



## Senior Forestry Equipment Manager

Exam Code: 3FS03

Department(s):	Department of Forestry & Fire Protection
Opening Date:	08/05/2013
Closing Date:	08/16/2013
Type of Recruitment:	Departmental - Promotional
Salary:	MONTHLY-RANGED-SALARY \$6222 - \$7135
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Spot - Yolo County

### EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or 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. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of **August 16, 2013**, the final filing date.

### FILING INSTRUCTIONS

Final File Date: **August 16, 2013**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at [www.jobs.ca.gov](http://www.jobs.ca.gov). Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

**Note:** Applications **will not** be accepted via e-mail.

#### **MAIL:**

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

#### **SUBMIT IN PERSON:**

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

Applications postmarked or personally delivered after the final filing date, **August 16, 2013**, will not be accepted for any reason.

## 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.

## REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

## SALARY INFORMATION

\$6222 - \$7135

## ELIGIBLE LIST INFORMATION

A departmental promotional 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 **August 16, 2013**, 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

### EITHER I

One year of experience in the California state service performing the duties of a Forestry Equipment Manager II.

### OR II

Seven years of experience in the construction and repair of gasoline and diesel-powered mobile equipment, at least three years of which shall have been in the management of a fleet of approximately 250 units of gasoline and diesel-powered mobile equipment and at least one year in the management of a fleet of at least 500 units of gasoline and diesel-powered mobile equipment which included acquisition, modification, and repair of the equipment. (Experience in the California state service applied toward this requirement must include at least one year in a class comparable to Forestry Equipment Manager II.) (Graduation from college with a degree in mechanical engineering or a closely related field may be substituted for two years of the required nonmanagement experience.)

## POSITION DESCRIPTION

A Senior Forestry Equipment Manager plans, organizes, directs, and evaluates the Department of Forestry and Fire Protection's program for the design, development, purchase, maintenance, and disposition of all mobile equipment; recommends and implements departmental policies; controls and evaluates program objectives; prepares budget for procurement and maintenance programs; supervises headquarters staff engaged in the mobile equipment program; provides program direction to the field staff engaged in equipment repair and maintenance.

## EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **October/November 2013**.

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.**

The examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation. If this type of examination is utilized, it is anticipated to occur August/September 2013.

## KNOWLEDGE AND ABILITIES

### Scope:

#### A. Knowledge of:

1. Knowledge of mission, values, and goals of the Department.
2. Knowledge of Department codes, rules, policies, and procedures to effectively manage a program for operational readiness.
3. Knowledge of preventive maintenance programs to provide technical expertise in the areas of inspection, repair, and maintenance of equipment (e.g., fire apparatus, support vehicles, construction equipment).
4. Knowledge of preventive maintenance programs in the areas of inspection, repair, and maintenance of other related equipment (e.g., stationary power generators, chain saws, portable water pumps) to ensure the safety and reliability of equipment.
5. Knowledge of training techniques to provide effective instruction to fleet management personnel.
6. Knowledge of Department supervision policy and procedures (e.g., progressive discipline, and employee evaluations) to ensure employees perform at a level to maximize program effectiveness.
7. Knowledge of approval procedures and policies for purchases in excess of spending authority in compliance with control agency regulations and Department policies.
8. Knowledge of methods and tools used in the maintenance, repair, design, and construction of mobile equipment (e.g., fire apparatus, support vehicles, construction equipment) to ensure the safety and reliability of equipment.
9. Knowledge of methods and tools used in the maintenance and repair of other related equipment (e.g., stationary power generators, chain saws, portable water pumps) to ensure the safety and reliability of equipment.
10. Knowledge of industry recognized labor/time estimates for vehicle repairs to determine repair methods and costs.
11. Knowledge of available training resources (e.g., software programs, classes, manuals) and methods to provide instruction for employees.
12. Knowledge of Department organizational structure and hierarchy to effectively communicate within the Department.
13. Knowledge of computer software programs (e.g., Microsoft Word, Microsoft Excel, Microsoft Outlook) to electronically compile and analyze data, produce reports, and manage operations.
14. Knowledge of applicable laws and regulations (e.g., California Vehicle Code, Federal Motor Vehicle Safety Standards, Federal Department of Transportation Standards) pertaining to fleet operations to ensure program compliance.
15. Knowledge of industry standards and practices (e.g., National Fire Protection Association, North American Standard Out-of-Service Criteria, manufacturer recommendations) to ensure program compliance.

