



REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: DIRECT CONSTRUCTION SUPERVISOR II
EXAM CODE: 8FS0302
FINAL FILING DATE: **December 14, 2018**
EXAM INFORMATION: **Training and Experience Narrative has been changed to three (3) typewritten pages.**

The bulletin announcing the above examination has been amended as follows:

***The training and experience narrative has been changed to allow for three (3) typewritten pages rather than two (2) typewritten pages as previously advertised.**

***The final filing date has been extended to December 14, 2018.**

You may resubmit a new Training and Experience Narrative, but it must be received by the new final filing date of **December 14, 2018.**

Please **do not** resubmit an application if you have already applied for this examination, but you may revise and submit your Training and Experience Narrative (document). If you would like to include an additional page for a total of 3 pages.

Please refer to the Examination Information section of the bulletin for more examination details.



DIRECT CONSTRUCTION SUPERVISOR II

8FS0302

DEPARTMENT(S):	Department of Forestry & Fire Protection
OPENING DATE:	November 21, 2018
FINAL FILING DATE:	December 14, 2018
EXAM TYPE:	Departmental - Promotional
SALARY:	\$7,943.00 - \$9,867.00
LOCATIONS:	Statewide

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

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.

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 CAN APPLY

Applicants who meet the minimum qualifications as stated on this bulletin. This is a Departmental Promotional examination for the Department of Forestry and Fire Protection (CAL FIRE).

1. Applicants must have a permanent civil service appointment with **CAL FIRE** as of **December 14, 2018**, the final filing date, in order to participate in this examination; or
2. Have been employed with CAL FIRE within the last three (3) years with no break in service; or
3. A current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
4. A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
5. A person retired from the United States military, honorably discharged from active military duty with a service connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. Persons applying who qualify as a Veteran under government code section 18991 must submit a copy of their DD214 with examination application.

HOW TO APPLY

To apply for this examination, please complete and return the following:

- [Examination/Employment Application \(STD.678\)](#). This can also be found on the California Department of Human Resources' website. *You may submit your application by mail or in person.*
- Training and Experience Narrative is a written document responding to the questions in the **EXAMINATION INFORMATION**.

<u>SUBMIT BY MAIL:</u>	<u>SUBMIT IN PERSON:</u>
Department of Forestry and Fire Protection Examination Unit – (Attention: Diana Valenciano) P.O Box 944246 Sacramento, CA 94244-2460	Department of Forestry and Fire Protection Examination Unit – (Attention: Diana Valenciano) 1300 U Street Sacramento, CA 95818

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **December 14, 2018**, will not be accepted for any reason.

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

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.

EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This examination will consist of the following:*

TRAINING AND EXPERIENCE NARRATIVE- WEIGHTED 100%

The training and experience narrative consists of five (5) job related questions for which candidates must answer and submit with their application. A panel of subject matter experts will evaluate competitors' responses to each question using pre-determined scoring criteria.

Please submit your responses to the following five (5) questions:

1. As a Direct Construction Supervisor, you are assigned the following projects; roof repair, septic failure, and a domestic water leak. What are your considerations for the projects listed above? Please be specific.
2. You have an employee who frequently forgets to wear their personal protective equipment (PPE). What steps would you take to address this situation?
3. As a Direct Construction Supervisor, you have been given a proposal to construct a new facility. What are your considerations for the constructability of the project?
4. As a Direct Construction Supervisor, you are tasked with executing a new contract. What information would be required to complete the contract?
5. As a Direct Construction Supervisor, you will be tasked with developing the Capital Outlay Budget Change Proposal (COBCP) priorities (Major/Minor) for the department's five-year plan, as well as the department's overall strategic plan. What are your considerations in determining the priorities?

EXAM BULLETIN – DIRECT CONSTRUCTION SUPERVISOR II

EXAM CODE – 8FS0302 - FINAL FILING DATE: DECEMBER 14, 2018

****Please limit your responses to no more than three (3) typewritten pages, with a font size no smaller than 12 pitch.***

****Please clearly label the number that corresponds to the question to which you are responding.***

All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Direct Construction Supervisor II Class Specification](#) which is located on the CAL HR website. ***An example of a Training and Experience Narrative may be found on the last page of this bulletin.**

APPLICATIONS RECEIVED WITHOUT A TRAINING AND EXPERIENCE NARRATIVE MAY RECEIVE A DISQUALIFYING SCORE.

SPECIAL TESTING ARRANGEMENTS

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.

MINIMUM QUALIFICATIONS

EITHER I

Two years of experience performing the duties of a Direct Construction Supervisor I, Construction Supervisor I, Restoration Supervisor II, or Construction Office Manager I in California state service.

