

REVISED EXAMINATION ANNOUNCEMENT

NOVEMBER 9, 2021

EXAM TITLE: HEAVY EQUIPMENT MECHANIC
EXAM CODE: 1FS28
EXAM BASE: OPEN
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION
FINAL FILING DATE: **NOVEMBER 30, 2021***

The bulletin announcing the above examination has been amended as follows:

*The final filing date has been extended to **NOVEMBER 30, 2021**. Applications postmarked after **NOVEMBER 30, 2021** will **NOT** be considered for this examination.

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.



HEAVY EQUIPMENT MECHANIC

1FS28

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: October 18, 2021
FINAL FILING DATE: November 30, 2021
EXAM TYPE: OPEN
SALARY: \$5,121.00 - \$6477.00
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 30, 2021** unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and you **MUST** submit the [Accommodation Request Form](#)

[\(STD. 679\)](#) with your application. This can also be found on the California Department of Human Resources website.

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 Resource's website. *You may submit your application by mail or in person.*

SUBMIT BY MAIL OR IN PERSON:

Department of Forestry and Fire Protection
710 Riverpoint Court
West Sacramento, CA 95605
Examination Unit – (Attn: Elena Villegas)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date of, **November 30, 2021**, will not be accepted for any reason.

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.

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

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 (QUALIFICATIONS APPRAISAL PANEL) WEIGHTED AT 100%

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

It is anticipated that interviews will be held in **December 2021/ January 2022**.

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Heavy Equipment Mechanic](#) classification specification which is located on the CAL HR website. Use this information when preparing for this exam and retain this bulletin for your reference.

CANDIDATES WHO DO NOT APPEAR FOR THE STRUCTURED INTERVIEW EXAMINATION WILL BE DISQUALIFIED.

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.)

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 California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b) 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.

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

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, to construct, repair and maintain automotive and heavy maintenance and construction equipment; may instruct and lead or direct the work of apprentices, helpers, Service Assistants (Automotive) or other employees, inmates, wards or resident workers; and to do other related work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Basic vehicle maintenance and repair (e.g., pre-trip inspection, scheduled maintenance, brake adjustment) to ensure safety and operational readiness.
2. Gas, diesel-powered, and electric equipment (e.g., emergency, construction, stationary) to ensure safe and well-maintained equipment.
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. Tools and equipment (e.g., hand tools, power tools, diagnostic) to ensure safe and effective repairs are completed.
6. Industry standards required for repair and adjustment of mobile and stationary equipment to ensure safe and effective operations.

7. Advanced electronic and computerized diagnostic equipment (e.g., scanners, laptops, multi-meter) for proper diagnosis and repair of vehicles and heavy 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. Communicate (e.g., orally, written, electronic) effectively in order to exchange and/or provide information and/or direction.
10. Operating characteristics of equipment (e.g., fire apparatus, crew transport, dozer) for diagnosis and repair of equipment to ensure safe and effective operation.
11. 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.
12. Preventative maintenance for all equipment (e.g., hoist, pressure washer, compressor) to ensure safe and effective operation.
13. Defensive driving techniques (e.g., traffic laws, intersection approach, utilization of warning devices) to safely operate Department vehicles.
14. Proper utilization of Personal Protective Equipment (PPE) (e.g., respirator, fire shelter, Nomex) for safe and effective operation and use.
15. Regulations (e.g., California Occupational Safety and Health Administration [CAL/OSHA], Department of Transportation [DOT], California Air Resources Board [CARB]) to ensure compliance with government mandates.
16. Methods used in fabrication and assembly of equipment (e.g., emergency, support, heavy) to ensure safe and effective repairs are completed.
17. Equipment inventory management to maintain adequate supplies (e.g., parts, lubricants, tires) for common repairs to ensure safety and operational readiness.
18. The Department's mission, vision, and value statements to carry out the day to day activities of the Department.
19. The Department's safety procedures and programs (e.g., Injury and Illness Prevention Program, Violence in the Workplace, Workers' Compensation Program, California Occupational Safety Health Administration [CAL/OSHA]) to achieve workplace safety.
20. Hazardous material (e.g., waste oil, batteries, antifreeze) storage, handling, and disposal used for maintenance and repairs to ensure safe and well-maintained facilities.
21. Fabrication methods (e.g., cutting, welding, grinding) for modification and repair of equipment.
22. Department policies and procedures (e.g., mobile equipment handbook, modification requests, procurement) to ensure compliance and effective operations.
23. Inventory management to maintain adequate supplies (e.g., office, safety items, tools) for safe and effective repair facility operations.
24. Non-hazardous material (e.g., scrap metal, plastics, tires) storage, handling, and disposal used for maintenance and repairs to ensure safe and well maintained facilities.

