

Current Job Opportunities Effective Friday, November 16, 2018

JOB TITLE	MONTHLY SALARY	FILING DEADLINE
Automatic Sprinkler Control Technician	\$3,601 - \$4,875	November 30, 2018
Business Systems Specialist	\$4,502 - \$10,154	Continuous
Buyer	\$4,710 - \$7,638	December 7, 2018
Civil Engineer	\$7,422 - \$10,102	Continuous
Civil Engineering Associate	\$6,233 - \$8,465	Continuous
Clerk Typist	\$2,707 - \$4,972	November 21, 2018
Combination Building Inspector Aide	\$3,369 - \$5,014	Continuous
Community Information Specialist	\$2,916 - \$4,391	November 26, 2018
Garage Service Attendant	\$3,005 - \$5,102	Continuous
Personnel Analyst	\$5,076 - \$8,673	November 23, 2018
Plan Checker – Fire Prevention	\$6,571 - \$9,657	Continuous
Police Officer – Lateral	\$6,080 - \$7,905	Continuous
Police Recruit	\$32.40/Hour	Continuous
Public Safety Dispatcher – Lateral	\$3,874 - \$6,599	Continuous
Public Safety Dispatcher – NTN Exam	\$3,874 - \$6,599	Continuous
Public Safety Dispatcher – POST Waiver	\$3,874 - \$6,599	Continuous
Refuse Operator	\$2,959 - \$4,685	Continuous
Registered Nurse	\$4,977 - \$7,112	Continuous
School Guard	\$12.10/Hour	Continuous
Senior Civil Engineer	\$8,209 - \$11,182	Continuous
Senior Structural Engineer	\$8,608 - \$11,725	Continuous
Special Services Officer	\$2,929 - \$6,469	Continuous
Systems Support Specialist	\$4,414 - \$9,955	Continuous
Traffic Signal Technician	\$4,977 - \$7,488	November 23, 2018

(P) = Promotional

Job opportunities change every Friday
24-Hour Job Recruitment Line (562) 570-6201
Equal Opportunity Employer

Upcoming Job Information

Civil Service Department



As anticipated job opportunities become available, those jobs will be listed below with an estimate of the month applications may be available for filing. This estimate changes frequently depending upon the needs of the City, existing eligible lists and the number of anticipated vacancies. The information listed below is updated on a regular basis; however, changes may occur unexpectedly. Please call the Civil Service Department's 24-Hour Job Recruitment Line at (562) 570-6201, email us at civilservice@longbeach.gov or visit our website www.longbeach.gov/civilservice to obtain current application information. When an application filing period is approved, the job title and exact filing dates will be specified. Filing deadlines are 4:30 pm. As information is available, this listing will be updated. Please check regularly.

JOB CLASSIFICATION	ANTICIPATED DATE FOR APPLICATIONS
Accountant	Anticipated November 2018
Accounting Clerk	Anticipated December 2018
Administrative Aide	Anticipated November 23, 2018
Administrative Analyst	Anticipated Fall 2018
Assistant Administrative Analyst	Anticipated December 3, 2018
Buyer	Anticipated November 19, 2018
Capital Projects Coordinator	Anticipated December 2018
Civil Engineering Associate	Anticipated November 19, 2018
Clerk Typist	Anticipated November 19, 2018
Communications Center Coordinator (P)	Anticipated December 2018
Communication Specialist	Anticipated Fall 2018
Customer Service Representative	Anticipated Fall 2018
Equipment Operator	Anticipated Winter 2019
Fire Recruit	Anticipated November 30, 2018
Harbor Maintenance Mechanic	Anticipated Winter 2019
Harbor Marine Engineer	Anticipated December 2018
Mechanical Engineer	Anticipated Fall 2018
Plan Checker – Plumbing	Anticipated December 2018
Real Estate Project Coordinator	Anticipated December 2018
Recreation Assistant	Anticipated November 2018
Senior Accountant	Anticipated Fall 2018
Senior Civil Engineer	Anticipated November 19, 2018
Water Treatment Operator	Anticipated November 2018
Water Utility Mechanic	Anticipated Winter 2018

(P) = Promotional

Note: Please note that filing may be limited to: 1) current City employees; 2) former classified City employees who were terminated due to layoff after July 1, 2010; 3) former classified City employees on an active Civil Service priority list; and 4) former unclassified City employees, identified by the Human Resources Department as terminated by the City's reduction in force after July 1, 2010.



