



HEAVY EQUIPMENT MECHANIC (CORRECTIONAL FACILITY)

Exam Code: 8FS0502

DEPARTMENT(S):	Department of Forestry & Fire Protection
OPENING DATE:	October 9, 2018
FINAL FILING DATE:	November 6, 2018
EXAM TYPE:	Open
SALARY:	\$5,170.00 - \$5,957.00
EMPLOYMENT TYPE:	Limited Term Full-Time Permanent Full-Time
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

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of November 6, 2018.

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.*

<p><u>SUBMIT BY MAIL:</u></p> <p>Department of Forestry and Fire Protection Examination Unit – (Attention: Alisha Dillon) P.O Box 944246 Sacramento, CA 94244-2460</p>	<p><u>SUBMIT IN PERSON:</u></p> <p>Department of Forestry and Fire Protection Examination Unit – (Attention: Alisha Dillon) 1300 U Street Sacramento, CA 95818</p>
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DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **November 6, 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 exam will consist of the following:*

**STRUCTURED INTERVIEW (QUALITY APPRAISAL PANEL)
WEIGHTED AT 100%**

In this type of exam candidates will be asked pre-determined, job-related questions by a three-person panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil.*

It is anticipated exams/interviews will be held in **December 2018/January 2019**.

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

Possession of a valid California Class 3 driver license. (Applicants who do not possess the license will be allowed to compete in the examination, but the license must be obtained prior to appointment.) **AND**

EITHER I

Completion of a recognized apprenticeship as a gas and diesel-powered truck mechanic, or a heavy construction equipment mechanic. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but they must present evidence of completion of a recognized apprenticeship before they may be appointed.)

OR II

Four years of varied mechanical experience on gas and diesel-powered trucks or heavy construction equipment. An Associate of Arts Degree in Heavy Equipment Maintenance, Diesel Mechanics, or Heavy Equipment Mechanics, or a certificate of completion from an accredited Community college or equivalent degree or certificate approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Division 10, Part 59, Chapter 3, may be substituted for two years of the required experience. (Students who are within six months of completing their degree will be admitted to the examination but must present evidence of completion prior to appointment.)

OR III

Three years performing the duties of a Heavy Equipment Mechanic Apprentice in the California state service, at least two years of which shall have included experience on gasoline and diesel-powered heavy construction or highway maintenance equipment.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid California Class 2 or Class 1 driver license. Assignment during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Education equivalent to completion of the 12th grade.

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

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination AND the notice to appear showing the scheduled date and time of the exam.

POSITION DESCRIPTION

Under direction, in a State correctional facility in the Departments of Corrections or the Youth Authority, or in a conservation camp in the Department of Forestry and Fire Protection, to construct, repair, and maintain automotive and heavy maintenance and construction equipment; to maintain order and supervise the conduct of inmates or wards; to protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Basic vehicle maintenance and repair to ensure safety and operational readiness.
2. Methods used in overhaul, repair and adjustment of equipment to ensure safe and effective repairs are completed.
3. Diagnostics and repair methods for equipment to ensure safe operation and well-maintained equipment.
4. Departmental Preventative Maintenance Plan (PMP) to ensure safe and effective operation.
5. Industry standards required for repair and adjustment of mobile and stationary equipment to ensure safe and effective operations.
6. Inspection methods and criteria to approve the work of others.
7. Tools and equipment to ensure safe and effective repairs are completed.

