



City of Long Beach Employment Opportunity

WATER UTILITY SUPERVISOR I-II

Job Number: MB1AN-17

SALARY: \$2,349.68 - \$3,532.48 Biweekly

OPENING DATE: 09/08/17

CLOSING DATE: 09/22/17 04:30 PM

DESCRIPTION:



Now accepting online applications only. Apply online 24 hours a day, beginning September 8, 2016 through 4:30 p.m., September 22, 2016.

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: EXAMPLES OF DUTIES: Under direction, plans, supervises, coordinates, and participates in the installation, repair and maintenance of water distribution systems or sewer collection systems; plans, assigns, directs and trains subordinate personnel engaged in water or sewer systems; assists in the enforcement of department policies; applies supervisory methods including delegating, counseling, disciplining, and evaluating job performance; and performs other related duties as required.

REQUIREMENTS TO FILE:

- Open to current city employees who have served a total of three (3) or more years of classified service (full-time equivalent) as either a Water Utility Mechanic or Senior Equipment Operator in the Long Beach Water Department.

AND

- Possess at least two of the following current certifications (**proof required**):

- Water Distribution Grade II (D2) – Issued by the State Water Resources Control Board (SWRCB) or California Department of Health.
- Water Treatment Grade II (T2) - Issued by the State Water Resources Control Board (SWRCB) or California Department of Health.
- Collections System Maintenance Grade II (CWEA 2) – Issued by California Water Environment Association.

Additional Requirement to File Include:

- Appointments made to the Water Operations Division require possession of the Water Distribution Grade II (D2) certification.
- A valid Commercial Driver's License A or B with air brake and tanker endorsement may be required contingent on the vacancy at time of selection
- Willingness to work on-call shifts during evenings, weekends, and holidays and must be able to respond within thirty minutes of notification.
- Knowledge of:
 - Supervision, safety, and the methods, materials, tools, and equipment used in the installation, maintenance, and repair of water distribution systems and/or sewer collection systems;
 - Knowledge of the operation of heavy equipment, installation of shoring, traffic control, and safety procedures including working in confined spaces and use of self-contained breathing apparatus.
- Ability to interact in a professional manner and communicate verbally and in writing with clarity and tact.

***Required documents must be uploaded to the online application at time of filing. Any proofs submitted must contain the applicant's name or other identifying characteristic on the form.**

DESIRABLE QUALIFICATIONS:

State Water Resources Control Board (SWRCB) or California Department of Health Water Distribution Grade III (D3) certification for appointments in the Water Operations Division; California Water Environment Association (CWEA) Collection System Maintenance Grade III (CWEA 3) for appointments in Sewer Operations division; Knowledge of Microsoft Office Suite (i.e. Word, Excel and Outlook).

SELECTION PROCEDURE: SELECTION PROCEDURE:

Screening of candidates will be conducted on the basis of applications submitted. Only those candidates showing the strongest backgrounds in a comparative analysis will be invited to the Appraisal Interview.

EXAMINATION WEIGHTS:

Application	Qualifying
Appraisal Interview.....	100%

A minimum rating of 70 must be attained in order to pass the examination.

If you have not received notification by October 6, 2017, 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.

MB1AN-17 DE 09/06/17



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 #MB1AN-17
 WATER UTILITY SUPERVISOR I-II
 DE

1800 E Wardlow Road
 Long Beach, CA 90807
 562-570-2300

civilservice@longbeach.gov

WATER UTILITY SUPERVISOR I-II Supplemental Questionnaire

- * 1. **I. 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. **II. REQUIREMENTS TO FILE:**
 Please indicate under which of the following options would qualify you for the Water Utility Supervisor.
- Three (3) years or more as a Water Utility Mechanic for the Long Beach Water Department
- Three (3) years or more as a Senior Equipment Operator for the Long Beach Water Department
- Three (3) years or more as both a Water Utility Mechanic and Senior Equipment Operator for the Long Beach Water Department
- None. Selecting this option will disqualify you from applying for this position.
- * 3. Applicants must also have at least two of the following certifications listed below in order to qualify for this position. Do you possess at least two or more of these certifications? • Water Distribution Grade II (D2) – Issued by the State Water Resources Control Board (SWRCB) or California Department of Health. Note that appointments made to the Water Operations Division require possession of the Grade II (D2). • Water Treatment Grade II (T2) - Issued by the State Water Resources Control Board (SWRCB) or California Department of Health. • Collections System Maintenance Grade II (CWEA 2) – Issued by California Water Environment Association.
- Yes