City of Long Beach Employment Opportunity

BUYER

Job Number: C13AN-19

SALARY: \$2,166.32 - \$3,512.96 Biweekly

OPENING DATE: 11/19/18

CLOSING DATE: 12/07/18 04:30 PM

DESCRIPTION:



Accepting online applications beginning November 19, 2018 through 4:30 p.m., December 7, 2018. Apply online 24 hours a day.

EXAMPLES OF DUTIES: **EXAMPLES OF DUTIES:** Under direction, purchases a variety of materials, services, supplies and equipment for use by operating departments; adds value to the overall procurement process by providing value added service to departmental clients; receives and analyzes requisitions, consolidates annual requirements for assigned commodities used by multiple departments; solicits bids, compares costs and evaluates the quality and suitability of products or services, makes or recommends purchases; sources potential vendors and, when necessary, coordinates local and small business outreach efforts; confers with vendors and requisitioning officers concerning purchases; analyzes material requirements and commodity specifications; prepares specifications for contracts and for purchases requiring written bids; analyzes and awards bids; interviews vendors, sets up evaluation committee and arranges for tests and demonstrations of products; determines the best sources of supply and the reliability of vendors; issues purchase orders; maintains detailed records and prepares reports of purchasing activities; prepares letters to the City Council to recommend contract awards; uses computer in performing buying functions; may supervise subordinates; may serve as assistant to the Purchasing Agent and act in that capacity during his/her absence; and performs other related duties as required.

REQUIREMENTS TO FILE:

REQUIREMENTS TO FILE:

Candidates must meet requirements A, B OR C:

A. Bachelor's degree from an accredited university with major coursework in purchasing, materials management, business administration, public administration or closely-related field (**proof required**)*.

OR

B. Four years of paid full-time experience in purchasing a wide variety of industrial and/or governmental equipment, supplies and materials for use rather than for resale.

OR

C. Any combination of education with major coursework in purchasing, materials management, business administration public administration or closely-related field AND experience totaling four years **(proof required)***.

Additional Requirements to File include:

- Knowledge of Microsoft computer applications.

A valid driver's license may be required by the hiring department.

***Required documents, such as transcripts or degree, 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. Degree or transcripts must indicate field of study and degree conferred date. 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: Experience in the following areas: governmental purchasing; capital construction; enterprise financial or accounting systems; or PlanetBids or comparable bidder management systems. Any of the following certifications are desirable: Certified Purchasing Manager (CPM), Accredited Purchasing Professional (APP), Certified Public Purchasing Buyer (CPPB) or Certified Public Purchasing Officer (CPPO).

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Online Written Examination.....	Qualifying

A minimum rating of 70 must be attained in the examination in order to be placed on the eligible list. This is a continuous eligible list and it will expire in six months. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

The written examination is tentatively scheduled for December 14, 2018. If you have not received notification by December 12, 2018, contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with 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.
An Equal Opportunity Employer.