8. Operating characteristics and controls of all equipment to ensure safe and well-maintained equipment.
9. Regulations to ensure compliance with government mandates.
10. Preventative maintenance for all equipment to ensure safe and effective operation.
11. Operating characteristics of equipment for diagnosis and repair of equipment to ensure safe and effective operation.
12. Basic supervisory principles and practices to ensure the efficient operation of the repair facility.
13. Writing elements to ensure that written materials are complete, concise, and error free.
14. Equipment modification techniques and practices to ensure equipment meets the needs of the Department.
15. Defensive driving techniques to safely operate Department vehicles.
16. Proper use of mobile repair unit in various locations to ensure safe and effective utilization.
17. Hazardous materials used for maintenance and repairs to ensure safe and well-maintained facility.
18. Fabrication methods for modification and repair of equipment.
19. Tools and machinery used for preventative maintenance and repairs of all equipment to ensure safe and well-maintained equipment.
20. Basic mathematic calculations for effective job performance.
21. Emergency equipment to diagnosis and execute repairs.
22. Methods used in fabrication and assembly of equipment to ensure safe and effective repairs are completed.
23. Various types of emergency equipment accessories in equipment and vehicles to ensure effective operation.
24. Protocols and standards to ensure compliance with industry standards.
25. Equipment inventory management to maintain adequate supplies for common repairs to ensure safety and operational readiness.
26. Non-hazardous materials used for maintenance and repairs to ensure safe and well-maintained facility.
27. Parts and supply requisitioning to conduct efficient and timely repairs.
28. Computer programs to maintain accurate records, communication effectively, and contribute to the Department operations.
29. Inventory management to maintain adequate supplies for safe and effective repair facility operations.
30. Contracted equipment to ensure safe and effective operation.

Skill to:

1. Inspect and adjust gas and diesel-powered equipment to ensure safe and well-maintained equipment.
2. Repair gas and diesel-powered equipment to ensure safe and well-maintained equipment.
3. Perform mechanical repairs on mobile and stationary equipment to ensure operational readiness.
4. Effectively supervise the work of inmates/wards.
5. Safely drive and operate equipment through adverse conditions to ensure safe and effective operation.
6. Properly lift tools and equipment to prevent personal injury and damage to equipment.
7. Maintain the safety and security of an area and inmates/wards assigned.
8. Effectively instruct and train inmates/wards on duties as assigned.
9. Operate various tools for safe and effective use.
10. Perform gas and electric welding of standard or specialized equipment or components.
11. Communicate effectively in order to exchange and/or provide information and/or direction.
12. Multi-task during emergency and non-emergency situations.
13. Properly utilize Personal Protective Equipment (PPE) for safe and effective operation and use.
14. Perform arduous physical activity in all conditions and terrain for effective job performance.
15. Move in various ways in order to complete jobs, tasks and projects.
16. Produce written correspondence to effectively convey information.
17. Operate a personal computer in order to perform daily duties to accomplish job duties and ensure effective job performance.
18. Use communication equipment for effective communication in emergency and non-emergency situations.

Ability to:

1. Perform preventative maintenance on mobile equipment.
2. Determine and implement effective and appropriate courses of action to perform maintenance on equipment.
3. Operate Department equipment safely.
4. Inspect work done by others to ensure correct completion of assignment.
5. Inspect and approve the work of others.
6. Inspect and adjust gas and diesel-powered equipment to ensure safe and well-maintained equipment.
7. Make safe and effective decisions in the performance of the job.
8. Perform safety inspections and repairs at various locations.
9. Train and supervise inmates/wards assigned to the repair facility.
10. Observe inmates/wards on a daily basis to ensure the safety and security of the institution and public.
11. Maintain the safety and security of persons and property according to Department policies and procedures.
12. Work independently to facilitate the mission of the Department.
13. Work as part of a team to facilitate the mission of the Department.
14. Instruct inmates/wards to carry out repair orders and repair facility procedures.
15. Correct safety hazards to ensure workplace safety.
16. Communicate effectively in English at a level required for successful job performance.
17. Accurately interpret and follow directions from others.
18. Document all repair work utilizing department.
19. Test various equipment to pinpoint repairs and maintenance.
20. Perform repairs in remote locations away from repair facility.
21. Utilize mobile repair unit for emergencies in various locations to ensure safe and effective operation.
22. Troubleshoot various equipment to pinpoint repairs and maintenance.
23. Manage time effectively, multi-task, and prioritize assignments in order to meet objectives.
24. Move in various ways in order to complete jobs, tasks and projects.
25. Communicate effectively to ensure correct and clear information is conveyed and understood.
26. Read and interpret reference materials for effective application.
27. Install various equipment to ensure proper functionality.
28. Instruct operators in the proper operation and servicing of equipment.
29. Assume additional roles and responsibilities in emergency situations.
30. Repair various equipment and systems to ensure proper maintenance and use of equipment and systems.
31. Interpret manufacturers printed resources of component replacements or broken parts for identification, replacement or modification.
32. Establish and maintain cooperative relationships with Department employees and the public to meet the mission of the Department.
33. Recognize changes in interpersonal dynamics to ensure the safety and security of the institution and personnel.
34. Effectively identify components or broken parts for replacement and/or repair.
35. Perform arduous physical activity in all conditions and terrain for effective job performance.
36. Work from printed resources in order to complete repairs on equipment and tools.
37. Perform fabrication projects to repair or modify equipment.
38. Fabricate various equipment components to ensure proper use of equipment and systems.
39. Interpret applicable codes, laws, rules, and regulations to ensure appropriate application in all administrative and mechanical activities.
40. Use mobile communication devices to effectively communicate in emergency and nonemergency situations.
41. Advise on the procurement of parts and equipment.
42. Maintain the repair facility and office area to ensure cleanliness and safety.
43. Interpret applicable protocols and standards to ensure compliance with industry standards.
44. Use computer software to complete reports, create documents, invoices, and communicate appropriately with others.

