



DEPARTMENT OF WATER RESOURCES EXAMINATION ANNOUNCEMENT



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 workplace. 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.

MOBILE EQUIPMENT SUPERINTENDENT I OPEN/NON-PROMOTIONAL

FINAL FILING DATE **FEBRUARY 19, 2016**

Application forms (STD 678 Rev. 10/2013) must be **POSTMARKED** or submitted in person no later than the final filing date. Applications postmarked or submitted in person after the final filing date **will not be accepted for any reason**. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.**

WHO SHOULD APPLY This is an open/non-promotional examination. Candidates who meet the minimum qualifications, as stated below may apply for this examination.

HOW TO APPLY Examination Applications must have an original signature. It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Examination Applications (Form STD 678 Rev. 10/2013) must be mailed or submitted in person by the final filing date to:

<p><u>MAILING ADDRESS:</u> Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</p>	<p><u>SUBMIT IN PERSON:</u> Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</p>
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DO NOT SEND APPLICATIONS TO CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OFFICE (CalHR) OR THE DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, and CalHR at www.jobs.ca.gov

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

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of your "Examination Application". You will be contacted to make specific arrangements.

SALARY RANGE **Range A \$4,711 - \$5,332 Range B \$5,176 - \$5,860**

ELIGIBLE LIST INFORMATION An open/non-promotional eligible list will be established for the Department of Water Resources. The 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.

EXAMINATION DATES The entire examination will consist of a Qualifications Appraisal Interview. It is anticipated interviews will be held during **March/April 2016**.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date, **FEBRUARY 19, 2016**.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "**Either**" I, "**or**" II, "**or**" III, **etc.** For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Two years of experience in the California state service performing the duties of a Heavy Equipment Mechanic.

Or II

Two years of experience within the last five years as a journey level heavy equipment mechanic; and completion of a recognized apprenticeship as an automobile or heavy equipment mechanic.

Or III

Five years of experience within the last ten years, as a journey level automobile or heavy equipment mechanic, two years of which must have been as a heavy equipment mechanic; and education equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION This is the first supervisory level of the series. Under direction, incumbents are in charge of the repair and maintenance work of a variety of equipment in a repair shop or on an assigned geographic area. Incumbents supervise and instruct journey level mechanic and helpers in the repair of automobiles, trucks, tracklayers, graders, cranes, generators, compressors, boats, and other related mechanical equipment to determine repair work needed, estimate cost of repairs, and purchase necessary parts within delegated authority; prepare plans for modification of equipment; maintain parts and equipment inventory; assign work and set priorities; direct the repair and maintenance work for conformance to agency standards and review progress of the work; inspect and test completed work; maintain shop tools and equipment; schedule and inspect repair work being performed in private repair shop;

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

POSITION DESCRIPTION CONTINUED instruct personnel in the application of safety practice and produces for disposal of hazardous material, respiratory protection equipment, and other facility safety requirements; direct application of hazardous waste controls, collection disposal, and recordation, maintain equipment records; and write letters and report; represent the department in its contact with repair shops, parts houses, and equipment manufacturers.

Positions exist Statewide with the Department of Water Resources.

EXAMINATION INFORMATION The examination will consist of a **Qualifications Appraisal Interview – Weighted 100%**. In order to obtain a position on the eligible list, a minimum rating of **70%** must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

SCOPE OF EXAMINATION **Qualifications Appraisal Interview – Weighted 100%**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Principles and practices of personnel management and supervision including budgeting, planning, and employee development and training.
2. Principles, practices and operative characteristics for construction, operation, maintenance, use, and repair of motorized and nautical vehicles and other mechanical equipment used on heavy construction and maintenance work.
3. Approved methods, costs, tools, and equipment used for the repair and fabrication of the equipment used in the maintenance and construction of flood control and appurtenant structures.
4. Principles and methods of preventative maintenance.
5. Equipment requirements for maintenance and construction work.
6. Electronic data collective systems.
7. Safety regulations governing shop operations, including facility safety requirements, Hazardous Materials Communications Program, Respiratory Protection Policy and other functions.
8. Responsibilities and procedures of State level policies.
9. Departmental goals and policies.
10. Methods of maintaining equipment records and perpetual inventory of supplies.
11. The Department's Equal Employment Opportunity Program objectives.
12. A manager's role in the Equal Employment Opportunity Program and the processes available to meet these objectives.

B. Ability to:

1. Read and write English at a level required for successful job performance.
2. Analyze situations accurately and take appropriate action.
3. Establish and maintain priorities.
4. Inspect equipment, locate defects, identify cause of excessive wear or mechanical problems with equipment and determine feasibility of making repairs.
5. Develop cost estimates for repairing equipment.
6. Read, interpret and work from plans, drawings and specifications.
7. Design special equipment.
8. Prepare budget for procurement or replacement of mobile equipment maintenance of other mobile equipment.
9. Monitor expenditures and operate within a budget.
10. Conduct investigations.
11. Keep necessary records and write reports.
12. Plan and conduct statewide training classes in equipment operation.
13. Prepare procedure manuals.
14. Plan, organize and coordinate the work of others.
15. Use personal computers.
16. Gain and maintain confidence and cooperation of others.
17. Effectively contribute to the Department's Equal Employment Opportunity objectives.

CAREER CREDITS Career credits will be granted.

VETERANS PREFERENCE Assembly Bill 372 signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans Preference will be awarded as follows, starting on January 1, 2014: 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 Veteran's Preference. 2) An entrance exam is defined, under law, as any open competitive examination 3) Veterans Preference is not granted once a person achieves permanent civil service status.

GENERAL INFORMATION

The Department of Water Resources 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. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838, three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' (DWR) Offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, California Department of Human Resources Office (CalHR), and the CalHR website at www.jobs.ca.gov and click "My Profile" tab.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

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.

Examination Locations: Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. 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 this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

How to apply for Veterans Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

For information regarding this examination, please contact Zambia Cain at (916) 653-9568.