



HEAVY EQUIPMENT MECHANIC (CORRECTIONAL FACILITY)

Exam Code: HEM (CF) – 5FS0302, Series Code FS035

Department(s):	Department of Forestry & Fire Protection
Opening Date:	08/24/2015
Closing Date:	09/21/2015
Type of Recruitment:	Open
Salary:	Please see below for salary information
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Statewide

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 examination.

FILING INSTRUCTIONS

Final Filing Date: **September 21, 2015**

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

Note: Applications **will not** be accepted via e-mail. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

MAIL:

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

SUBMIT IN PERSON:

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

If you meet the entrance requirements for this classification and the Heavy Equipment Mechanic classification scheduled for the same date, you may file for one or both examinations on a single application. Put the title(s) of each examination(s) you wish to take on the application.

Applications postmarked or personally delivered after the final filing date, **September 21, 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.

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

4,229.00 - 4,874.00

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 please review the information below in the minimum qualifications section regarding the education and/or experience requirements for this 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.

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 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.

NOTE: APPLICANTS QUALIFYING UNDER PATTERN I ABOVE MUST ATTACH A COPY OF THEIR APPRENTICESHIP CERTIFICATE.

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.

Although the majority of duties assigned to positions in this class involve heavy maintenance and construction equipment, assignments may include some work on automotive equipment.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **October/November 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:

A. Knowledge of:

1. Preventative maintenance for all equipment (e.g., hoist, pressure washer, compressor) to ensure safe and effective operation.
2. Basic vehicle maintenance and repair (e.g., pre-trip inspection, scheduled maintenance, brake adjustment) to ensure safety and operational readiness.
3. Diagnostics and repair methods for equipment (e.g., emergency, construction, facilities) to ensure safe operation and well maintained equipment.
4. Methods used in overhaul, repair and adjustment of equipment (e.g., emergency, support, heavy) to ensure safe and effective repairs are completed.
5. Industry standards required for repair and adjustment of mobile and stationary equipment to ensure safe and effective operations.
6. Proper use of mobile repair unit in various locations (e.g., fire line, road side, base camp) to ensure safe and effective utilization.
7. Tools and machinery (e.g., hoist, pressure washer, compressor) used for preventative maintenance and repairs of all equipment (e.g., emergency, construction, facilities) to ensure safe and well maintained equipment.
8. Operating characteristics and controls (e.g., suspension systems, transmission, hydraulic systems) of all equipment (e.g., emergency, construction, facilities) to ensure safe and well maintained equipment.
9. Methods used in fabrication and assembly of equipment (e.g., emergency, support, heavy) to ensure safe and effective repairs are completed.
10. Equipment inventory management to maintain adequate supplies (e.g., parts, lubricants, tires) for common repairs to ensure safety and operational readiness.
11. Tools and equipment (e.g., hand tools, power tools, diagnostic) to ensure safe and effective repairs are completed.
12. Operating characteristics of equipment (e.g., fire apparatus, crew transport, dozer) for diagnosis and repair of equipment to ensure safe and effective operation.
13. Fabrication methods (e.g., cutting, welding, grinding) for modification and repair of equipment.
14. Equipment modification techniques and practices (e.g., body, frames, running gear) to ensure equipment meets the needs of the Department.
15. Hazardous materials (e.g., waste oil, batteries, antifreeze) used for maintenance and repairs to ensure safe and well maintained facility.

16. Non-hazardous materials (e.g., scrap metal, plastics, tires) used for maintenance and repairs to ensure safe and well maintained facility.
17. Regulations [e.g., Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT), California Air Resources Board (CARB)] to ensure compliance with government mandates.
18. Defensive driving techniques (e.g., traffic laws, intersection approach, utilization of warning devices) to safely operate Department vehicles.
19. Mobile communication devices (e.g., cell phones, radios) for effective communication.
20. Writing elements (e.g. spelling, grammar, sentence structure) to ensure that written materials are complete, concise, and error free
21. Basic mathematic calculations (e.g., addition, subtraction, multiplication) for effective job performance.

B. Skill to:

1. Repair gas and diesel-powered equipment (e.g., emergency, construction, stationary) to ensure safe and well maintained equipment.
2. Inspect and adjust gas and diesel-powered equipment (e.g., emergency, construction, stationary) to ensure safe and well maintained equipment.
3. Perform gas and electric welding (e.g., fabricate, repair, modify) of standard or specialized equipment or components.
4. Perform mechanical repairs on mobile and stationary equipment (e.g., fire apparatus, generators, vehicles) to ensure operational readiness..
5. Communicate (e.g., orally, written, electronic) effectively in order to exchange and/or provide information and/or direction.
6. Communication equipment (e.g., radio, cell phone) for effective communication in emergency and non-emergency situations.
7. Produce written correspondence (e.g., email, letters, forms) to effectively convey information.
8. Operate a personal computer in order to perform daily duties (e.g., inventories, repair, service order) to accomplish job duties and ensure effective job performance.
9. Properly utilize Personal Protective Equipment (PPE) (e.g., respirator, fire shelter, Nomex) for safe and effective operation and use.
10. Safely drive and operate equipment (e.g., utility vehicles, mobile repair unit, fire apparatus) through adverse conditions (e.g., mountainous/rough terrain, heavy traffic, long drives) to ensure safe and effective operation.
11. Operate various tools (e.g., power, hand, diagnostic) for safe and effective use.
12. Use navigation tools [e.g., Global Positioning Systems (GPS), maps, compass] for assistance in navigation.
13. Properly lift tools and equipment (e.g., tires, brake drums, pneumatic equipment) to prevent personal injury and damage to equipment.
14. Perform arduous physical activity (e.g., heavy lifting, hiking, climbing) in all conditions and terrain (e.g., long work hours, extreme weather, smoke exposure) for effective job performance.

