



# City of Long Beach Employment Opportunity

## CIVIL ENGINEERING ASSISTANT

Job Number: 48

### SALARY RANGE:

Grades I – III: \$1,858.32 to \$2,524.56 Biweekly  
\$4,040.00 to \$5,489.00 Monthly

*\*3% salary increase effective 7/1/08*

Applications and supplemental applications may be obtained in the Civil Service Department between 7:30 a.m. and 4:30 p.m. Filing may close without further notice.

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

- A. Graduation from an accredited four-year college or university with a Bachelor's Degree in Civil Engineering or closely related field (proof required)\*  
**OR**
- B. Engineer-In-Training (E.I.T.) certificate in the field of Civil Engineering, recognized by the California State Board of Registration for Professional Engineers. (proof required)\* **OR**
- C. Currently be an upper division civil engineering student or closely related field (proof required)\*
  - Candidates who have not yet graduated must submit a copy of transcripts indicating upper division engineering coursework. Upon graduation and prior to permanent appointment, candidates must submit proof of completion of their Bachelor's degree program to the Civil Service Department. Upper division students still completing coursework will be eligible for internship opportunities. Eligibility for permanent employment will be obtained upon graduation (proof required)\*.

Ability to communicate effectively, both orally and in writing.

Ability to deal tactfully with other staff, the public, other departments and consultants.

Proof of a valid motor vehicle operator's license and a current DMV driving record is required and must be submitted to the hiring department at the time of selection interview.

**Apply to:**

**City of Long Beach  
Civil Service Commission**  
333 W. Ocean Blvd., 7th Floor  
Long Beach, CA 90802  
Phone: (562) 570-6202

**Apply online: [www.longbeach.gov/civilservice](http://www.longbeach.gov/civilservice)**

**For recorded announcement of other jobs available,**

Call (562) 570-6201  
TDD (562) 570-6638 (for hearing impaired)  
An Equal Opportunity Employer

**\*Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts must be received in the Civil Service Department five days after close of filing to be placed on the eligible list.**

**DESIRABLE QUALIFICATIONS:** Experience with computer applications, such as: database, spreadsheet, Geographic Information Systems (GIS), Auto CAD, Microstation or other engineering applications.

**EXAMPLES OF DUTIES:** Under direction, evaluates survey data; evaluates physical test data of construction materials; assists in the design or construction oversight of street improvements and underground utility structures or other public works improvements; reviews construction boundaries and dimensions; writes construction specifications; prepares cost estimates and schedules; provides technical direction or assistance to staff and consultants; performs design drafting and engineering calculations; researches and writes technical reports; assists in conceptual and environmental studies; participates in the collection and analysis of a variety of data; investigates and responds to public complaints; may assist in preparing grant applications; and performs other related duties as required.

**SELECTION PROCEDURE:** This examination will be conducted using the continuous non-competitive procedure. All applicants meeting the requirements to file will be placed on the eligible list, with those receiving Veteran's credit first, and then in order in which applications are filed. Eligible lists will be established periodically. Screening of candidates will be conducted on the basis of applications and supplemental applications submitted. As vacancies occur, names of qualified applicants will be submitted to the requesting department for consideration.

**If you do not receive notification of your status please contact the Civil Service Department at (562) 570-6202. This information is available in an alternative format by request at (562) 570-6202.**

PM 48/K12NN-08

03/19/08



If a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

## Civil Engineering Assistant Internship Pilot Program Information Sheet

The City of Long Beach is excited to offer a Civil Engineering Assistant internship pilot program. This program allows upper division engineering students the opportunity to obtain internship opportunities while completing the required educational curriculum. In order to be considered for permanent appointment as a Civil Engineering Assistant proof of graduation must be submitted. The program is open to:

- ❖ ***Upper division engineering students. Proof of junior level standing with a declared engineering major in civil, electrical, mechanical, petroleum, traffic, transportation or structural engineering must be provided.***

Obtaining an internship with the City of Long Beach will assist students in gaining valuable experience and provide the opportunity to work towards permanent employment with the City. Placement in an internship does not guarantee permanent employment once the degree is obtained.

Several City Departments are offering limited numbers of internship opportunities. Each department is responsible for determining projects, schedules and compensation. The City Departments that utilize a variety of different engineering classifications include Long Beach Development Services, Gas & Oil, the Port of Long Beach, Public Works and the Water Department.

The City of Long Beach is an exceptional place to work and operates its own Airport, Gas & Oil Department, Port and Water Department. Each one of these departments, including Development Services, provides the opportunity to work on a variety of exciting and challenging projects in areas that are unique among municipalities.

All qualified candidates will be placed on an eligible list for Civil Engineering Assistant vacancies. As vacancies occur, names of all candidates including those still working on their degree will be sent to the departments for consideration. Candidates providing proof of degree and/or E.I.T. are eligible for permanent appointment as a Civil Engineering Assistant, as well as internship opportunities. Candidates still working toward their degree will only be eligible for internship positions. Once proof of the degree is submitted to the Civil Service Department, candidates will then be eligible for consideration to be hired as a Civil Engineering Assistant.

Candidates may apply on-line at [www.longbeach.gov/civilservice](http://www.longbeach.gov/civilservice) or call 562-570-6202 to obtain an application packet.

If you have any further questions please contact Paola Maldonado at 562-570-6392.