



## AVIATION OFFICER III (MAINTENANCE)

Exam Code: 5FS0202

Department(s):	Department of Forestry & Fire Protection
Opening Date:	06/1/2015
Closing Date:	06/26/2015
Type of Recruitment:	Open - Nonpromotional
Salary:	\$6910 - \$8736
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Spot - Sacramento

### 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: **June 26, 2015**.

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: Susan Dobson)  
P.O. Box 944246  
Sacramento, CA 94244-2460

#### SUBMIT IN PERSON:

Department of Forestry and Fire Protection  
Examination Unit – (Attention: Susan Dobson)  
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, **June 26, 2015**, will not be accepted for any reason.

## RECRUITMENT SURVEY

As part of the application process, please follow [this web link](#) to complete a recruitment survey. If you are viewing this in paper form, visit the following website at [http://calfire.ca.gov/about/about\\_careers\\_exams.php](http://calfire.ca.gov/about/about_careers_exams.php).

## 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.

## SALARY INFORMATION

\$6,910.00 - \$8,736.00

## 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 **June 26, 2015**, 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

Possession of a valid Airframe and Powerplant (A&P) rating.

**And**

**"Either I"**

A valid Federal Aviation Agency (FAA) Inspection Authorization (IA). and Either I One year in the California state service performing the duties of an Aviation Officer II (Maintenance). (Applicants who have completed six months of service performing the duties of an Aviation Officer II (Maintenance) will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

**"Or II"**

Four years of experience performing the duties of an A&P mechanic and any combination of the following:

1. One year of experience in the California state service performing the duties of an Aviation Officer II (Flight Operations). or
2. Three years of increasingly responsible experience in the management and supervision of aircraft maintenance operations within the past five years.

**NOTE: YOU MUST PROVIDE A COPY OF YOUR A&P CERTIFICATE.**

## POSITION DESCRIPTION

Incumbents at this level plan, organize, and direct department staff and contractors in the aviation maintenance and aircraft modifications for the department; perform contract development, implementation, and administration; provide advice and counsel to the Senior Aviation Officer regarding aircraft maintenance; recommend and assist in the development of policies and guidelines in all phases of maintenance of State-owned and contracted aircraft; plan and administer the budget for the maintenance program; and do other related work. This classification may participate in aviation accident investigations and may recommend policy changes as a result; and will provide guidance and function as lead person to Aviation Officers II (Maintenance) in carrying out their duties.

## EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **August/September 2015**.

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, SKILLS, AND ABILITIES

### Scope:

### Knowledge of:

1. Parts certification requirements to ensure Department compliance with industry standards.
2. Federal Aviation Administration and other regulations governing aircraft operation and maintenance (e.g., Caltrans, US Forest Service, Department of the Interior) to effectively maintain aircraft.
3. Practical application of aircraft maintenance practices and procedures to provide guidance in maintaining State-operated aircraft.
4. Industry standards to maintain licenses and credentials to comply with minimum qualifications of the position.
5. Aviation maintenance trends and advancements to ensure Program efficacy.
6. Proper grammar, spelling, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
7. Training techniques, resources, and requirements to ensure readiness of maintenance personnel.
8. Aircraft accident investigation procedures to participate in aircraft accident investigations for the Department or allied agencies.
9. Inventory control procedures in order to maintain appropriate stock levels in multiple locations.
10. Computer software (e.g., Microsoft Office, Maximo, Aviation Information Management System) to generate necessary data, documents, and correspondence.
11. Motivational techniques to ensure staff are performing at their best abilities to ensure program efficacy.
12. Mediation techniques to resolve potential personnel conflicts to ensure program maintains highest level of performance.
13. Operational Safety and Health Agency and Department requirements (e.g., Personal Protective Equipment [PPE], Material Safety Data Sheets [MSDS]) to ensure personal safety.
14. Operational Safety and Health Agency and Department requirements (e.g., Personal Protective Equipment [PPE], Material Safety Data Sheets [MSDS]) to ensure personnel safety.
15. Aviation maintenance tracking software (e.g., Aviation Information Management System) in order to properly schedule maintenance of State-operated aircraft.

### Skill to:

1. Communicate effectively to aviation personnel at the technical level required to perform the duties of the job.
2. Operate a computer to perform the duties of the job.
3. Perform mathematical computations (e.g., algebra, arithmetic) in order to perform the duties of the job.
4. Manage employees effectively to ensure program needs are met.

**Ability to:**

1. Plan, organize, and direct the work of others in maintenance of State-operated aircraft to ensure operational readiness.
2. Read, write, and understand English to communicate effectively.
3. Interpret technical data (e.g., specifications, manuals, drawings) for the purpose of maintaining State-operated aircraft.
4. Provide technical guidance to maintenance personnel to ensure airworthiness of State-operated aircraft.
5. Coordinate multiple personnel and activities to ensure effective operation of program.
6. Make timely decisions to respond to the immediate needs of the Department.
7. Manage time in order to effectively perform the duties of the job.
8. Interpret and extrapolate information from technical data (e.g., graphs, tables, charts) for the purpose of maintaining State-operated aircraft.
9. Think and act independently, in the absence of supervision, to respond in a timely manner to the needs of the Department.
10. Use technical vernacular in order to properly communicate with the maintenance personnel and cooperative agencies.
11. Schedule required maintenance on State-operated aircraft to ensure operational readiness.
12. Operate electronic communication devices (e.g., smartphone, tablet, computer) in order to communicate in a timely manner.
13. Prioritize multiple projects and deadlines in order to maintain operational readiness.
14. Provide technical guidance to other cooperative agencies (e.g., counties, U.S. Forest Service, Department of Interior) to ensure operational readiness.
15. Diagnose mechanical irregularities in order to ensure operational readiness.
16. Develop corrective action plans in order to ensure operational readiness.
17. Maintain positive stakeholder relationships in order to enable a cohesive working environment.
18. Identify hazards and risks associated with maintenance activities.
19. Motivate subordinates to ensure smooth operation of program.
20. Identify root causes of problems to ensure long-term solutions for the effective management of the program.
21. Speak in public to effectively communicate program needs.

**VETERANS PREFERENCE**

Will be awarded in 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, 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 wear a uniform; to maintain uniform standards; to maintain necessary licenses and certifications; to travel; to work non-scheduled hours, including weekends and holidays; to maintain composure in stressful situations; to work in a group setting; to adapt to changing situations; to take on increasing responsibilities; to work with diverse personalities; to take on multiple responsibilities and to direct the work of others.

**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 go to the following website to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/6877.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.