- No. Selecting this option will disqualify you from this process.
- * 4. A valid Commercial Driver's License A or B with air brake and tanker endorsement may be required contingent on the vacancy at time of selection. Do you understand the information above?
- Yes No
- * 5. Are you willing to work on-call shifts during evenings, weekends, and holidays and respond within thirty minutes of notification?
- Yes No
- * 6. Do you have knowledge of the supervision, safety, and methods, materials, tools, and equipment used in the installation, maintenance, and repair of water distribution systems and/or sewage collection systems?
- Yes No
- * 7. Do you have knowledge of the operation of heavy equipment, installation of shoring, traffic control, and safety procedures including working in confined spaces and use of self-contained breathing apparatus?
- Yes No
- * 8. Do you have the ability to interact in a professional manner and communicate verbally and in writing with clarity and tact?
- Yes No
- * 9. **III. WORK EXPERIENCE** Requirements to File for the Water Utility Supervisor position include three (3) or more years of classified service (full-time equivalent) as either a Water Utility Mechanic or Senior Equipment Operator in the Long Beach Water Department. Describe your experience as a Water Utility Mechanic and/or Senior Equipment Operator for the Long Beach Water Department that qualifies you based on your selection. You MUST include the following: 1) Classification Title; 2) Dates of employment (months and years); 3) Hours worked per week; and 4) Detailed description of the duties of the position. Note: Staff will use the information you provide in response to this question, in addition to the experience you include in the Work Experience section of the application, to determine if your experience meets the Requirements to File. If you have no paid, full-time equivalent experience, indicate "N/A".
- * 10. **IV. CERTIFICATIONS:** Applicants must also have at least two of the following certifications listed below in order to qualify for this position. Check all that apply. **(proof required*)**
- Water Distribution Grade II (D2) – Issued by the State Water Resources Control Board (SWRCB) or California Department of Health. Please note that appointments made to the Water Operations Division require possession of the Grade II (D2).
- Water Treatment Grade II (T2) - Issued by the State Water Resources Control Board (SWRCB) or California Department of Health.
- Collections System Maintenance Grade II (CWEA 2) – Issued by California Water Environment Association.
- I do not have these certifications. Selecting this option will disqualify you from this position.
- * 11. **V. DESIRABLE QUALIFICATIONS** Please indicate if you have any of the following (check all that apply): Selecting "None of the above" does not disqualify you from this position.

- State Water Resources Control Board (SWRCB) or California Department of Health Water Distribution Grade III (D3) certification for appointments in the Water Operations Division
- California Water Environment Association (CWEA) Collection System Maintenance Grade III (CWEA 3) for appointments in Sewer Operations division
- Knowledge of Microsoft Office Suite (i.e. Word, Excel and Outlook).
- None of the above.

* 12. **VI. GENERAL QUESTIONS:**

Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) **must be attached with your application at time of filing.**

- Yes No

- * 13. I understand that proof of required documents **must be submitted as attachments at the time of filing online.** I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete. Do you understand the information above? **Proofs may include the following below: Water Distribution Grade II (D2) – Issued by the State Water Resources Control Board (SWRCB) or California Department of Health; Water Treatment Grade II (T2) - Issued by the State Water Resources Control Board (SWRCB) or California Department of Health; Collections System Maintenance Grade II (CWEA 2) – Issued by California Water Environment Association; Any other Job Related Certificates; DD 214 Member 4 Form or other appropriate documentation, if claiming Veteran's Preference**

- Yes No

- * 14. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

Do you understand the information above?

- Yes No

- * Required Question