C. Ability to:

1. Fabricate various equipment components (e.g., mounting brackets, steps, auxiliary lighting) to ensure proper use of equipment and systems.
2. Repair various equipment and systems (e.g., compressors, pumps, generators) to ensure proper maintenance and use of equipment and systems.
3. Install various equipment (e.g., pumps, engines, accessories) to ensure proper functionality.
4. Troubleshoot various equipment (e.g., pumps, engines, accessories) to pinpoint repairs and maintenance.
5. Test various equipment (e.g., pumps, engines, accessories) to pinpoint repairs and maintenance.
6. Perform repairs in remote locations (e.g., fire line, roadside, base camp) away from repair facility.
7. Perform fabrication projects (e.g., welding, grinding, cutting) to repair or modify equipment.
8. Work from printed resources (e.g., schematics, blue prints, flow charts) in order to complete repairs on equipment and tools.
9. Interpret manufacturer printed resources (e.g., schematics, blue prints, flow charts) of component replacements or broken parts for identification, replacement or modification.
10. Effectively identify (e.g., verbal description, sketches, photographs) components or broken parts for replacement and/or repair
11. Advise on the procurement of parts and equipment.
12. Utilize mobile repair unit for emergencies in various locations (e.g., fire line, roadside, base camp) to ensure safe and effective operation.
13. Communicate effectively (e.g., oral, written, electronic) to ensure correct and clear information is conveyed and understood.
14. Communicate (e.g., read, write, speak) effectively in English at a level required for successful job performance.
15. Read and interpret reference materials (e.g., training, policies, reports) for effective application.
16. Use mobile communication devices (e.g., cell phones, radios) to effectively communicate in emergency and nonemergency situations.

17. Maintain the repair facility and office area to ensure cleanliness and safety.
18. Perform preventative maintenance (e.g., oil change, fluid replacement, tires) on mobile equipment.
19. Determine and implement effective and appropriate courses of action to perform maintenance on equipment.
20. Operate Department equipment safely.
21. Perform safety inspections and repairs at various locations (e.g., incident bases, fire line, roadside).
22. Inspect work done by others (e.g., vendors, employees, inmates/wards) to ensure correct completion of assignment.
23. Inspect and approve the work of others (e.g., vendors, Department personnel, inmates/wards).
24. Correct safety hazards (e.g., lifting technique, spills, trip hazards) to ensure workplace safety.
25. Document all repair work utilizing department forms (e.g., work order, faulty equipment report, permanent equipment record).
26. Use computer software (e.g., Word, Excel, Outlook) to complete reports, create documents, invoices, and communicate appropriately with others.
27. Instruct operators in the proper operation and servicing of equipment.
28. Move in various ways (e.g., twist, kneel, squat) in order to complete jobs, tasks and projects.
29. Perform arduous physical activity (e.g., heavy lifting, hiking, climbing) in all conditions and terrain (e.g., long work hours, extreme weather, smoke exposure) for effective job performance.
30. Manage time effectively, multi-task, and prioritize assignments in order to meet objectives.
31. Interpret applicable codes, laws, rules, and regulations [e.g., California Vehicle Code (CVC), Title 13, State Administrative Manual (SAM)] to ensure appropriate application in all administrative and mechanical activities.
32. Interpret applicable protocols and standards [e.g., National Fire Protection Agency (NFPA), Commercial Vehicle Safety Alliance (CVSA), SAE] to ensure compliance with industry standards.
33. Accurately interpret and follow directions from others (e.g., supervisors, cooperating agencies, officials).
34. Establish and maintain cooperative relationships with Department employees and the public to meet the mission of the Department.
35. Inspect and adjust gas and diesel-powered equipment (e.g., emergency, construction, stationary) to ensure safe and well maintained equipment.
36. Work independently to facilitate the mission of the Department.
37. Work as part of a team to facilitate the mission of the Department.
38. Make safe and effective decisions in the performance of the job.

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

Career credits are not granted in open examinations.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to remain on duty longer than scheduled shift to meet workforce needs. Willingness to perform job duties in extreme temperatures, weather, and locations to meet the needs of the Department. Willingness to work in adverse conditions (e.g., hot, dry, smokey). Willingness to cooperate with others to complete a common goal and/or objective. Willingness to follow chain of command. Willingness to wear a uniform per Department policies and procedures. Willingness to wear a uniform per Department policies and procedures. Willingness to work in a repair facility environment to meet the needs of the Department. Willingness to work out of mobile repair unit.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid 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.

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/6826.aspx>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7801, three days prior to the written test date if he/she has not received his/her notice of appointment.

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.

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.

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).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

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.