45. Determine operational resources for appropriate use and effectiveness.

PERSONAL CHARACTERISTICS

Willingness to:

1. Take on the sole responsibility for the supervision of inmates/wards.
2. Comply with the Department's code of conduct.
3. Work in a prison environment.
4. Follow chain of command.
5. Inspect and approve the work of others.
6. Cooperate with others to complete a common goal and/or objective.
7. Work with and/or around inmates/wards.
8. Make safe and effective decisions in the performance of the job.
9. Work daily in a remote location.
10. Work as part of a team to facilitate the mission of the Department.
11. Remain alert at all times.
12. Work out of mobile repair unit.
13. Properly utilize Personal Protective Equipment (PPE) for safe and effective operation and use.
14. Work in a repair facility environment to meet the needs of the Department.
15. Maintain personal hygiene.
16. Be tested for Tuberculosis (TB).
17. Maintain appropriate certificates and licenses per Department policies and procedures.
18. Take on the sole responsibility for the protection of personnel and property.
19. Correct unacceptable work or conduct performed by inmates/wards.
20. Perform job duties in extreme temperatures, weather, and locations to meet the needs of the Department.
21. Work in adverse conditions.
22. Take responsibility of repair facility maintenance and inventory to ensure a productive and safe facility.
23. Work independently to facilitate the mission of the Department.
24. Direct the work of others.
25. Work in hazardous conditions and dangerous environments.
26. Maintain uniform standards per Department policies and procedures.
27. Participate in training sessions to increase technical, administrative, and manipulative skills.
28. Establish and maintain cooperative relationships with Department employees and the public to meet the mission of the Department.
29. Wear a uniform per Department policies and procedures.
30. Maintain Department grooming standards.
31. Work long, irregular hours to ensure proper coverage.
32. Instruct others in matters of operation and servicing of equipment.
33. Maintain adequate fitness to meet the requirements and needs of the Department.
34. Assist in the training of others.
35. Travel long distances to meet the needs of the Department.
36. Perform job duties for extended periods of time without rest.
37. Be fit for duty while on call to meet workforce needs.
38. Be exposed to hazardous materials.
39. Observe inmates/wards on a daily basis to ensure the safety and security of the institution and public.
40. Be away from family for an extended period of time without rest.
41. Work closely with vendors on warranty work and adjustments.
42. Remain on duty longer than scheduled shift to meet workforce needs.
43. Inspect premises for contraband on a daily basis to ensure the safety and security of the institution and public.
44. Move in various ways in order to complete jobs, tasks and projects.
45. Be exposed to communicable diseases.

46. Be exposed to traumatic and/or graphic situations.
47. Perform duties in restricted spaces.
48. Work on a computer for an extended period of time to complete various tasks and assignments.
49. Be exposed to medical waste.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination, pursuant to Government Code section 18973.1, 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 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 <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, and the Department of Veterans Affairs.

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.

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.

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.

EXAM BULLETIN – HEAVY EQUIPMENT MECHANIC (CORRECTIONAL FACILITY)
EXAM CODE – 8FS0502 FINAL FILING DATE 11/06/18

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.

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.

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.
- 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).

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, and the Application for Veterans' Preference Application for (CalHR 1093). Additional information is also available on the Department of Veterans Affairs website at www.calvet.ca.gov.

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.