OR II

Five or more years' experience as a contractor or superintendent in full-time direction of craft supervisors involved with several major crafts engaged in construction or alteration of major buildings, such as schools, hospitals, or other large buildings; pre-bid planning methods, and estimating time and material cost; ordering equipment and materials. At least two years shall have been in charge of multiple projects in multiple locations for a contractor or a large construction firm;

AND

Education: Equivalent to graduation from college with major work in architecture or engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: If you are applying under *Pattern II* using education, you must provide a copy of your transcripts and/or your degree in your application packet.

ELIGIBLE INFORMATION

A Departmental 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 the final filing date, **December 14, 2018**.

POSITION DESCRIPTION

Under the general direction of a Direct Construction Supervisor III, the Direct Construction Supervisor II is responsible for supervision and coordination of all direct construction projects statewide; and to do other related work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Effective supervision practices and techniques to plan, schedule, instruct, assign, oversee, and direct the work activities of all subordinate employees to provide a professional and competent work environment and products.
2. Mathematics and their applications in construction to build estimate, payments, purchasing of material and/or services, to negotiate change order, determine tax rate, evaluate invoices for fair and reasonable cost.
3. Various calculations for plan review, inspection, and testing.
4. Health and safety hazards encountered during the performance of duties to ensure personal/personnel safety.
5. Principles and processes for providing professional construction services to ensure tenant satisfaction with projects completed on time and within budget.
6. Construction, maintenance, and repair work to ensure safe and quality construction and repair of all Department facilities.
7. Current codes and regulations to ensure compliance with applicable laws and regulations.
8. Materials, methods, and processes required in construction to complete various projects safely, on schedule, and within budget.
9. Personal Protective Equipment used to ensure personal/personnel safety.
10. Construction and engineering terminology to ensure accurate interpretation of subject matter.
11. Conducting contract inspections to confirm scope of work completed and approve payment.
12. Researching, preparing, processing and obtaining regulatory permits and utility connection services including facilitation of payment of appropriate fees to ensure the project's completion.
13. Purchasing, contracting, and rental agreements to meet operational needs.
14. The duties of a Direct Construction Supervisor I in the event of their absence to ensure continuity of operations.
15. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
16. Word processing, spreadsheet software, electronic mail and calendaring software to prepare correspondence, reports, and procurement processes.
17. The tools and equipment used in construction, maintenance, and repair work and their proper use to ensure safety and quality workmanship on all projects.
18. Various building trade workers discipline and skill levels to provide a competent qualified construction workforce to appropriately schedule and complete various construction projects safely, on schedule, and within budget.
19. Buildings and/or facilities repair, maintenance, and replacement to ensure safety and quality workmanship on all projects.
20. Methods, techniques, and systems to track, account for, and authorize appropriate expenditures associated with budgeted line items.
21. Current construction industry methods, standards, and techniques to ensure efficiency and modern methodologies.
22. Common buildings and/or facilities damage to identify, prevent, and facilitate repair.
23. Basic techniques and methods of team building and leadership to facilitate team efficiency and collaborative tasks.
24. The California Vehicle Code and defensive driving techniques to safely operate Department vehicles.
25. Appropriate lifting techniques and body mechanics to reduce the risk of injury.
26. Hazardous materials, storage requirements, chain of custody, and proper disposal to ensure compliance with Safety Data Sheets (SDS), Federal, State, and local laws and ordinances.

27. Non-hazardous materials, storage requirements, and proper disposal to ensure compliance with Safety Data Sheets (SDS), Federal, State, and local laws and ordinances.
28. The operation of mobile communication devices to effectively communicate with staff, stakeholders, agencies, and public or private entities.
29. Basic first aid to assist in emergency situations and ensure compliance with Department policies and procedures.
30. Building construction to conduct required plan review and site inspections.

Skill to:

1. Utilize computer and mobile equipment technologies and related software to effectively communicate with staff, stakeholders, agencies, and public or private entities.
2. Observe the environment and exercise situational awareness to ensure personal/personnel safety.

