



AVIATION OFFICER III (MAINTENANCE)

Exam Code: 2FS0102

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: January 12, 2022
FINAL FILING DATE: February 10, 2022
EXAM TYPE: OPEN
SALARY: \$7,630.00 - \$9,645.00
LOCATION: Sacramento

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 **February 10, 2022** 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 Resources' website. *You may submit your application by mail or in person.*
- A copy of your A & P Certificate
- A **VALID** Federal Aviation Agency (FAA) Inspection Authorization (IA) Card

SUBMIT BY MAIL OR IN PERSON:

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

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **February 10, 2022**, 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.

If using the United States Postal Service (USPS) for delivery, there is no guarantee that your application will be postmarked and arrive by the final filing date. If your application does not have a postmark and arrives after the final filing date, your application will not be accepted into the examination. Therefore, to ensure timely delivery of your application, it is recommended that you use either parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date."

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 examination 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 examination interviews will be held in **March/April 2022**.

PLEASE NOTE: All examination questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Aviation Officer III \(Maintenance\)](#) classification specification which is located on the CalHR 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 Airframe and Powerplant (A&P) rating, **and**
- A valid Federal Aviation Agency (FAA) Inspection Authorization (IA), **and**

EITHER I

One year in the California state service performing the duties of an Aviation Officer II (Maintenance). (Applicants who have completed six months of service performing the duties of an Aviation Officer II (Maintenance) will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

OR II

Four years of experience performing the duties of an A&P mechanic and any combination of the following:

1. One year of experience in the California state service performing the duties of an Aviation Officer II (Flight Operations) **or**
2. Three years of increasingly responsible experience in the management and supervision of aircraft maintenance operations within the past five years.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

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 the examination AND the notice to appear showing the scheduled date and time of the exam.

POSITION DESCRIPTION

Incumbents at this level plan and direct departmental staff and contractors in the use of aircraft; perform contract development, implementation, and administration; provide advice and counsel to the Senior Aviation Officer regarding aircraft operations; recommend and assist in developing policies and guidelines in all phases of flight operations for State-owned and contracted aircraft; develop, implement, and oversee flight standards and training programs; ensure that all pilots who fly department aircraft comply with minimum training and proficiency requirements; as needed, act as relief and primary pilot of State-owned and contracted aircraft in the performance of fire suppression and vegetation management projects; provide technical assistance to aircraft accident investigative teams and may recommend policy changes as a result; assist in the acquisition of aircraft; monitor, evaluate, and make recommendations for improving aircraft equipment, safety equipment, and the air program relative to flight operations; plan and administer the budget for the flight operations program; and do other related work. This classification will provide guidance and function as a lead person to Aviation Officers II (Flight Operations) in carrying out their duties.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Federal Aviation Administration and other regulations governing aircraft operation and maintenance (e.g., Part 135 operators, United States Forest Service, Department of the Interior, Military) to effectively maintain aircraft.
2. Parts certification requirements to ensure Department compliance with industry standards.
3. Aircraft operations to ensure proper maintenance procedures are followed.
4. Necessary qualifications (e.g., airframe and powerplant certificate [A&P], inspection authorization [IA]) to enhance knowledge and skills in accordance with Federal and State regulations.
5. Department policies and procedures governing aircraft operation and maintenance to effectively maintain aircraft.
6. Department aircraft operations manual (e.g., CAL FIRE 8300 Handbook, Part 145 repair station) to maintain aircraft maintenance standards.
7. Chain of Command to effectively operate within the organization.
8. Department Code of Conduct to professionally represent the Department.
9. Proper grammar (e.g., spelling, punctuation, sentence structure) to ensure that written materials are complete, concise, and error-free.
10. Equal Employment Opportunity (EEO) policies and procedures to ensure employees are protected from discrimination in the workplace.
11. 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.
12. Practical application of aircraft maintenance practices and procedures to provide guidance in maintaining State-operated aircraft.
13. Resources for aircraft design modifications to ensure current or future modifications comply with industry best practices.
14. Aircraft accident investigation procedures to participate in aircraft accident investigations for the Department or allied agencies.
15. Department policies, procedures, and strategies to understand and accomplish the mission of the Department.
16. The Department's progressive discipline policies to ensure personnel are in compliance with Department standards.
17. Motivational techniques to ensure staff are performing at their best abilities to ensure Program efficiency.
18. Mediation techniques to resolve potential personnel conflicts to ensure Program maintains highest level of performance.
19. Research and application of approved technical data (e.g., aircraft maintenance publications, diagrams, drawings) to ensure effectiveness of Program.
20. Aviation maintenance trends and advancements to ensure program efficiency.