C13AN-19 SV: BUYER
12/5/2018

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #C13AN-19
BUYER
SV

Civil Service Department
333 W. Ocean Blvd., 7th Fl
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

BUYER Supplemental Questionnaire

- * 1. **I. INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?
- Yes No
- * 2. **II. REQUIREMENTS TO FILE** Please indicate how you meet the requirements to file for the Buyer position.
- Option A: Bachelor's degree from an accredited university with major coursework in purchasing, materials management, business administration, public administration or closely-related field (proof required)*.
- Option B: Four years of paid full-time experience in purchasing a wide variety of industrial and/or governmental equipment, supplies and materials for use rather than for resale.
- Option C: Any combination of education with major coursework in purchasing, materials management, business administration public administration or closely-related field (proof required*) AND experience totaling four years.
- Option D: I do not have any of the above required options. Selecting this option will disqualify you from this position.
- * 3. Do you have knowledge of Microsoft computer applications?
- Yes No
- * 4. A valid driver's license may be required by the hiring department. Do you understand the information above?
- Yes No
- * 5. **III. DESIRABLE QUALIFICATIONS** Do you possess any of the following? Check all that apply. If you do not have the following below, please check none (by checking this option, this will not disqualify you from this position).
- Experience in governmental purchasing
- Experience in capital construction
- Experience in enterprise financial or accounting systems



City of Long Beach Employment Opportunity

CIVIL ENGINEERING ASSOCIATE

Job Number: K13NN-19

SALARY: \$2,867.04 - \$3,893.68 Biweekly

OPENING DATE: 11/19/18

CLOSING DATE: Continuous

DESCRIPTION:



Accepting online applications only. Apply online 24 hours a day, beginning November 19, 2018. Filing will remain open until vacancies are filled. Filing may close without further notice.

Current vacancies are with Harbor (Port of Long Beach) and Public Works. Other departments that use this classification include Development Services, Water, and the Airport. Click [HERE](#) to see more details regarding the position for various departments.

EXAMPLES OF DUTIES:

Under direction, performs difficult engineering work in the planning, design, estimating, and reviewing of plans and construction documents for City streets, natural gas distribution pipelines, potable water, reclaimed water, sanitary sewer, storm drains, buildings and structures, construction administration, developer, airport and/or harbor engineering projects; assigns work, gives instructions and acts upon engineering problems in connection with standards; prepares complete plans, specifications and estimates; directs the work of Engineering Technicians in the preparation of drawings, plans, and quantity estimates; prepares preliminary and final reports for construction and improvement projects; conducts studies and develops plans for long-range replacement and rehabilitation of structures and facilities; reviews plans and construction documents for conformance with standards and specifications; investigates and responds to citizen complaints; writes reports and makes estimates of a specialized nature in connection with various engineering projects; assists in preparing cooperative agreements; prepares and interprets legal descriptions and plat maps; monitors progress of less complex projects conducted by Civil Engineering Assistants and/or outside consultants; may review structural plans and/or water and sewer plans and supervise field inspections of construction work to check compliance with standards and safety regulations; may assist developer's with the general planning concepts of water/sewer systems and in the preparation of the Capital Improvements Program; performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet option A or B:

A. Engineer-in-Training (EIT) certificate in the field of Civil Engineering recognized by the California State Board of Registration for Professional Engineers (**proof required**)*, and Bachelor's degree from an accredited college or university in Civil Engineering or a closely related field (**proof required**)*, and three years (paid full-time equivalent) experience involving primary responsibility for preparation and/or review of standards, designs, construction activity and cost estimates of civil engineering projects, which must have been gained **after** passing the EIT exam or receiving a Bachelor's degree.

OR

B. Registration as a Professional Engineer in the State of California (**proof required**)*.

ADDITIONAL REQUIREMENTS:

- Experience with computer applications such as database management, project scheduling, spreadsheets, word processing and email.
- Ability to:
 - Communicate effectively, both verbally and in writing.
 - Deal tactfully and effectively with assigned staff, the public, client departments and consultants.
- A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection.
- Some positions may require willingness to work nights, weekends, holidays, and/over overtime as needed.

