



FORESTRY EQUIPMENT MANAGER I

Exam Code: 6FS0501

Department(s):	Department of Forestry & Fire Protection
Opening Date:	02/06/2017
Closing Date:	03/06/2017
Type of Recruitment:	Open - Nonpromotional
Salary:	MONTHLY-RANGED-SALARY \$5050.00 - \$6385.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final Filing Date: **March 6, 2017**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at: [State Application](#). Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Diana Valenciano)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Diana Valenciano)
1300 U Street
Sacramento, CA 95818

Note: Applications **will not** be accepted via e-mail.

Applications postmarked or personally delivered after the final filing date, **March 6, 2017**, will not be accepted for any reason.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

SPECIAL TESTING ARRANGMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

SALARY INFORMATION

\$5050.00 - \$6385.00

ELIGIBLE LIST INFORMATION

A Departmental open-nonpromotional eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **March 6, 2017**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include “from” and “to” employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

Either I

Two years of experience in the California State service performing the duties of a Heavy Equipment Mechanic.

Or II

Five years of experience as a journeyman mechanic, at least two years of which shall have been spent in full-time major repair and construction of gasoline- and diesel-powered mobile equipment. (Experience in the California State service applied toward this requirement must include at least two years in a class comparable to Heavy Equipment Mechanic.)

POSITION DESCRIPTION

Under general supervision of the Forestry Equipment Manager II positions in this class, supervises and directs the work of a small group of employees engaged in repair and maintenance of mobile equipment in an assigned ranger unit; may assist or perform the more difficult work; inspects equipment for conformance to maintenance standards; investigates accidents for mechanical deficiencies; prepares and conducts ongoing training in equipment operation, maintenance, and repair; keeps required records and makes reports on performance, condition, and repair of assigned equipment; works with private vendors on equipment repair and construction.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **April/May 2017**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE AND ABILITIES

Scope:

Knowledge of:

1. Methods and tools used in the maintenance, adjustment, repair, design, and construction of mobile equipment to ensure the safety and reliability of equipment.
2. Preventive maintenance programs to provide technical expertise in the areas of inspection, repair, and maintenance of equipment to ensure the safety and reliability of equipment.
3. Materials used in the maintenance, adjustment, repair, design, and construction of equipment to ensure the safety and reliability of equipment.
4. Preventive maintenance programs in the areas of inspection, repair, and maintenance of other related equipment to ensure the safety and reliability of equipment.
5. Applicable laws and regulations pertaining to fleet operations to ensure a safe and effective fleet.
6. The Biennial Inspection of Terminals Program for vehicle compliance with the Federal Motor Carrier rules.
7. Department codes, rules, policies, and procedures to effectively manage a program for operational readiness.
8. Methods and tools used in the maintenance and repair of other related equipment to ensure the safety and reliability of equipment.
9. Industry standards with regard to time and materials needed for completion of vehicle repairs.
10. Mission, values, and goals of the California Department of Forestry and Fire Protection.
11. Supervisory roles and responsibilities to promote equal opportunity in hiring, development, and promotion of employees to maintain a work environment free of discrimination and harassment as defined under the Ralph C. Dills Act.
12. Requisitions for automotive repair parts and other supplies of daily and emergency fleet operations.
13. The maintenance, application, and replacement of Personal Protective Equipment to maintain a safe working environment.
14. Supervision principles to effectively manage fleet personnel.
15. Team building and leadership principles to create a productive work environment.
16. Industry recognized labor/time estimates for vehicle repairs to determine repair methods and costs.
17. Applicable laws, regulations and internal policies for employee workplace safety and protection.
18. Basic grammar at a level to ensure complete reporting.
19. Operational and tactical applications of fire apparatus and specialized equipment to adequately design and equip Department firefighting fleet.
20. Management practices and organizational techniques to provide effective leadership.
21. Computer software programs to electronically compile and analyze data, produce reports, repair equipment, and manage operations.

22. Industry standards and practices to ensure a safe and compliant fleet.
23. Available training resources and methods to provide effective instruction for employees.
24. Applicable laws and regulations regarding emissions, collection, storage, and waste disposal procedures to ensure compliance with applicable laws.
25. Basic business office methods, protocol, and procedures for effective management.
26. Employment interviewing procedures and guidelines used to select and/or hire candidates.
27. Development and implementation of a strategic apparatus replacement plan to maintain a safe and operational fleet.
28. Supervision guidelines, corrective actions, and personnel evaluations to ensure program accountability.
29. Progressive discipline guidelines to ensure program and personnel accountability.
30. Commercial Driver's License Program to comply with State and Federal laws and regulations.
31. Budget and purchasing policies and procedures to track expenditures for operational needs.
32. Training techniques to provide effective instruction to fleet management personnel.
33. Basic mathematics for the repair and construction of equipment.
34. Budget forecasting, planning, and reallocations to meet operational requirements within the Department.
35. Salvage values of damaged, obsolete, or worn-out equipment to determine repair versus replacement values.