21. Operational Safety and Health Agency and Department requirements (e.g., Personal Protective Equipment [PPE], Material Safety Data [MSD]) to ensure personal and personnel safety.
22. Interagency relationships (e.g., Federal, State, county, city governments) to ensure harmonious working relations.
23. Training requirements to ensure readiness of maintenance personnel.
24. Various logistical methods (e.g., sourcing, inventory control, planning) to ensure operational readiness of Program.
25. Mathematics (e.g., arithmetic, algebra, geometry, statistics) to complete various Department projects (e.g., new modifications, read drawings, create drawings).
26. Potential work hazards (e.g., ladders, propellers, wing walks) encountered during performance of duties for personal and personnel safety.
27. 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.
28. Aviation maintenance tracking software (e.g., Aviation Information Management System [AIMS], Aviation Management Unit system) to properly schedule maintenance of State-operated aircraft.
29. Inventory control procedures to maintain appropriate stock levels in multiple locations.
30. State procurement methods to ensure compliance when ordering parts or services.
31. State contracting procedures to ensure compliance with Department of General Services regulations.
32. Department accounting procedures to ensure proper coding of contractual or procurement invoices.
33. Computer software (e.g., Microsoft Office Suite, Aviation Information Management System [AIMS], Aviation Management Unit system) to generate necessary data, documents, and correspondence.
34. Available vendors according to the Department of General Services supply chain to maintain compliance.
35. The selection and hiring process (e.g., develop interview questions, participate in panels) to ensure qualified candidates are selected.
36. Personnel and services contracts to ensure personnel compliance and appropriate enforcement.
37. Training techniques (e.g., classroom and online instruction, on-the-job training) and resources to ensure readiness of maintenance personnel.
38. Incident Command System to coordinate operational readiness.
39. Hiring practices to ensure fair and equitable treatment of applicants.

Skill to:

1. Communicate effectively with personnel at the technical level required to perform the duties of the job.

2. Read, write, speak, and understand English to effectively apply Federal and inter-agency regulations, Department policies, and other publications in accordance with Federal Aviation Regulations.
3. Manage employees effectively (e.g., progress discipline, mentoring, counseling, clear communication) to ensure Program needs are met.
4. Provide oversight of multiple programs simultaneously to maintain effective and efficient operations.
5. Mentor subordinates on a professional level to promote career advancement to maintain institutional knowledge in accordance with Department policies and procedures.
6. Operate basic office equipment (e.g., fax machine, copier, scanner, computer) to perform the duties of the job.
7. Perform mathematical computations (e.g., algebra, arithmetic) to perform the duties of the job.
8. Operate information technology devices (e.g., smartphones, computers, tablets) for correspondence, effective job performance, and communication.
9. Effectively coordinate adequate inventory stock levels at multiple locations throughout the State to ensure operational readiness.
10. Operate computer software (e.g., Microsoft Office Suite, Aviation Information Management System [AIMS], Aviation Management Unit system) to electronically compile and analyze data, produce reports, and manage operations.
11. Operate machinery (e.g., electric cart, ramp equipment, cranes) to support facility operations.
12. Operate digital camera equipment to support aviation activities (e.g., accidents investigation, inspections).

Ability to:

1. Provide technical guidance to maintenance personnel to ensure airworthiness of State-operated or contracted aircraft.
2. Plan, organize, and direct the work of others in maintenance of State-operated aircraft to ensure operational readiness.
3. Provide technical guidance to other cooperative agencies (e.g. counties, United States Forest Service, Department of the Interior) to ensure operational readiness.
4. Read, write, and understand English to communicate effectively.
5. Interpret and extrapolate information from technical data (e.g., graphs, tables, charts, specifications, manuals, drawings) for maintaining State-operated and contracted aircraft.
6. Think and act independently, in the absence of supervision, to respond in a timely manner to the needs of the Department.
7. Manage time to effectively perform the duties of the job.
8. Prioritize multiple projects and deadlines to maintain operational readiness.
9. Schedule required maintenance on State-operated aircraft to ensure operational readiness.
10. Prepare accurate, clear, and concise reports and correspondence for effective job performance.

11. Motivate subordinates to ensure smooth operation of Program.
12. Develop corrective action plans to ensure operational readiness.
13. Work with diverse groups of individuals with varying levels of education and skills to accomplish daily tasks.
14. Work independently with minimal supervision for an effective job performance.
15. Diagnose mechanical irregularities to ensure operational readiness.
16. Identify hazards and risks associated with maintenance activities.
17. Apply mediation techniques to resolve interpersonal conflicts within the Unit.
18. Operate electronic communication devices (e.g., smartphone, tablet, computer) to communicate effectively in a timely manner.
19. Maintain positive stakeholder relationships to enable a cohesive working environment.
20. Use technical vernacular to properly communicate with maintenance personnel and cooperative agencies.
21. Speak in public to effectively communicate Program needs.
22. Coordinate multiple personnel and activities to ensure effective operation of Program.
23. Identify facility deficiencies (e.g., safety report, operational hazard report) for necessary improvements to maintain effective operations.
24. Read and understand reference manuals, training materials, data, and correspondence to acquire knowledge essential to the performance of the job.
25. Maintain positive relationships with cooperating agencies to promote a cohesive and productive work environment.
26. Follow oral and written directions for an effective job performance.
27. Apply mitigations to hazards and/or risks identified with maintenance activities to reduce operational exposure.
28. Compose technical reports (e.g., standard inspection activity, investigation) to accurately report and summarize findings.
29. Assist in personnel functions (e.g., hiring, performance management, training) to meet the Department's mission, vision, and values.
30. Identify root causes of problems to ensure long-term solutions for the effective management of the Program.
31. Schedule maintenance Functional Check Flights in accordance with Department procedures.
32. Analyze situations and recommend an effective course of action for fire suppression and effective job performance in accordance with the Department's mission.

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% 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 Application for ([CalHR 1093](#)).