***Required documents, such as transcripts or degree, 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. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. 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:

Recent seaport, airport facility or airfield pavement experience; experience with various computer applications such as: AutoCAD, Civil 3D, MicroStation, InRoads or other engineering applications including scheduling, Geographic Information Systems (GIS) programs, and computer software for hydraulic modeling; design of water, sewer, storm drains, streets, and reclaimed water systems; the processing and review of Developer projects, pilot testing; a valid Water Distribution Operator Certificate and/or Water Treatment Certificate issued by the California Department of Public Health or State Water Resources Control Board; and/or monitoring an inspection staff.

SELECTION PROCEDURE:**EXAMINATION WEIGHTS:**

Application Packet.....Qualifying

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.

The continuous eligible list will expire in six months.

If you have not received notification within three weeks after 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.



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

K13NN-19 EK

CEA 12/5/18

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An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #K13NN-19
 CIVIL ENGINEERING ASSOCIATE
 EK

Civil Service Department
 333 W. Ocean Blvd., 7th Floor
 Long Beach, CA 90802
 (562) 570-6202

civilservice@longbeach.gov

CIVIL ENGINEERING ASSOCIATE Supplemental Questionnaire

- * 1. **I. INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?

Yes No

- * 2. **II. REQUIREMENTS TO FILE:**

Indicate under which of the following options you qualify for the Civil Engineering Associate position:

*Special Note: *Proof of required documents must be uploaded to application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.*

- A. Engineer-in-Training (EIT) certificate in Civil Engineering recognized by the California State Board of Registration for Professional Engineers (proof required)*, and Bachelor's degree in civil engineering or a closely related field (proof required)* and three



City of Long Beach Employment Opportunity

CLERK TYPIST

Job Number: D04AN-19

SALARY: \$2,707.00 - \$4,972.00 Monthly

OPENING DATE: 11/09/18

CLOSING DATE: 11/21/18 04:30 PM

DESCRIPTION:



**Pre-post bulletin beginning 1:30 p.m. November 9, 2018 through November 18, 2018.
Accepting online applications beginning November 19, 2018 through 4:30 p.m.,
November 21, 2018.**

Current vacancies are in the Airport, Civil Service, Development Services, Financial Management, Harbor, Fire, Police, Public Works, and Water Departments. This position is also used in the Human Resources, Economic Development, Energy Resources, and Parks, Recreation & Marine Departments.

EXAMPLES OF DUTIES:

Under supervision, performs a wide variety of general office clerical tasks which may include: filing alphabetically and numerically; compiling information for use in reports; making mathematical calculations; performing reprographics functions; assisting with the processing of financial transactions; providing customer service to the public, either in person or on the telephone; performing clerical duties such as scheduling, typing forms, preparing reports, memos, and correspondences; and performs other related duties as required.

REQUIREMENTS TO FILE:

A Keyboarding Skill Certificate from an approved government, employment, or training agency recognized by the Civil Service department and obtained within the last 12 months displaying ability to type at a minimum net speed of 30 wpm (**proof required**)*. Self-administered keyboarding exams that are not proctored are not accepted by the City of Long Beach. (For example, keyboarding tests found on the Internet or personal home computer programs.)

The following link includes some of the locations that provide a Keyboarding Certification.

[Suggested Agencies For Keyboarding Certification](#)

Additional Requirements to File:

Ability to:

- File alphabetically and numerically;

- Perform simple mathematical calculations;
- Correct errors in grammar, spelling, and punctuation;
- Deal courteously with the public, both in person and on the telephone;
- Maintain confidentiality;
- Type accurately on a personal computer.

Knowledge of:

- Microsoft Office Word and Excel

Applicants must be able to pass a thorough background investigation and polygraph examination for positions in the Police Department.

Some positions may require working nights or graveyard shifts, weekends, holidays, and occasionally flex hours.

A valid motor vehicle operator's license may be required by the hiring department.

