



DIRECT CONSTRUCTION SUPERVISOR II

1FS30

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: November 15, 2021
FINAL FILING DATE: December 15, 2021
EXAM TYPE: OPEN
SALARY: \$9,114.00 - \$11,321.00
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 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.

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 **December 15, 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.*
- A Training and Experience Narrative which is a written document responding to the questions in the **EXAMINATION INFORMATION** which will demonstrate how your background meets the knowledge, skills, and abilities cited in this examination bulletin.

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 **December 15, 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:*

A TRAINING AND EXPERIENCE NARRATIVE DOCUMENT WHICH RESPONDS TO THE FOLLOWING FOUR QUESTIONS:

1. As a Direct Construction Supervisor II, you are tasked with executing a new contract. List at least six factors that should be considered when completing the contract.

2. As a Direct Construction Supervisor II, you will be tasked with developing the Budget Proposal priorities for the Department's five-year plan, as well as the Department's overall strategic plan. List at least six considerations in determining these priorities.
3. As a Direct Construction Supervisor II, you have been asked to answer questions regarding constructability of a new facility. List at least six considerations for this project.
4. A Direct Construction Supervisor I (DCS I), who works for you, is dealing with a disgruntled employee who has continued negative work performance issues. List at least seven steps you would suggest your DCS I use when addressing the employee.

When preparing your Training and Experience Narrative; follow the instructions below:

- Please use Arial font, size no smaller than 10
- Limit your responses to no more than a total of four pages (**Only the first four pages will be scored**)
- Your document **MUST** be typewritten (**NO handwritten narratives**)
- Please clearly label the number that corresponds to the question to which you are responding.
- You may include multiple responses on a single page.

In this type of exam, the TRAINING AND EXPERIENCE NARRATIVE DOCUMENT is the examination. It is imperative you refer to the knowledge, skills, and abilities when responding to the questions above. **APPLICATIONS RECEIVED WITHOUT A NARRATIVE MAY RECEIVE A DISQUALIFYING SCORE.**

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Direct Construction Supervisor II](#) 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.

MINIMUM QUALIFICATIONS

EITHER I

Two years of experience performing the duties of a Direct Construction Supervisor I, Construction Supervisor I, Restoration Supervisor II, or Construction Office Manager I in the California state service,

OR II

Five or more years' experience as a contractor or superintendent in full-time direction of craft supervisors involved with several major crafts engaged in construction or alteration of major buildings, such as schools, hospitals, or other large buildings; pre-bid planning methods, and estimating time and material cost; ordering equipment and materials. At least two years shall have been in charge of multiple projects in multiple locations for a contractor or a large construction firm,

AND

Education: Equivalent to graduation from college with major work in architecture or engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Tact, keenness of observation, and physical stamina.

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.

POSITION DESCRIPTION

Under general direction of a Direct Construction Supervisor III, the Direct Construction Supervisor II is responsible for supervision and coordination of all direct construction projects statewide; and to do other related work.

The Direct Construction Supervisor II controls direct construction field activities statewide, including new construction, and major and minor alterations. Tasks include reviewing plans, specifications and estimates to determine feasibility for accomplishment by State employees or outside contractors; reviewing contractual and/or field design documents and determining methods or accomplishment; establishing priorities for projects; assuming personal control of urgent or