16. Knowledge of Health and Safety laws and Department policy (e.g., Injury and Illness Prevention Program, California Occupational Safety and Health Act, Violence in the Workplace, Workers Compensation Program) to maintain a safe working environment.
17. Knowledge of applicable laws and regulations (e.g., California Air Resources Board, Department of Toxic Substance and Control, Environmental Protection Agency) regarding emissions, collection, storage, and waste disposal procedures to ensure program compliance.
18. Knowledge of Commercial Driver's License Program (e.g., mandatory random substance abuse testing program, driver license medical certification requirements, drivers logs) to comply with State and Federal regulations.
19. Knowledge of budget and purchasing practices in order to track expenditures and maintain budget controls to meet operational needs.
20. Knowledge of collective Bargaining Unit Memorandums of Understanding to maintain an effective workforce and ensure compliance with policies and regulations.
21. Knowledge of State and Federal laws and Department policies (e.g., Equal Employment Opportunity, Americans with Disabilities Act, Family Medical Leave Act) to provide resources to employees and ensure compliance.
22. Knowledge of the maintenance, application, and replacement of personal protective equipment to maintain a safe working environment.
23. Knowledge of employment interviewing procedures used to select and/or hire candidates.
24. Knowledge of the signs and symptoms of substance abuse to recognize abuse and take appropriate corrective action that ensures a safe and drug-free work environment.
25. Knowledge of Employee Support Services programs for employees having personal or work-related problems (e.g., substance abuse, family issues, emotional, stress-related, financial, legal) to inform employees of services available to assist them.
26. Knowledge of Department attendance and leave standards to accurately maintain employee records and ensure compliance with policies and regulations.
27. Knowledge of team building and leadership principles to create a productive work environment.
28. Knowledge of basic business office methods, protocol, and procedures for effective management.
29. Knowledge of the Biennial Inspection of Terminals Program for vehicle compliance with the California Highway Patrol.
30. Knowledge of budget forecasting, planning, and reallocations to meet operational requirements within the Department.
31. Knowledge of requisitions (e.g., bid requests, acquisitions, purchase documentation) for automotive repair parts and other supplies of daily and emergency fleet operations.
32. Knowledge of State contracting procedures in order to procure necessary services for fleet operations.
33. Knowledge of the Federal Equipment Purchasing Program to manage fleet operations.
34. Knowledge of control agencies (e.g., Department of Finance, Department of General Services, Office of Fleet and Asset Management) and requirements for program compliance.
35. Knowledge of supervisory roles and responsibilities under the Ralph C. Dills Act to ensure employee rights to union participation and representation are protected.
36. Knowledge of fire service and radio communication systems to effectively communicate during routine operations.
37. Knowledge of procedures and operations related to inmate and ward fire crews to safely, effectively and economically accomplish the Department's mission.
38. Knowledge of cooperative fire protection programs relating to Mobile Equipment Management matters with Federal, State, and local agencies.
39. Knowledge of the care, maintenance, and replacement of facility and related infrastructure equipment to provide a safe work environment.

**B. Skill to:**

1. Skill to operate computers and software programs effectively (e.g., e-mail, spreadsheets, presentations) to provide accurate reports and information exchange with Department employees and other public/private entities.
2. Skill to operate power tools and specialized equipment to perform the job effectively and safely.
3. Skill to operate heavy equipment to perform the job effectively and safely.

