



**MAINTENANCE AND OPERATIONS SUPERVISOR I,
DISTRICT FAIRS
Exam Code: 2FA13**

Department: California Department of Food & Agriculture
Exam Type: Departmental, Open
Opening Date: 05/13/22
Final Filing Date: 6/03/2022
Locations: Monterey/San Mateo/Kern

CLASSIFICATION DETAILS

Maintenance and Operations Supervisor I, District Fairs: \$4,612.00 - \$5,715.00 per month

View the [classification specification](#) for the Maintenance and Operations Supervisor I, District Fairs.

APPLICATION INSTRUCTIONS

Final File date: 06/03/22

INDICATE WHICH FAIR YOU ARE APPLYING FOR ON YOUR APPLICATION. This exam is to fill vacancies at the following District Agriculture Association Fairs:

Cow Palace Arena & Event
Center, 1A DAA
2600 Geneva Ave.
Daly City, CA 94014

Kern County Fair and Event
Center, 15th DAA
1142 South "P" Street
Bakersfield, CA 93307

Monterey County Fair & Event
Center, 7th DAA
2004 Fairground Road
Monterey, CA 93940

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final file date. Once you have taken this examination, you may not retake it for **twelve (12) months**.

How to Apply:

Emailed applications are preferred. Submit your completed Examination / Employment Application (STD. 678) via email at exams@cdfa.ca.gov. Include Exam Code: **2FA13** in the subject line of your email. Emailed applications must be received no later than 11:59 pm Pacific Time on the Final Filing date.

You may also submit your completed Examination / Employment Application (STD. 678) by mail, parcel delivery, courier service, or in person to:

Exam Code: **2FA13**
California Department of Food and Agriculture
Examination Unit, Attention: **Joshua Glenn**
1220 N Street, Room 242
Sacramento, CA 95814

Completed applications and all required documents must be received or postmarked by the Final Filing date: **Friday, June 3, 2022**. If an application is received after the Final File date with a late or missing postmark, the application is considered late and will not be included for processing. **It is the applicant's responsibility to submit their application packet on time and if applying by U.S. mail, ensure the envelope is properly postmarked and if applying via parcel or courier service, ensure it contains proof of timely deposit with the service. 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 applications.** Also note:

- The Examination / Employment Application (STD. 678) is available through your [CalCareer account](#).
- The STD. 678 must include "to" and "from" dates (month/day/year) and hours worked. STD. 678s received without this information may be rejected.
- Resumes **will not be accepted** in lieu of a completed STD. 678.
- Your signature on your STD. 678 indicates you have read, understand, and possess the basic qualifications required.

DO NOT SUBMIT EXAMINATION / EMPLOYMENT APPLICATIONS (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, whether paid or volunteer positions and inside or outside California state service, will count toward experience.

Maintenance and Operations Supervisor I

Either I

One year of experience in California state service performing the duties of a Senior Maintenance Worker, District Fairs.

Or II

Three years of experience performing semiskilled or skilled maintenance and repair functions of buildings and grounds, at least one year of which shall have been in a supervisory capacity over a staff performing maintenance and repair work of grounds and facilities.

Additional Desirable Qualifications:

Education equivalent to completion of the twelfth grade.

POSITION DESCRIPTION

This is the full supervisory level over maintenance crews in a large fair; or acts as principal assistant to a Maintenance and Operation Supervisor II in the largest district agricultural associations.

Incumbents in these classes plan, organize and direct the work of a staff of maintenance workers and others, including volunteers; inspect all contract work being done on the grounds to ascertain that it meets the terms of the contract agreement; direct the maintenance and operation of the facilities in connection with the presentation of a wide variety of shows, exhibitions, and meetings; check with clients to ascertain needs for particular events and plan and prepare the needed facilities and operations staff required for clients' specific needs; assist in programming and planning for additional facilities or for repairs or modifications to existing facilities such as construction, plumbing and electrical work; prepare preliminary estimates for work to be done and make recommendations on needed changes; prepare specifications for minor construction projects and supervise the work; supervise the requisitioning, accounting for, and storage of materials, supplies, tools and equipment; direct the operation and maintenance of motor equipment used in connection with buildings and grounds maintenance; direct enforcement of fire and safety codes and protection of patrons and property; make special studies relating to improvements in operations and reduction of costs; secure, train, and evaluate the performance of employees and take or recommend appropriate action; maintain labor and materials records and blueprint files; prepare operating schedules and review time and materials charges; prepare reports and correspondence; and develop and maintain a good working relationship with users of the fair and the public.

EXAMINATION SCOPE

This examination consists of the following components:

Supplemental Application – Weighted 100% of the final score

Examination interviews will not be held. **All applicants will be required to complete the Supplemental Application that will be sent to your email address at a later date. SUBMISSION OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Applicants who do not submit a completed Supplemental Application will be eliminated

from this examination. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Supplemental Application.

The Supplemental Application is designed to elicit a range of specific information regarding each applicant's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Applicants who meet the minimum qualifications will have their Supplemental Application rated and successful applicants will be placed on an eligible list.

In addition to evaluating applicants relative, knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Problems and practices in the operation and maintenance of extensive grounds and buildings.
2. Kind, quality, and amounts and materials, supplies, tools and equipment required in maintenance and operation of fair facilities.
3. Operation and maintenance of motor equipment used in buildings and grounds maintenance
4. Methods used in purchasing, storing, and issuing equipment and supplies.
5. Methods of heating, lighting and refrigeration; ventilating of large buildings.
6. Requirements, methods, and practices of common building trades and crafts.
7. Provisions of fire, safety, sanitary and building codes applicable to fair facilities.
8. Principles of effective supervision and management.
9. Sound amplification and communication requirements.
10. The division's Equal Employment Opportunity objectives.
11. Supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment

Ability to:

1. Plan, organize, and direct the work of a staff of maintenance workers in maintaining a District Agricultural Association.
2. Assemble and prepare budget information, cost estimates, plans and specifications for construction and maintenance problems.
3. Read, interpret, and work from plans, drawings and specifications.
4. Determine personnel requirements for specific projects.
5. Prepare reports and correspondence.
6. Establish and maintain cooperative relations with the public of users of the fair.
7. Analyze situations accurately and take effective action.
8. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important each applicant take special care in accurately and completely filling out his or her application. List all education and experience relevant to this classification, even if that experience goes beyond the ten-year limit printed on the application. Supplementary information will be accepted.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Maintenance and Operations Supervisor I, District Fairs** classification will be established for the **California Department of Food and Agriculture (CDFA)** for the following **DAAs 1A, 7, and 15**. The eligible list will be abolished **12** months after they are established **unless** the needs of the service and conditions of the lists warrant a change in this period.

Veterans' Preference **will be** granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever, any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (CalHR 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

The final filing date for this examination is **Friday, June 3, 2022**. It is anticipated the examination will be conducted sometime in July or August 2022.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

CONTACT INFORMATION

If you have questions concerning this examination bulletin, please contact:

California Department of Food and Agriculture
Examination Unit, Attention: **Joshua Glenn**
Exam Code: **2FA13**
1220 N Street, Room 242
Sacramento, CA 95814
Phone: (916) 639-9917
joshua.glenn@cdfa.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

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

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Food and Agriculture 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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. 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) servicewide 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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.