25. The Department's Employee Support Services (ESS) Program (e.g., Employee Assistance Program [EAP], Peer Counseling, Critical Incident Stress Management [CISM], Substance Abuse Assistance Program [SAAP]) to encourage health and wellbeing of staff in accordance with Department policies and procedures.

Skill to:

1. Operate various tools (e.g., power, hand, diagnostic) for safe and effective use.
2. Repair gas, diesel-powered, and electric equipment (e.g., emergency, construction, stationary) to ensure safe and well-maintained equipment.
3. Inspect and adjust gas, diesel-powered, and electric equipment (e.g., emergency, construction, stationary) to ensure safe and well-maintained equipment.
4. Perform mechanical repairs on mobile and stationary equipment (e.g., fire apparatus, generators, vehicles) to ensure operational readiness.
5. Properly lift tools and equipment (e.g., tires, brake drums, pneumatic equipment) to prevent personal injury and damage to equipment.
6. Communicate (e.g., orally, written, electronic) effectively in order to exchange and/or provide information and/or direction.
7. 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.
8. Multi-task during emergency and non-emergency situations for safe and effective operations.
9. Produce written correspondence (e.g., email, letters, forms) to effectively convey information.
10. Use communication equipment (e.g., radio, cell phone) for effective communication in emergency and non-emergency situations.

Ability to:

1. Work independently and/or as part of a team to meet the mission of the Department.
2. Perform safety inspections and repairs at various locations (e.g., incident bases, fire line, roadside) for operational readiness.
3. Communicate (e.g., read, write, speak) effectively in English at a level required for successful job performance.
4. Inspect and adjust gas, diesel-powered, and electric equipment (e.g., emergency, construction, stationary) to ensure safe and well-maintained equipment.
5. Test various equipment (e.g., pumps, engines, accessories) to ensure proper functionality.
6. Interpret manufactures resources (e.g., schematics, manuals, flow charts) of component replacements or broken parts for identification, replacement, or modification.

7. Operate Department equipment (e.g., fire engines, vehicles, shop equipment) safely to minimize injury and comply with regulations.
8. Effectively identify (e.g., verbal description, sketches, images) components or broken parts for replacement and/or repair.
9. Troubleshoot various equipment (e.g., pumps, engines, accessories) to pinpoint repairs and maintenance.
10. Work from resources (e.g., schematics, manuals, flow charts) to complete repairs on equipment and tools.
11. Accurately interpret and follow directions from others (e.g., supervisors, cooperating agencies, officials) to follow chain of command and ensure correct completion of assignments.
12. Make safe and effective decisions in the performance of the job for personal and personnel safety.
13. Inspect and approve work done by others (e.g., vendors, employees, inmates and/or wards) to ensure correct completion of assignment.
14. Determine and implement effective and appropriate courses of action (e.g., prioritize, delegate) to perform maintenance on equipment.
15. Perform repairs in remote locations (e.g., fire line, roadside, base camp) utilizing mobile repair unit to support emergency operations.
16. Manage time effectively, multi-task, and prioritize assignments in order to meet objectives.
17. Communicate effectively (e.g., oral, written, electronic) to ensure correct and clear information is conveyed and understood.
18. Read and interpret reference materials (e.g., training, policies, reports) for effective application.
19. Maintain the repair facility and office area to ensure cleanliness and safety.
20. Correct safety hazards (e.g., lifting technique, spills, trip hazards) to ensure workplace safety.
21. Use mobile communication devices (e.g., cell phones, radios) to effectively communicate in emergency and non-emergency situations.
22. Advise on the procurement of parts and equipment to efficiently support operations.
23. Use computer software (e.g., Microsoft Office Suite, fleet software) to complete reports, create documents, invoices, and communicate appropriately with others.

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 [CalHR Veterans Information](#).

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 894-9580
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) 894-9580, 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.

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 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
EXAM CODE – 1FS28 FINAL FILING DATE 11/30/21

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.

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.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at [CalHR Veterans Information](#), and the Application for Veterans' Preference determination (CalHR 1093).