emergency projects; conducting start- up meetings with agency representatives, project architects, contractors and supervisors on new projects; providing final inspection upon completion of work; assigning vehicles; authorizing travel; maintaining quality of materials; certifying completion of projects; keeping current with wage rates; recruiting and separating casual workers; purchasing supplies, materials, and equipment and/or renting tools and equipment; preparing correspondence and reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Effective supervision practices and techniques to plan, schedule, instruct, assign, oversee, and direct the work activities of all subordinate employees to provide a professional and competent work environment and products.
2. Mathematics (e.g., arithmetic, algebra, geometry) and their applications in construction to build estimate, payments, purchasing of material and/or services, to negotiate change order, determine tax rate, evaluate invoices for fair and reasonable cost.
3. Various calculations (e.g., hydraulics, spatial, volume) for plan review, inspection, and testing.
4. Health and safety hazards (e.g., construction sites, detention facilities, hazardous materials, environmental factors) encountered during the performance of duties to ensure personal/personnel safety.
5. Principles and processes for providing professional construction services to ensure tenant satisfaction with projects completed on time and within budget.
6. Construction, maintenance, and repair work (e.g., carpentry, electrical, mechanical, plumbing) to ensure safe and quality construction and repair of all Department facilities.
7. Building construction (e.g., types of construction, methods, materials, systems) to conduct required plan review and site inspections.
8. Current codes and regulations [e.g., building, fire, health and safety, Americans with Disabilities Act (ADA)] to ensure compliance with applicable laws and regulations.
9. Materials, methods, and processes required in construction (e.g., wood, steel frame, masonry, concrete) to complete various projects safely, on schedule, and within budget.
10. Personal Protective Equipment (e.g., helmet, gloves, eye protection, protective clothing, respirator, hearing protection) used to ensure personal/personnel safety.
11. Construction and engineering terminology to ensure accurate interpretation of subject matter.
12. Conducting contract inspections (e.g., quality control, compaction, pad and utility certification) to confirm scope of work completed and approve payment.

13. Researching, preparing, processing and obtaining regulatory permits (e.g., request for service, connection fees, panel upgrades) and utility connection services including facilitation of payment of appropriate fees to ensure the project's completion.
14. Purchasing, contracting, and rental agreements [e.g., Department of General Services (DGS), State law, policies and procedures] to meet operational needs.
15. The duties of a Direct Construction Supervisor I in the event of their absence to ensure continuity of operations.
16. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
17. Word processing, spreadsheet software, electronic mail and calendaring software (e.g., Microsoft Suite, AutoCAD) to prepare correspondence, reports, and procurement processes.
18. The tools and equipment (e.g., power saw, voltage tester, level) used in construction, maintenance, and repair work (e.g., carpentry, electrical, plumbing, mechanical) and their proper use to ensure safety and quality workmanship on all projects.
19. Various building trade workers discipline and skill levels to provide a competent qualified construction workforce to appropriately schedule and complete various construction projects safely, on schedule, and within budget.
20. Buildings and/or facilities repair, maintenance, and replacement (e.g., carpentry, electrical, mechanical, plumbing) to ensure safety and quality workmanship on all projects.
21. Methods, techniques, and systems to track, account for, and authorize appropriate expenditures associated with budgeted line items.
22. Current construction industry methods, standards, and techniques (e.g., Green building, Leadership in Energy and Environmental Design, composite materials) to ensure efficiency and modern methodologies.
23. Common buildings and/or facilities damage (e.g., dry rot, mold, water) to identify, prevent, and facilitate repair.
24. Basic techniques and methods of team building and leadership to facilitate team efficiency and collaborative tasks.
25. The California Vehicle Code and defensive driving techniques (e.g., traffic laws, intersection approach, utilization of warning devices) to safely operate Department vehicles.
26. Common building pests (e.g., termites, wood boring beetles, carpenter ants) to identify, prevent, and facilitate repair.
27. Hazardous materials (e.g., chemicals, paint, flammables, explosives), storage requirements (e.g., labeling, containment, retention), chain of custody, and proper disposal to ensure compliance with Safety Data Sheets (SDS), Federal, State, and local laws and ordinances.
28. Non-hazardous materials (e.g., scrap wood/metal, construction debris, flooring), storage requirements (e.g., labeling, tarping, excess property, security), and proper disposal to ensure compliance with Safety Data Sheets (SDS), Federal, State, and local laws and ordinances.