***Keyboarding Skill Certificates must be uploaded to the online application at the time of filing and must contain the date the certificate was awarded, as well as either the applicant's name or other identifying characteristic on the form. Keyboarding Skill Certificates not submitted at the time of filing will not be accepted.**

DESIRABLE QUALIFICATIONS:

Bilingual (ability to speak) and/or biliterate (ability to read/write) in Spanish, Khmer, Tagalog, or American Sign Language is desirable for some positions.

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Written Examination.....	Qualifying

A minimum rating of 70 must be attained in the examination process in order to be placed on the eligible list. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

If you have not received notification within three weeks of filing your application, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/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.

An Equal Opportunity Employer.

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An Equal Employment Opportunity

Civil Service Department
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

CLERK TYPIST Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of these supplemental questions is to derive more specific information about the qualifications of applicants for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please indicate so. Resumes will not be considered as part of the Civil Service application process, and may not be substituted in lieu of the completed application or supplemental applications. Therefore, "See Resume" is not an acceptable response to any of the Supplemental Questions. Do you understand the above information?
- Yes
 No
- * 2. **REQUIREMENTS TO FILE:** To be considered for the Clerk Typist examination, applicants must submit proof of a Keyboarding Skill Certificate from an approved government, employment, or training agency recognized by the Civil Service Department, and that is obtained within the *last 12 months* of your application, which displays the ability to type at a minimum net speed of 30 wpm. NOTE #1: Refer to the Clerk Typist bulletin for a link to a list of some locations that provide a Keyboarding Certification recognized by the Civil Service Department. NOTE #2: Self-administered keyboarding exams that are not proctored are not accepted by the City of Long Beach. (For example, keyboarding tests found on the Internet or personal home computer programs.) NOTE #3: Keyboarding Skill Certificates must be uploaded to your online application at the time of filing and must contain the date the certificate was awarded, as well as the applicant's name or other identifying characteristic on the form. **Keyboarding Skill Certificates not submitted at the time of filing will not be accepted.** Do you possess a valid Keyboarding Skills Certificate?
- Yes, I possess a valid Keyboarding Skills Certificate.
 No, I do not possess a valid Keyboarding Skills Certificate.
- * 3. Have you attached your proof of possession of a valid Keyboarding Skills Certificate?
NOTE: Keyboarding Skill Certificates should be attached under the "Attachments" tab of your application.
- Yes, I have attached the necessary proof.
 No, I have not attached the necessary proof at this time.
 I do not possess a valid Keyboarding Skills Certificate at this time.
- * 4. **ADDITIONAL REQUIREMENTS TO FILE** Please indicate whether you possess the ability to:
- File alphabetically and numerically;
 - Perform simple mathematical calculations;
 - Correct errors in grammar, spelling, and punctuation;
 - Deal courteously with the public, both in person and on the telephone;
 - Maintain confidentiality;
 - Type accurately on a personal computer.
- Yes, I possess the abilities listed.
 No, I do not possess the abilities listed.
- * 5. Please indicate your proficiency level in Microsoft Word:
- Limited - no knowledge or experience in Word.
 Basic - have taken some courses or received some training in Microsoft Word, but have not used it for a job.
 Intermediate - have completed courses in Microsoft Word or received training in Microsoft Word, and uses it occasionally on the job.
 Advanced - uses Microsoft Word on the job daily to complete assignments without supervision, and can train others.



City of Long Beach Employment Opportunity

SENIOR CIVIL ENGINEER

Job Number: K52NN-19

SALARY: \$3,775.84 - \$5,143.28 Biweekly

OPENING DATE: 11/19/18

CLOSING DATE: Continuous

DESCRIPTION:



Accepting online applications only. Apply online 24 hours a day, beginning November 19, 2017. Filing will remain open until vacancies are filled. Filing may close without further notice.

Current vacancies are with Development Services. Other departments that use this classification include the Port of Long Beach (Harbor), Water, Public Works, and the Long Beach Airport. Click [HERE](#) to see more details regarding the positions for each department.

