

Current Job Opportunities Effective Friday, June 8, 2018

JOB TITLE	MONTHLY SALARY	FILING DEADLINE
Business Systems Specialist I-VI	\$4,502 - \$10,154	Continuous
Gas Pipeline Welder/Layout Fitter	\$4,856 - \$6,599	Continuous
Microbiologist I-III	\$4,617 - \$7,488	June 15, 2018
Permit Technician	\$3,602 - \$5,564	June 11, 2018
Petroleum Engineer	\$8,518 - \$12,833	June 29, 2018
Planner	\$4,502 - \$9,415	Continuous
Police Officer – Lateral	\$6,080 - \$7,905	Continuous
Public Health Nurse	\$4,879 - \$7,341	June 15, 2018
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
Special Services Officer	\$2,929 - \$6,469	Continuous
Systems Support Specialist	\$4,414 - \$9,955	Continuous

(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
Airport Operations Assistant	Anticipated Monday June 18, 2018
Airport Operations Specialist	Anticipated Summer 2018
Chief Construction Inspector	Anticipated Summer 2018
Communication Specialist	Anticipated Summer 2018
Equipment Operator	Anticipated Summer 2018
Fingerprint Classifier	Anticipated June 2018
Fire Boat Pilot	Anticipated June 2018
Housing Aide	Anticipated Summer 2018
Housing Assistance Coordinator	Anticipated Summer 2018
Housing Specialist	Anticipated Summer 2018
Port Security Systems Operator	Anticipated August 2018
Refuse Supervisor (P)	Anticipated June 2018
Safety Specialist	Anticipated Summer 2018
Senior Electrical Engineer	Anticipated August 2018
Senior Mechanical Engineer	Anticipated Summer 2018
Supervisor, Commercial Diving	Anticipated August 2018

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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.

Civil Service Department
333 W. Ocean Blvd., 7th Floor, Long Beach, CA 90802
24-Hour Job Recruitment Line (562) 570-6201
Website: www.longbeach.gov/civilservice E-mail: civilservice@longbeach.gov
This information is available in an alternative format by request at (562) 570-6202.
An Equal Opportunity Employer



City of Long Beach Employment Opportunity

PERMIT TECHNICIAN

Job Number: ED6AN-18

SALARY: \$1,656.88 - \$2,559.04 Biweekly

OPENING DATE: 05/29/18

CLOSING DATE: 06/11/18 04:30 PM

DESCRIPTION:



Pre-posted for viewing beginning May 29, 2018 through June 3, 2018. Accepting online applications beginning 7:30 a.m., June 4, 2018 through 4:30 p.m., June 11, 2018. Apply online 24 hours a day.

EXAMPLES OF DUTIES: Under general supervision, assist architects, engineers, contractors, business owners, and homeowners with the issuance of permits; provides technical information regarding routine municipal code requirements and ordinances; assists the public in completing applications and other forms; issues permits as authorized; provides customer support at the Permit Center in person and/or over the phone regarding routine questions about municipal code requirements and ordinances, permit application process and procedures; reviews plans and permit applications for compliance with established codes, ordinances, policies and procedures; uses architectural and engineering scales to determine dimensions and calculate areas and percentages; calculates a variety of fees for plan check, permits, and other development impact fees; and determines construction valuations based on established standards; maintains computerized permit information system, computer files, and other manual logs on all permits and related documents to monitor progress of plan review and track permit status; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

Candidates must meet one of the following requirements below:

- Graduation from high school or equivalent (**proof required**)* **AND** two years of paid, full-time equivalent experience involving extensive public contact in a building or planning department with at least six months of experience in computerized permit application processing.

OR

- One year of paid, full-time equivalent, clerical and/or technical experience involving extensive public contact in a building, planning, or construction industry **AND** completion

of nine or more college semester units in planning, building inspection technology, engineering, architecture, code enforcement, fire science technology or a closely related field **(proof required)***

Additional Requirements to File:

- Knowledge of principles and practices of permit application review;
- Familiarity with plans, codes, ordinances and related terminology, architectural drawing convention, record management practices;
- Ability to:
 - Type and enter data accurately;
 - Communicate effectively both orally and in writing;
 - Provide excellent customer service;
 - Exercise tact, good judgment, and patience in assisting the public;
 - Analyze and review permit applications;
 - Perform basic math computations;
 - Operate office equipment including computers, printers and copiers;
 - Learn, retain, interpret, and communicate technical and complex information.

A Permit Technician certification from International Code Council (ICC) will be required prior to completion of probation.

A valid driver's license may be required for this position.

DESIRABLE QUALIFICATIONS: A Permit Technician certification from International Code Council (ICC).

***Required documents, such as college transcripts, 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.**

SELECTION PROCEDURE: SELECTION PROCEDURE:

Application Packet.....Qualifying

This selection procedure will be conducted using a non-competitive process, which means applications are evaluated based on training, experience, education, certificates and/or licenses. There is no examination.

This is a continuous eligible list, which means all applicants meeting the minimum requirements to file will 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. The continuous eligible list will expire in six months. Eligible lists may be established periodically.

If you do not receive notification by June 22, 2018, 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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J.O.B. ED6AN-18 CS:PT
6/6/2018

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 #ED6AN-18
PERMIT TECHNICIAN
SV

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

civilservice@longbeach.gov

PERMIT TECHNICIAN Supplemental Questionnaire

- * 1. **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. **REQUIREMENTS TO FILE:** Please indicate how you meet the requirement to file for the Permit Technician position.
- Option A: Graduation from high school or equivalent (proof required)* AND two years of paid, full-time equivalent experience involving extensive public contact in a building or planning department with at least six months of experience in computerized permit application processing.
- Option B. I have one year of paid, full-time equivalent, clerical and/or technical experience involving extensive public contact in a building, planning, or construction industry AND completion of nine or more college semester units in planning, building inspection technology, engineering, architecture, code enforcement, fire science technology or a closely related field (proof required)*
- Option C: I do not have any of the options stated above. Selecting this option would disqualify me from this position.
- * 3. **EXPERIENCE:** If you chose Option A under the Requirements to File, briefly describe your two years of paid, full-time equivalent experience involving extensive public contact in a building or planning department with at least six months of experience in computerized permit application processing. Include employer's name(s), job title(s), date(s) of employment, hours per week, and job duties. If you did not select Option A, please type N/A.