Skill to:

1. Communicate clear direction to subordinates regarding repair procedures by way of written, verbal, or physical demonstration of proper procedures, to ensure employee expectations are understood.
2. Make sound decisions under stressful situations with staff, vendors, contractors, or the public in order to effectively manage daily operations.
3. Demonstrate effective communication in written or verbal form to others in order to disseminate necessary information.
4. Manage time and prioritize daily activities during emergency and routine operations to ensure safe and effective program.
5. Interpret complex automotive instructions and diagrams to accurately diagnose issues with Department equipment.
6. Manage and effectively motivate a diverse workforce with different skill levels and personalities to ensure a productive team.
7. Demonstrate leadership to individuals for upward mobility and position enhancement.
8. Remotely diagnose and communicate mechanical deficiencies through verbal communication, using wireless and hard-wired devices to expedite repairs.
9. Operate hand tools, power tools, and specialized equipment to diagnose, remove, and rebuild equipment and components of Department fleet in order to perform the job effectively and safely at the journeyman level.
10. Use a computer or mobile devices to search the internet and/or database(s) to obtain necessary information needed for effective job performance.
11. Use appropriate Personal Protective Equipment to ensure personal safety.
12. Effectively utilize computer software to develop documentation and to effectively manage the fleet.
13. Drive and operate different department vehicles or equipment in a variety of weather conditions and topography to ensure safe operation and verify complaints.
14. Publicly address groups and facilitate meetings to all levels to effectively disseminate necessary information.

Ability to:

1. Work cooperatively with supervisors, peers, cooperators, and the general public to maintain good relationships with the Department.
2. Keep accurate records to successfully complete documentation and follow record retention schedules.
3. Read, write, comprehend, and communicate in English to exchange information and accomplish daily activities.
4. Direct the work of others in the inspection, testing, maintenance, and repair of equipment to ensure safety and reliability.
5. Inspect, test, and/or adjust equipment to determine needed repairs or if equipment is operating properly.
6. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations to effectively meet the mission, vision, and values of the Department.
7. Work long and arduous hours in emergency and non-emergency environments to effectively meet the mission, vision, and values of the Department.
8. Maintain a valid driver's license to enable the legal operation of Department-owned mobile equipment on California roadways.
9. Manage multiple assignments to meet job demands of varying complexities.

10. Follow oral and written instructions to ensure successful completion of assignments.
11. Communicate effectively with employees and management to exchange information and accomplish daily activities.
12. Identify and resolve conflicts to provide a productive and safe work environment.
13. Supervise the work of others in order to plan, organize, direct, control, and evaluate employees' performance to ensure safe and cost effective completion of assignments.
14. Use resources as needed to obtain pertinent information.
15. Repair equipment to ensure safe operation.
16. Effectively work in remote locations and/or adverse conditions in emergency and non-emergency situations to meet the needs of the Department.
17. Perform in a team environment contributing to a collaborative effort for problem solving and decision making.
18. Establish and set goals, objectives, and priorities needed to maximize program efficiency.
19. Maintain adequate supply of automotive parts for availability in case of needed repairs or maintenance to expedite timely and efficient repairs.
20. Maintain equipment to prevent possible equipment failure or accidents.
21. Travel long distances in emergency and non-emergency circumstances to effectively meet the mission, vision, and values of the Department.
22. Demonstrate ethical and professional conduct with fellow employees and all members of the public to effectively meet the mission, vision, and values of the Department.
23. Track expenditures of budget and purchases to ensure fiscal responsibility and accountability.
24. Identify job-related problems that may impact work performance and present solutions in order to minimize interruptions to fleet operations.
25. Calculate the cost of repairs and/or design of equipment within budget constraints to ensure fiscal responsibility.
26. Estimate the cost of repairs and/or design of equipment to provide quotes for competitive bidding.
27. Delegate assignments as needed to complete tasks efficiently.
28. Implement the applicable Department safety practices, policies, and procedures for workplace safety and protection.
29. Maintain records and prepare reports to meet operational requirements.
30. Perform physical activities required by the demands of the position to safely meet the needs of the Department.
31. Determine the condition of vehicles involved in vehicle accidents to protect Department resources and prevent future reoccurrences.
32. Perform various office tasks necessary for the administration of the program.
33. Requisition automotive repair parts and other supplies for the safety and efficiency of fleet operations.
34. Determine cause of vehicle accidents using analytical and critical thinking skills to validate the cause of accident in order to prevent future reoccurrence.
35. Develop oral and written presentations at a sufficient level to ensure effective delivery and understanding.
36. Safely drive a variety of different makes and models of Department vehicles and equipment in a variety of weather conditions and terrains to fulfill position requirements.
37. Develop a survey plan for the replacement of Department equipment to ensure a safe and modern fleet.
38. Design and/or construct equipment to ensure safety, reliability, operational efficiency, and compliance with industry standards.
39. Direct the design and/or construction of equipment to ensure accuracy and compliance with contracts.
40. Make technical plans, drawings, and models using design techniques and principles for the construction of mobile equipment.

VETERANS PREFERENCE

Will be awarded pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference, 2) An entrance examination is defined, under the law, as any open competitive examination, 3) Veterans Preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work irregular hours and to travel throughout the State.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7824

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/6873.aspx>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678).

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.