EXAMPLES OF DUTIES:

Under direction, supervises and coordinates plan review activities; design management, program/project management, and/or construction management of a wide variety of multiple municipal, harbor, airport, gas, water and wastewater engineering, and/or public and private development and building projects; performs, formulates, and coordinates work assignments for the review of plans, designs, estimates, and reports regarding surveys, inspections, soils, and geology; supervises the preparation of plans, specifications, the compilation of estimates and contract terms from an engineering standpoint; performs difficult structural and architectural plan check for compliance with building code requirements, City ordinances, and State/Federal statues/laws; performs the state's accessibility compliance review for building projects; leads, coordinates and manages multi-disciplinary teams of City and/or consultant staff to deliver complex projects in a collaborative environment; performs project reviews and permitting processes; performs special studies and prepares comprehensive reports; develops, manages, and tracks cost estimates, budgets and schedules for assigned projects; evaluates and manages project risks; performs claims analysis; administers consultant contracts; makes presentations to governmental bodies and citizen groups; oversees subdivision activities; may oversee the management of multiple projects, including scope, schedule and budget definition; manages project execution with multiple stakeholders; procures, negotiates and manages professional services contracts; performs project management including procurement, negotiation budgeting, scheduling, interfacing with regulatory agencies and other stakeholders, and monitoring and evaluating the work of consultants performing engineering, design and construction management work; manages and administers construction contracts,

including managing requests for information and submittals, analyzing and negotiating contract changes, evaluating claims and reviewing and processing progress payments; acts as assistant to the Division/Section Head when required; performs other related duties as required.

Some departments may require the following duties be performed as well: Interview and recommend employees for hire; prepare board or City Council memoranda; perform constructability reviews, pre-construction planning and coordination; chair pre-construction and weekly progress meetings and prepare meeting minutes.

REQUIREMENTS TO FILE:

- Registration as a Professional Civil Engineer in the State of California (**proof required**)*

AND

- A minimum of five years, paid, full-time equivalent and relevant experience. Two years of the required experience must have been gained in a related position while registered as a Civil Engineer.

ADDITIONAL REQUIREMENTS:

- Ability to communicate effectively, both verbally and in writing.
- Some positions require the ability respond to emergency calls in-person or by telephone within a 30-minute timeframe.
- A valid driver's license will be required at time of selection.

***Required documents, such as transcripts or degree, 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. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. 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:

Certification as a Project Management Professional (PMP), Certified Construction Manager (CCM), ICC Plans Examiner, Certified Access Specialist (CASp) and/or Leadership in Energy and Environmental Design (LEED); Certified Cost Technician (CCT), Certified Scheduling Technician (CST), Certified Estimating Professional (CEP), Decision and Risk Management Professional (DRMP), Earned Value Professional (EVP), CSI Certification, Envision Sustainable Profession (ENVSP) and other Sustainable Infrastructure Professional Certifications is a plus, experience in the areas of supervision, airport, land development and/or port/maritime; experience with ESRI (ArcGIS), Hydraulic Modeling, MicroStation, AutoCad, InRoads, InRail, ProjectWise, Oracle P6, Microsoft Project, Project Management Softwares (Oracle Unifier, Orion), commercially available cost estimating software for major capital projects (i.e. HardDollar, RS Means, Sage Timberline or other engineering applications); structural design and building code compliance. One year experience working in an Airport environment is desirable for positions in the Airport.

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

Application Packet.....Qualifying

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.

The eligible list will remain active for at least six months.

If you have not received notification within three weeks after 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.



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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

K52NN-19

EK:SCE

12/5/18

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

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Civil Service Department
 333 W. Ocean Blvd., 7th Floor
 Long Beach, CA 90802
 (562) 570-6202

civilservice@longbeach.gov

Position #K52NN-19
 SENIOR CIVIL ENGINEER
 EK

SENIOR CIVIL ENGINEER Supplemental Questionnaire

- * 1. **I. INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?