29. Operation of mobile communication devices (e.g., cell phones, two-way radios, laptops/tablets) to effectively communicate with staff, stakeholders, agencies, and public or private entities.
30. The mission, vision, and values of the Department to meet Department goals.
31. Techniques used for public education, training, and information dissemination (e.g., public speaking, presentation software, job fairs, vendors).

Skill to:

1. Utilize computer and mobile equipment technologies (e.g., laptop, tablet, mobile phone) and related software to effectively communicate with staff, stakeholders, agencies, and public or private entities.
2. Observe the environment and exercise situational awareness (e.g., construction sites, detention centers, incidents, travel) to ensure personal/personnel safety.
3. Operate an assigned motor vehicle in accordance with applicable laws and regulations.

Ability to:

1. Effectively communicate to convey clear and concise ideas and information to various audiences (e.g., government officials, stakeholders, contractors, building representatives, tenants, public).
2. Utilize computer and/or current technologies (e.g., laptop, tablet, mobile phone) and related software to prepare correspondence, reports, and procurement documents.
3. Perform mathematical calculations (e.g., arithmetic, algebra, geometry) for plan review, inspections, and construction.
4. Read and write English to effectively apply laws, rules, regulations, and policies relating to the California Department of Forestry and Fire Protection.
5. Perform multiple tasks and work on projects of varying complexity, maintaining appropriate control and oversight of tasks/projects completed.
6. Effectively coordinate the work of others to meet goals and objectives.
7. Analyze situations and reason logically to recommend an effective course of action.
8. Read and interpret maps (e.g., topographic, road) to navigate to an assigned destination.
9. Sequence construction tasks in a logical order for scheduling purposes.
10. Read, understand, and interpret construction plans and specifications to complete construction projects on schedule and within budget.
11. Interpret applicable codes, laws, rules, and regulations (e.g., State Administrative Manual, Health and Safety Code, Title 19, Title 24) for application in all Department programs and activities.

12. Utilize computer and/or current technologies (e.g., laptop, tablet, mobile phone) and related software to effectively communicate with staff, stakeholders, agencies, and public or private entities.
13. Comprehend State laws, rules, regulations, and policies relating to the California Department of Forestry and Fire Protection to ensure compliance.
14. Monitor and review information from personal observation, inspectors, daily job reports, and subordinates to continuously assess project status.
15. Understand information and/or ideas presented (e.g., orally, written, visually) to effectively communicate with others.
16. Manage time and deadlines to efficiently organize and prioritize workload and scheduling.
17. Train and instruct others in the proper use of construction materials, methods, equipment, and tools to construct, repair, and maintain buildings and/or facilities.
18. Interpret and explain complicated information (e.g., codes, regulations, rules) in simple, understandable language to ensure comprehension.
19. Demonstrate leadership under stressful conditions to effectively complete tasks.
20. Inspect structures and materials to ensure compliance with codes, standards, plans, and specifications.
21. Think spatially and three-dimensionally to review, evaluate, and implement project plans and specifications.
22. Review, analyze, evaluate, and select the best qualified candidate, employee, vendor, or method to achieve successful execution of projects, contracts, and workforce.
23. Address and resolve conflicts tactfully to meet demands of the job while dealing with various issues that may arise (e.g., inspections, plan review, enforcement).
24. Estimate sizes, distances, and quantities to determine time, costs, resources, labor, or materials needed to complete a construction, repair, and maintenance activity.
25. Function in a chain of command environment to effectively carry out the responsibilities of the California Department of Forestry and Fire Protection.
26. Research and evaluate code, legislative statutes, and administrative requirements (e.g., Government Code, Public Contract Codes, Public Resource Code, State Budget Act, State Administrative Manual) to implement all applicable elements into the project.
27. Act in a professional manner as a representative of the California Department of Forestry and Fire Protection.
28. Operate Department vehicles through adverse conditions (e.g., heavy traffic, long drives, poor visibility) to safely carry out day-to-day operations.

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.

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).