbing, mechanical, or electrical installations in single-family dwellings and minor commercial and industrial buildings for compliance with building codes. An Inspection Technology Certificate from a recognized college, university, or trade school may be substituted for one year of experience (**proof required***).

OR

- C. Completion of an apprenticeship in any one of the following building trades: carpentry, plumbing, electrical, or mechanical work (**proof required***).

Additional Requirements to File include:

Ability to:

- communicate effectively both verbally and in writing with employees, the public, and members of various organizations and outside agencies
- work effectively with persons of diverse ethnic, social and economic backgrounds
- perform routine arithmetic calculations
- occasionally work evenings, weekends and holidays
- use personal computers and other electronic devices to enter, retrieve, and update inspection data and permit information, send and receive emails, and take and upload photos.
- 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.

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***Required documents must be uploaded to the 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 equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS: A current California Combination Building Inspector certification, issued by International Code Council (ICC); bilingual skills in English/Spanish, English/Khmer, or English/Tagalog.

For vacancies in code enforcement only: any certifications issued by the California Association of Code Enforcement Officer (CACEO) and/or certificate of completion of the Arrest component of the PC832 coursework through POST.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This examination will be conducted using the continuous, non-competitive procedure. 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. Eligible lists may be established periodically.

If you do not receive notification within two weeks of application filing, 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.

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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.

An Equal Opportunity Employer

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Job Title	PLAN CHECKER - ELECTRICAL
Closing Date/Time	November 30, 2017, 4:30 p.m.
Salary	\$2,963.12 – \$4,354.56
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Development Services

Accepting online applications only. Apply online 24 hours a day, October 27, 2017 through 4:30 p.m., November 30, 2017.

EXAMPLES OF DUTIES:

Under general supervision, reviews and approves the design of electrical equipment and systems in buildings and structures; examines electrical construction documents, plans, and specifications for compliance with applicable laws and ordinances; establishes procedures for acceptance and processing of electrical construction documents and permits; computes fees, approves changes, and coordinates other construction documents processed by the department; consults with or advises design professionals, property owners, and builders regarding their electrical projects and related electrical codes or regulations; advises inspectors and other department personnel in the inspection of electrical installations; assists in the training of personnel assigned to electrical inspection; communicates findings and recommendations both orally and in writing regarding design or installation of electrical equipment or systems; reviews preliminary designs or construction documents of electrical equipment or systems; participates in technical meetings; prepares electrical ordinance changes as requested; maintains records and prepares correspondence and reports; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet requirement A, B, C, or D:

- A. One year of (full-time equivalent) paid professional experience as a Principal Building Inspector (or similar title) in a municipal or county building department.

OR

- B. Two years of (full-time equivalent) paid professional experience as a Senior Electrical Inspector or Electrical Plans Examiner (or similar titles) in a municipal or county building department.

OR

- C. Four years of (full-time equivalent) paid professional experience as a Senior Building Inspector, Senior Plumbing Inspector, Senior Mechanical Inspector or Senior Combination Building Inspector (or similar titles) in a municipal or county building department.

OR

- D. Bachelor's degree from an accredited college or university in Electrical Engineering and four years of (full-time equivalent) paid professional experience in electrical construction or electrical engineering (**proof required**)*.

Additional Requirements to File:

- Possess a current International Code Council (ICC) Certification as an Electrical Inspector or Electrical Plans Examiner.
- Experience with computer applications (e.g., database management, project scheduling, spreadsheets, word processing and email).

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- Ability to communicate effectively verbally and in writing.
- 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.

***Proof of 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: Experience performing electrical inspections; experience managing internal and external client relationships.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

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Job Title	SCHOOL GUARD
Closing Date/Time	Continuous
Salary	\$12.097 Hourly
Job Type	Classified - Part-Time, Permanent
Location	Long Beach, California
Department	Police Department

Accepting online applications only. Apply online 24 hours a day, beginning at 1:00 p.m. on October 23, 2017. Filing will remain open until vacancies are filled. Filing may close without further notice.

EXAMPLES OF DUTIES: Under minimal supervision, guides children and adults safely across city streets at assigned intersections; employs good judgment in determining timing of crossings; guides children across in groups, with minimal interruption to flow of traffic; ensures precautions such as removal of skates, carrying of skateboards and walking of bicycles before entering the crosswalks; cautions and guides pedestrians by oral instruction, hand direction, or signs; observes conditions on the job and reports to supervisor assigned to area; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must be willing to:

- Work anytime during the hours of 6:00 a.m. and 5:00 p.m.;
- Stand and walk for 2 ½ - 3 hours per shift;
- Have a dependable automobile available for work;
- Be able to report to any School Guard station within one half-hour of notification;
- Be willing and able to work in a substitute-relief capacity for any one of the School Guard stations located throughout the City;
- Have a telephone and be available to receive calls for daily assignment;
- Work split shifts;
- Work in all types of weather; and
- Wear a department issued regulation uniform at all times when working.

Additional Requirements:

- Tactfully deal and communicate effectively with the public, especially children;
- Stand for long periods of time;
- Repeatedly step up and down curbs;
- A valid motor vehicle operator license will be required by the hiring department.

Applicants must be able to pass a thorough background investigation and polygraph examination conducted by the Long Beach Police Department.

SPECIAL CONDITIONS: Work is seasonal (no guarantee of work during the summer), part-time (typically, a maximum of 6 hours per day in 2 hour blocks), and split shifts. The hours assigned will depend upon the location of the crossing station. As an example, a School Guard might work from 7:30 a.m. to 9:15 a.m., 11:00 a.m. to 1:00 p.m., and 2:15 p.m. to 5:00 p.m. New School Guards will be used to relieve other School Guards located throughout the City, and must be available to meet all time

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schedules, from 6:00 a.m. to 5:00 p.m. All School Guards may be temporarily moved to other work locations as needed. Uniforms are furnished by the City.

DESIRABLE QUALIFICATIONS: Any work experience which requires the ability to tactfully handle the public; a knowledge of the California Vehicle Code sections pertaining to pedestrians and school crossings; principles and practices of first aid; availability to work year-round school.

EXAMINATION WEIGHTS:

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