



## **WATER AND PLANT OPERATOR, DEPARTMENT OF FORESTRY AND FIRE PROTECTION (SAFETY)**

**Exam Code: 7FSAF**

<b>Department(s):</b>	<b>Department of Forestry &amp; Fire Protection</b>
<b>Final Filing Date:</b>	<b>Continuous filing. Cut off dates will be scheduled periodically.</b>
<b>Type of Recruitment:</b>	<b>Open - Nonpromotional</b>
<b>Salary:</b>	<b>MONTHLY-RANGED-SALARY \$6126.00 - \$6432.00</b>
<b>Employment Type:</b>	<b>Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent</b>
<b>Exam Type:</b>	<b>State-wide</b>

### **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: **Continuous Filing**

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.

**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 filling 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

**\$6126.00 - \$6432.00**

## 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 as stated on this examination bulletin as of the date the exam is given.

**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

Possession of a valid State of California Wastewater and Water Treatment Plant Operator Certification issued by the State Water Resources Control Board (Grade I or Grade II) and State Department of Health Services (Grade 1 or Grade 2). (Applicants who are within six months of obtaining the required certification will be admitted to the examination but must secure and provide evidence of certification prior to appointment.)

**And**

**Either I**

Completion of a recognized apprenticeship for Stationary Engineers. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination but must provide evidence of completion prior to appointment.)

**Or II**

Experience: Four years of experience performing duties which may include the operation and maintenance of water and sewer systems; maintenance and repair of plumbing, boiler, heating, refrigeration, ventilation, laundry, and shop and power equipment of commercial, industrial, or institutional buildings, including the operation and maintenance of air conditioning systems involving the use of automatic controls; and repair of various mechanical equipment, in addition to performing minor building construction and maintenance.

**And**

**Education:** Completion of 670 hours of formalized technical instruction relating to Stationary Engineering in training offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and Joint Training Partnership Act. (An Associate of Arts or Certificate in Mechanical Electrical Technology, which must have included at least 12 semester units of instruction in heating, ventilation, and refrigeration systems involving the use of automatic controls, may be substituted for the 670 hours of technical instruction. Students who are within six months of completing their degree will be admitted to the examination, but they must provide evidence of completion prior to appointment.) (Two years of additional qualifying experience may be substituted for the required education.)

## POSITION DESCRIPTION

A Water and Sewage Plant Operator, under general direction in a conservation camp in the Department of Forestry and Fire Protection, to perform a variety of skilled work in the operation, maintenance, and repair of a water/wastewater treatment plant, water, sewer, heating, boiler, air conditioning, ventilating, lighting, power, and other mechanical systems normally found in a State conservation camp facility; to work closely with Region, Headquarters facility planners, and various control agencies on facility maintenance problems and code requirements; to maintain order and supervise the conduct of inmates or wards; to instruct or lead inmates, wards, or resident workers in facilities maintenance while protecting and maintaining the safety of persons and property; and to do other related work.

## EXAMINATION INFORMATION

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:

#### A. Knowledge of:

1. Proper sampling and handling techniques for water and/or wastewater laboratory testing to comply with regulatory guidelines, specifications, and operational needs.
2. Routine tests techniques on water samples to ensure proper operation of water treatment processes.
3. Chemical dosages used for the treatment of water to ensure proper disinfection and maintain chlorine residual in the distribution system.
4. Chemical dosages used for the treatment of water to ensure compliance with water quality standards.
5. Water and wastewater treatment principles to ensure compliance with all health standards.
6. Applicable laws and regulations that apply to the Department's water and wastewater treatment plants.
7. Water and/or wastewater treatment and effluent disposal to ensure safe and effective operation.
8. Water distribution systems to ensure safe and effective operation.
9. Wastewater treatment processes to ensure operational effectiveness.
10. Routine tests techniques on wastewater samples to ensure proper operation of wastewater treatment processes.
11. Appropriate use of Personal Protective Equipment (PPE) to ensure health and safety.
12. Water treatment processes to ensure compliance with drinking water safety standards.
13. Personal Protective Equipment (PPE) maintenance to ensure health and safety.
14. Potential risks associated with working in a prison environment.
15. Troubleshooting techniques to diagnose electrical and mechanical equipment problems associated with water and/or wastewater treatment plants to ensure operational readiness.
16. Specialized equipment used for the treatment of potable water to ensure compliance with all health standards.
17. Materials and principles used in the operation of water distribution systems in accordance with applicable laws and regulations.
18. The Departments safety procedures and programs to ensure personnel safety and compliance with Federal and State law.
19. Maintenance and repair techniques and procedures of water distribution systems to ensure effective operation in accordance with applicable laws and regulations.
20. Jobsite safety practices to ensure personnel safety while completing assignments to ensure compliance in accordance with the Departments Injury and Illness Prevention Program (IIPP).
21. Confined spaces as they apply to water and wastewater plants to ensure compliance in accordance with applicable laws and regulations and Department policies and procedures.
22. Equipment used for the disposal of wastewater effluent to ensure safe and effective operation in accordance with applicable laws and regulations and Department policies and procedures.
23. Basic mathematical calculations for effective job performance.
24. Federal and State health and safety practices to maintain a safe work environment in accordance with Department policies and procedures.
25. Safe handling and disposal of hazardous materials used for maintenance and repairs to ensure a safe and well maintained plant.
26. Safety procedures to ensure safe and effective operation in accordance with Department policies and procedures.
27. Tools and equipment to ensure safe and effective repairs are completed.
28. The maintenance of wastewater collection systems to ensure safe and effective operations in accordance with Department policies and procedures.
29. The repair of wastewater collection systems to ensure safe and effective operations in accordance with Department policies and procedures.
30. Materials and tools used in the maintenance and repair of wastewater collection systems in accordance with applicable laws and regulations.
31. Industry specific terminology to communicate effectively.
32. Advanced mathematical calculations for effective job performance.
33. Equipment inventory management to maintain adequate supplies for common repairs to ensure safety and operational readiness.
34. Basic supervisory principles and practices to ensure the efficient operation of the water and/or wastewater treatment plant.
35. Parts and supply requisitioning to conduct efficient and timely repairs.
36. Writing elements to ensure that written materials are complete, concise, and error free.

37. Non-hazardous materials used for maintenance and repairs to ensure safe and well maintained plants.
38. Computer programs as needed for job performance to ensure compliance with Department policy.
39. Defensive driving techniques to safely operate Department vehicles.
40. Required training to enhance knowledge, skills, and abilities.
41. Mobile communication devices for effective communication.

B. Skill to:

1. Effectively operate water and/or wastewater plants.
2. Maintain the safety and security of an area and inmates/wards assigned.
3. Safely operate equipment to ensure safe and effective operation.
4. Read, write, and speak English at a level required for successful job performance.
5. Properly utilize Personal Protective Equipment (PPE) for safe and effective operation and use.
6. Effectively supervise the work of inmates/wards.
7. Properly lift tools and equipment to prevent personal injury and damage to equipment.
8. Operate various tools for safe and effective use.
9. Operate a personal computer in order to accomplish job duties and ensure effective job performance.
10. Communicate effectively in order to exchange and/or provide information and/or direction.
11. Effectively instruct and train inmates/wards on duties as assigned.
12. Multi-task during emergency and non-emergency situations.
13. Move in various ways in order to complete jobs, tasks, and projects.
14. Produce written correspondence to effectively convey information.
15. Use communication equipment for effective communication in emergency and non-emergency situations.

C. Ability to:

1. Keep accurate records to successfully complete documentation and follow record retention schedules.
2. Maintain water integrity in storage vessels and distribution systems to ensure safety and health standards are met.
3. Interpret laboratory test results and analysis to determine if water and/or wastewater treatment plants meet compliance with regulatory permit requirements.
4. Operate equipment associated with water and/or wastewater treatment systems to ensure safe and effective operation.
5. Evaluate water flow needs required by individual facility usage.
6. Interpret permits issued by the regulatory agencies to ensure compliance with discharge permits.
7. Perform routine tests on water samples to ensure proper operation of water treatment processes.
8. Perform routine tests on wastewater samples to ensure proper operation of wastewater treatment processes.
9. Ensure the repair of equipment associated with water and/or wastewater treatment systems to keep systems operational.
10. Analyze situations and take appropriate action in emergency and non-emergency situations to ensure safe and effective work environment.
11. Train inmates and/or wards on safety practices to ensure a safe and effective operation.
12. Train inmates and/or wards as an Operator in Training (OIT) in the proper operation of wastewater treatment plants to ensure compliance.
13. Train inmates and/or wards in proper collection and handling of water and/or wastewater sampling for analysis to ensure water quality and compliance.
14. Train inmates and/or wards on laboratory procedures to ensure water quality and compliance.
15. Train inmates and/or wards in the proper operation of water treatment plants to ensure compliance.
16. Follow directions to ensure successful completion of work assignments.
17. Implement and enforce workplace safety procedures as they apply to excavating situations.
18. Interpret plan, drawings, and specifications to successfully complete work assignments.
19. Write documents to communicate with various audiences.
20. Properly store and transport prepared water and/or wastewater samples in appropriate timeframe for delivery to testing facility as required by Federal and State guidelines.
21. Properly collect and label water and/or wastewater samples for laboratory and routine testing.
22. Complete proper water and/or wastewater sample documentation for laboratory testing.
23. Ensure water and/or wastewater samples are tested and analyzed at State certified laboratories to meet compliance with regulatory permit requirements.