### C. Ability to:

1. Ability to determine priorities, objectives, and goals for the completion of assignments.
2. Ability to comprehend and orally communicate in English to exchange ideas and accomplish daily activities.
3. Ability to present oral, written, and visual presentations to ensure effective communications to accomplish daily activities.
4. Ability to conduct meetings with vendors relating to contract disputes, delays, interruptions and settle procedural matters.
5. Ability to work in a team environment for problem solving and decision making.
6. Ability to determine the cause and condition of vehicles involved in accidents (e.g., mechanical failure, operator negligence, traffic law violations).
7. Ability to maintain professional and positive relationships with others (e.g., co-workers, other agencies, the public) at a level for successful job performance.
8. Ability to effectively develop, evaluate, and communicate performance standards and expectations to ensure staff accomplish the responsibilities of the Department.
9. Ability to mentor staff for work force succession planning.
10. Ability to supervise the work of others in order to plan, organize, direct, and evaluate employees' performance to ensure efficient, safe, and effective completion of assignments.
11. Ability to interpret and explain codes, rules, and CAL FIRE policies and procedures.
12. Ability to prepare accurate and concise reports and correspondence for an effective job performance.
13. Ability to inspect equipment (e.g., fire apparatus, support vehicles, construction equipment) to determine needed repairs or if equipment is operating properly.
14. Ability to test equipment (e.g., fire apparatus, support vehicles, construction equipment) to determine needed repairs or if equipment is operating properly.
15. Ability to maintain equipment (e.g., fire apparatus, support vehicles, construction equipment) to prevent possible equipment failure or accident.
16. Ability to repair equipment (e.g., fire apparatus, support vehicles, construction equipment) for safe operations.
17. Ability to direct the work of others in the inspection, testing, maintenance, and repair of equipment (e.g., fire apparatus, support vehicles, construction equipment) to ensure safety and reliability.
18. Ability to design equipment (e.g., fire apparatus, support vehicles, construction equipment) to ensure safety and reliability.
19. Ability to calculate the cost of repairs and design of equipment (e.g., fire apparatus, support vehicles, construction equipment) within budget constraints.
20. Ability to maintain records and prepare reports (e.g., fleet assignments, vehicle inventories, Hazmat reports) to meet operational requirements.
21. Ability to identify job related problems that may impact work performance and present solutions in order to minimize interruptions to fleet operations.
22. Ability to implement the applicable safety practices, policies, and procedures for workplace safety and protection.
23. Ability to read maps and road signs when traveling or directing travel to emergency and non-emergency situations to accomplish the responsibilities of the Department.
24. Ability to work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations to accomplish the responsibilities of the Department.
25. Ability to manage multiple assignments of varying complexities with similar deadlines.
26. Ability to read and write in English to exchange information and accomplish daily activities.
27. Ability to make technical plans, drawings and models using design techniques and principles for the construction of mobile equipment.
28. Ability to use basic computer software programs (e.g., word processing, email programs, spreadsheet software) to produce reports and correspondence and accomplish daily activities.
29. Ability to develop and communicate requirements and specifications for contracts and grants and evaluate performance.
30. Ability to maintain an inventory of equipment parts for daily and emergency fleet operations.
31. Ability to perform mathematical calculations (e.g., algebra, geometry, arithmetic) for the repair and construction of equipment.
32. Ability to construct equipment components (e.g., body mounts, fire pump plum, construction equipment attachments and accessories) to ensure safety and reliability.

## DISTINGUISHING CHARACTERISTICS

### SPECIAL PERSONAL CHARACTERISTICS

Willingness to wear job-required attire, protective clothing, and other safety equipment; to take direction from a subordinate at emergency incidents; to safely drive different Department vehicles in a variety of weather conditions and topography; to tactfully and diplomatically arbitrate conflicts between opposing viewpoints to provide a productive and safe work environment; to work non-scheduled hours including weekends and holidays; to work statewide or out of state for extended periods of time; to work in remote locations and/or adverse conditions in emergency and non-emergency situations; to maintain physical fitness to perform job duties during emergency and non-emergency situations; to use appropriate personal protective equipment to ensure personal safety; to work long and arduous hours in emergency and non-emergency situations to accomplish the responsibilities of the Department; to travel long distances in emergency and non-emergency circumstances to accomplish the responsibilities of the Department; to work in remote locations in emergency and non-emergency situations to accomplish the responsibilities of the Department; to perform physically demanding activities (e.g., lifting, climbing, bending) required by the demands of the Department mission; to maintain a valid driver's license to enable the legal operation of Department owned mobile equipment on California highways; to demonstrate ethical and professional conduct with employees and members of the public; to successfully pass Department physical examinations to accomplish daily activities; to work with inmates and wards.

### 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 click on the link below to review the official California Department of Human Resources (CalHR) class specification:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.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) 445-7824, 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](http://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 Points:** California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested these points by mail. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093), which is available at [www.jobs.ca.gov](http://www.jobs.ca.gov) or 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.