Ability to:

1. Effectively communicate to convey clear and concise ideas and information to various audiences.
2. Utilize computer and/or current technologies and related software to prepare correspondence, reports, and procurement documents.
3. Perform mathematical calculations for plan review, inspections, and construction.
4. Read and write English to effectively apply laws, rules, regulations, and policies relating to the California Department of Forestry and Fire Protection.
5. Perform multiple tasks and work on projects of varying complexity, maintaining appropriate control and oversight of tasks/projects completed.
6. Effectively coordinate the work of others to meet goals and objectives.
7. Analyze situations and reason logically to recommend an effective course of action.
8. Read and interpret maps to navigate to an assigned destination.
9. Sequence construction tasks in a logical order for scheduling purposes.
10. Read, understand, and interpret construction plans and specifications to complete construction projects on schedule and within budget.
11. Interpret applicable codes, laws, rules, and regulations for application in all Department programs and activities.
12. Utilize computer and/or current technologies and related software to effectively communicate with staff, stakeholders, agencies, and public or private entities.
13. Comprehend State laws, rules, regulations, and policies relating to the California Department of Forestry and Fire Protection to ensure compliance.
14. Monitor and review information from personal observation, inspectors, daily job reports, and subordinates to continuously assess project status.
15. Understand information and/or ideas presented to effectively communicate with others.
16. Manage time and deadlines to efficiently organize and prioritize workload and scheduling.
17. Train and instruct others in the proper use of construction materials, methods, equipment, and tools to construct, repair, and maintain buildings and/or facilities.
18. Interpret and explain complicated information in simple, understandable language to ensure comprehension.
19. Demonstrate leadership under stressful conditions to effectively complete tasks.
20. Inspect structures and materials to ensure compliance with codes, standards, plans, and specifications.
21. Think spatially and three-dimensionally to review, evaluate, and implement project plans and specifications.
22. Review, analyze, evaluate, and select the best qualified candidate, employee, vendor, or method to achieve successful execution of projects, contracts, and workforce.
23. Create and maintain logs, reports, and files to ensure accurate documentation.
24. Address and resolve conflicts tactfully to meet demands of the job while dealing with various issues that may arise.
25. Estimate sizes, distances, and quantities to determine time, costs, resources, labor, or materials needed to complete a construction, repair, and maintenance activity.
26. Identify, schedule, and direct the best trades workers for the job on various construction and maintenance projects.

27. Function in a chain of command environment to effectively carry out the responsibilities of the California Department of Forestry and Fire Protection.
28. Walk on uneven ground to access inspection sites and projects.
29. Research and evaluate code, legislative statutes, and administrative requirements to implement all applicable elements into the project.
30. Enter detention facilities to carry out the responsibilities of the California Department of Forestry and Fire Protection.
31. Act in a professional manner as a representative of the California Department of Forestry and Fire Protection.
32. Select and utilize tools and equipment used in construction, maintenance, and repair work to ensure safety and quality workmanship on all Department buildings and/or facilities.
33. Acquire and/or maintain certifications required for the position.
34. Operate Department vehicles through adverse conditions to safely carry out day-to-day operations.
35. Don and wear Personal Protective Equipment (PPE) for extended periods to perform job duties in various climates.
36. Travel and perform work in remote parts of the State or out-of-State.
37. Work irregular hours, including nights, weekends, and holidays.

PERSONAL CHARACTERISTICS

Willingness to:

Work in adverse environmental conditions; Work around, in, and with heavy and specialty equipment; be flexible regarding job assignments; accept increasing responsibility; work on a computer for an extended period of time; work in a chain of command environment; abide by applicable Memorandum of Understanding and Department policies and procedures; maintain keenness of observation; work out of an assigned vehicle; give direction to all levels of personnel; Be objective when making decisions and to support those decisions with facts and a reasoned analysis; use tact; travel and perform work in remote parts of the State or out-of-State; obtain or maintain a valid California driver's license and good driving record; Work in potentially hazardous conditions; respond to work communication while off duty; perform arduous physical activity; work off the grid or at reduced capability; Wear and maintain Personal Protective Equipment and other job-related safety equipment; mentor others to encourage staff growth and success; respect sensitive situations and maintain confidentiality; work with the public and large crowds, including speaking or making presentations to the media, stakeholders, and/or Governmental groups; obtain and maintain physical stamina; work irregular hours including nights, weekends, and holidays; Work in small enclosed spaces and elevated locations; work within proximity of inmates and wards; Remain on duty for extended periods of time, as necessary, or as emergency circumstances arise; maintain personal appearance in accordance with the Department Grooming Standards and Memorandum of Understanding; Participate in committees, work groups, and cadres; Be exposed to hazardous materials while wearing the appropriate Personal Protective Equipment (PPE); respond to incidents at any time; Administer basic first aid to those in need; pay for expenditures up front until reimbursed; sit, walk, or stand for long periods of time; Mitigate mentally and emotionally stressful situations; remain calm when confronted by the public.

CONTACT INFORMATION

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

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)

GENERAL INFORMATION

For all examinations (with or without a written feature), it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

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 Department of Forestry and Fire Protection 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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.

Name
Date
Direct Construction Supervisor II
Exam # 8FS0302

Training and Experience Narrative

1. (Response)

2. (Response)

3. (Response)

4. (Response)

5. (Response)