24. Communicate effectively with peers, staff, inmates, and control agencies to ensure safe and effective operation.
25. Monitor and evaluate effluent disposal to meet discharge requirements.
26. Ensure the installment of equipment associated with water and/or wastewater treatment systems to ensure effective operation.
27. Ensure repairs are made to equipment associated with water and/or wastewater treatment systems to keep systems operational.
28. Recognize and report the need for changes of the water and/or wastewater processing systems to ensure compliance in accordance with regulatory laws, regulations, and permits.
29. Read and understand various written materials to ensure proper completion of work assignments.
30. Ensure repair of electrical and mechanical equipment problems relating to water and/or wastewater treatment processes to meet regulatory requirements.
31. Recommend changes needed to the water and/or wastewater processing systems to ensure compliance in accordance with regulatory laws, regulations, and permits.
32. Identify potential problems that may impact work performance and present solutions to minimize operational interruptions.
33. Use tact and diplomacy when working with people of different perspectives and viewpoints.
34. Use and direct the use of appropriate Personal Protective Equipment (PPE) to ensure personnel safety.
35. Troubleshoot electrical and mechanical equipment problems relating to water and/or wastewater treatment processes to meet regulatory requirements.
36. Ensure the installment of equipment associated with electrical systems to maintain water and/or wastewater treatment plants.

## **VETERANS PREFERENCE**

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

## **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.)

## **DISTINGUISHING CHARACTERISTICS**

### **SPECIAL PERSONAL CHARACTERISTICS**

Persons appointed to positions in this class must have a willingness to maintain appropriate certificates and licenses; willingness to work in a prison environment; willingness to work as part of a team to facilitate the mission of the Department; willingness to take on the sole responsibility for the protection of personnel and property; willingness to take on the sole responsibility for the supervision of inmates and/or wards assigned to water and/or wastewater plants; willingness to follow chain of command; willingness to perform other duties as required as related to water and/or wastewater plants; willingness to properly utilize Personnel Protective Equipment (PPE) for safe and effective operation and use; willingness to work independently to facilitate the mission of the Department; willingness to remain alert at all times; willingness to work with and/or around inmates/wards; willingness to be tested for Tuberculosis (TB); willingness to comply with the Departments code of conduct; willingness to make safe and effective decisions in the performance of the job; willingness to correct unacceptable work or conduct performed by inmates/wards; willingness to direct the work of others; willingness to work around electrical equipment that automatically starts and stops; willingness to monitor water and/or wastewater plants for contraband on a daily basis to ensure the safety and security of the institution and public; willingness to work closely with vendors; willingness to monitor inmates/wards on a daily basis to ensure the safety and security of the institution and public; willingness to cooperate with others to complete a common goal and/or objective; willingness to inspect and approve the work of others; willingness to work daily in a remote location; willingness to participate in training sessions to increase technical, administrative, and manipulative skills; willingness to work with hazardous materials while wearing Personal Protective Equipment (PPE); willingness to establish and maintain cooperative relationships with Department employees and the public to meet the mission of the Department; willingness to work on a computer to complete various tasks and assignments; willingness to perform job duties in extreme temperatures, weather, and locations to meet the needs of the Department; willingness to perform duties in restricted spaces; willingness of possible exposure to communicable diseases; willingness to assist in the training of others; willingness to perform job duties for extended periods of time; willingness to remain on duty longer than scheduled shift to meet workforce needs; willingness to instruct others in matters of operation and servicing of equipment and systems pertaining to the water and/or wastewater plants; willingness to work long, irregular hours to ensure proper safe and effective operation of water and/or wastewater plants; willingness to be fit for duty while on call to meet workforce needs; willingness to move in various ways in order to complete jobs, tasks, and projects; willingness to maintain uniform standards per Department policies and procedures; willingness to wear a uniform per Department policies and procedures; willingness to maintain Department grooming standards; willingness to maintain adequate fitness to meet the requirements and needs of the Department; willingness of possible exposure to traumatic and/or graphic situations; willingness to be away from your family for an extended period of time to ensure safe and effective operations; willingness to travel long distances to meet the needs of the Department.

## **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/6191.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, 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 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. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference is on the Veterans' Preference Application (STD. Form 1093), which is available at [www.jobs.ca.gov](http://www.jobs.ca.gov). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

**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.