Yes No

- * 2. **II. REQUIREMENTS TO FILE:** Are you registered as a Professional Civil Engineer in the State of California? (proof required)*

Yes



City of Long Beach Employment Opportunity

TRAFFIC SIGNAL TECHNICIAN

Job Number: I66AN-19

SALARY: \$2,289.12 - \$3,444.08 Biweekly

OPENING DATE: 10/19/18

CLOSING DATE: 11/23/18 04:30 PM

DESCRIPTION:



Now accepting online applications only. Apply 24 hours a day, beginning October 19, 2018 through 4:30 p.m., November 9, 2018.

EXTENDED: Bulletin has been extended until November 23, 2018.

EXAMPLES OF DUTIES: Under general supervision, performs skilled work on analog and digital solid-state controllers, computers and other solid-state traffic control equipment; adapts, assembles, installs, maintains, wires, modifies and updates traffic signals, microwave radio and cable telemetry systems and control equipment; synchronizes traffic signal systems; may operate a City vehicle, and performs other duties as required.

REQUIREMENTS TO FILE:

Candidates must meet the following:

Two years of paid, full time equivalent experience in the maintenance and repair of complex electronic analog and digital solid-state equipment.

- Satisfactory completion of college-level courses in electronics and/or computer programming may be substituted for the required experience on a year-for-year basis (proof required)*; *Semester units: 24 units = 1 year; Quarter units: 36 units = 1 year*

Knowledge of associated test equipment and computers;

Ability to

- read schematics and blueprints,

- perform heavy manual labor,
- effectively communicate orally and in writing;

Willingness to

- work in an aerial lift at heights of up to 45 feet
- work overtime, weekends and holidays and serve on rotating callout basis for one week at a time.

Must comply with the Anti-Drug and Alcohol Program as required by the Department of Transportation regulations.

A current DMV driving record must be submitted to the hiring department at time of selection.

A valid California Class B driver license will be required prior to passing probation.

***Required documents, such as transcripts or degree, 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. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. 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: Associate Degree in Electronics Technology and a Level I International Municipal Signal Association certificate.

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

Application PacketQualifying
Occupational Written Test.....Qualifying
(Battery-operated calculators permitted.)

A minimum rating of 70 must be attained in the examination in order to be placed on the eligible list.

The Written Examination is tentatively scheduled for the week of November 27, 2018. If you do not receive notification by November 16, 2018, please contact the Civil Service Department at (562) 570-6202.

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

Please note that the selection procedure in the job opportunity bulletin is subject to change for the next recruitment.

See the previous selection procedure, as stated on the [\(previous job opportunity bulletin\)](#).



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.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #I66AN-19
TRAFFIC SIGNAL TECHNICIAN
SG

Civil Service Department
333 W. Ocean Blvd., 7th Fl
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

TRAFFIC SIGNAL TECHNICIAN Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about your qualifications for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?
 - Yes
 - No
- * 2. **REQUIREMENTS TO FILE:** Indicate under which of the following options you qualify for the Traffic Signal Technician position:
 - Two years of paid, full time equivalent experience in the maintenance and repair of complex electronic analog and digital solid-state equipment.
 - A combination of the required experience and completion of college-level courses in electronics and/or computer programming (proof required)* totaling two years; Semester units: 24 units = 1 year; Quarter units: 36 units = 1 year
 - Neither option above, selecting this option will disqualify me from the Traffic Signal Technician position.
- * 3. Are you able to read schematics and blueprints?
 - Yes
 - No
- * 4. Are you able to perform heavy manual labor?
 - Yes
 - No
- * 5. Are you able to effectively communicate orally and in writing?
 - Yes
 - No
- * 6. Are you willing to work in an aerial lift at heights of up to 45 feet?
 - Yes
 - No
- * 7. Are you willing to work overtime, weekends and holidays and serve on rotating callout basis for one week at a time?
 - Yes
 - No