

REVISED EXAMINATION ANNOUNCEMENT

DECEMBER 20, 2022

EXAM TITLE: HEAVY EQUIPMENT MECHANIC (CORRECTIONAL FACILITY)

EXAM CODE: 2FS44

EXAM BASE: OPEN

DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION

FINAL FILING DATE: **JANUARY 3, 2023***

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

*The final filing date has been extended to **JANUARY 3, 2023**. Applications postmarked after **JANUARY 3, 2023**, 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.

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.



**HEAVY EQUIPMENT MECHANIC
(CORRECTIONAL FACILITY)
2FS44**

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: November 22, 2022
FINAL FILING DATE: January 3, 2023
EXAM TYPE: OPEN
SALARY: \$5,748.00 - \$6,623.00
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 **January 3, 2023**, unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, you **MUST** mark the appropriate box on the State application and 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.
- If you are using education to meet the minimum qualifications under patterns I or II, please attach a copy of your diploma and/or transcripts showing proof of coursework/completion/graduation, to your application packet.

SUBMIT BY MAIL OR IN PERSON:

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

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date of **January 3, 2023**, will not be accepted for any reason.

All applications must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications received without this information will be rejected.

PLEASE NOTE

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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:*

Please ensure we have the correct email information on file

A TRAINING AND EXPERIENCE NARRATIVE DOCUMENT WHICH RESPONDS TO THE FOLLOWING FIVE (5) QUESTIONS:

- 1.** Explain in detail at least eight of the required components you would check during a 90-day compliance inspection on a class 8 regulated vehicle.
- 2.** While alone in your workshop three vehicles pull in at the same time with out-of-service concerns. Explain your considerations when resolving the situation.
- 3.** A late model International MAXX Force Engine will crank but will not start. Explain your diagnostic considerations when determining the correct course of action to make the repairs.
- 4.** A truck has a dead battery after not being operated for several days. Provide examples of how you would diagnose the problem.
- 5.** Provide examples of how you would handle the situation if an inmate challenged your knowledge and authority in a work environment.

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

- Please use Arial font, size no smaller than 12
- Limit your responses to no more than a total of five pages (**Only the first five 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.

It is anticipated the training and experience narrative review will be held in **January/February 2023**.

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 [Heavy Equipment Mechanic \(Correctional Facility\)](#) 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

Possession of a valid 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.)

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 Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Division 10, Part 59, Chapter 3, 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 Class 2 or Class 1 driver license.

Assignment during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Education equivalent to completion of the 12th grade.

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 direction, in a State correctional facility in the Departments of Corrections or the Youth Authority, or in a conservation camp in the Department of Forestry and Fire Protection, to construct, repair, and maintain automotive and heavy maintenance and construction equipment; to maintain order and supervise the conduct of inmates or wards; to protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. 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.

2. Inspection methods and criteria to approve the work of others (e.g., vendors, Department personnel, inmates and/or wards).
3. Hazardous material (e.g., waste oil, batteries, antifreeze) storage, handling, and disposal used for maintenance and repairs to ensure safe and well-maintained facilities.
4. Vehicle status (e.g., recalls, in-service date, warranty) to ensure appropriate fiscal oversight.
5. Protocols and standards (e.g., National Fire Protection Association [NFPA], Commercial Vehicle Safety Alliance [CVSA], Society of Automotive Engineers [SAE]) to ensure compliance with industry standards.
6. 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.
7. The Department's mission, vision, and value statements to carry out the day to day activities of the Department.
8. 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.
9. Department policies and procedures (e.g., mobile equipment handbook, modification requests, procurement) to ensure compliance and effective operations.
10. Equipment modification techniques and practices (e.g., body, frames, running gear) to ensure equipment meets the needs of the Department.

Skill to:

1. Inspect and adjust gas, diesel-powered, and electric equipment (e.g., emergency, construction, stationary) to ensure safe and well-maintained equipment.
2. Repair gas, diesel-powered, and electric equipment (e.g., emergency, construction, stationary) to ensure safe and well-maintained equipment.
3. Perform mechanical repairs on mobile and stationary equipment (e.g., fire apparatus, generators, vehicles) to ensure operational readiness.
4. Multi-task during emergency and non-emergency situations for safe and effective operations.
5. Effectively instruct and train (e.g., safety, repair, procedures) inmates and/or wards on duties as assigned for safe and effective operations.
6. Move in various ways (e.g., twist, kneel, squat) in order to complete jobs, tasks, and projects.
7. Operate various tools (e.g., power, hand, diagnostic) for safe and effective use.
8. Communicate (e.g., orally, written, electronic) effectively in order to exchange and/or provide information and/or direction.
9. Use communication equipment (e.g., radio, cell phone) for effective communication in emergency and non-emergency situations.

10. Perform arduous physical activity (e.g., heavy lifting, hiking, climbing) in all conditions and terrain (e.g., long work hours, extreme weather, smoke exposure) for effective job performance.
11. 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.
12. Properly lift tools and equipment (e.g., tires, brake drums, pneumatic equipment) to prevent personal injury and damage to equipment.
13. Operate a computer in order to perform daily duties (e.g., inventories, repair, service order) to ensure effective job performance.
14. Produce written correspondence (e.g., email, letters, forms) to effectively convey information.
15. Effectively supervise the work of inmates and/or wards for safe and effective operations.
16. Skill to perform gas and electric welding (e.g., fabricate, repair, modify) of standard or specialized equipment or components for safe and effective operations.

Ability to:

1. Have situational awareness with inmates and/or wards to ensure the safety and security of the institution and personnel.
2. Observe inmates and/or wards (e.g., behavior, contraband, work performance) on a daily basis to ensure the safety and security of the institution and public.
3. Maintain the safety and security of persons and property to stay in compliance with Department policies and procedures (e.g., Title 15, camp handbook, operating guidelines).
4. Communicate (e.g., read, write, speak) effectively in English at a level required for successful job performance.
5. Inspect and adjust gas, diesel-powered, and electric equipment (e.g., emergency, construction, stationary) to ensure safe and well-maintained equipment.
6. Interpret applicable codes, laws, rules, and regulations (e.g., Federal, State, local) to ensure appropriate application in all administrative and mechanical activities.
7. Instruct inmates and/or wards to carry out repair orders and repair facility procedures for effective job performance and to ensure the safety and security of the institution and public.
8. Troubleshoot various equipment (e.g., pumps, engines, accessories) to pinpoint repairs and maintenance.
9. Determine and implement effective and appropriate courses of action (e.g., prioritize, delegate) to perform maintenance on equipment.
10. Manage time effectively, multi-task, and prioritize assignments in order to meet objectives.

11. Train and supervise inmates and/or wards assigned to the repair facility for effective job performance and to ensure the safety and security of the institution and public.
12. Read and interpret reference materials (e.g., training, policies, reports) for effective application.
13. Work independently and/or as part of a team to meet the mission of the Department.
14. Install various equipment (e.g., pumps, engines, accessories) to ensure proper functionality.
15. Communicate effectively (e.g., oral, written, electronic) to ensure correct and clear information is conveyed and understood.
16. Perform safety inspections and repairs at various locations (e.g., incident bases, fire line, roadside) for operational readiness.
17. Inspect and approve work done by others (e.g., vendors, employees, inmates and/or wards) to ensure correct completion of assignment.
18. Document all repair work utilizing department forms and/or fleet software (e.g., work order, faulty equipment report, permanent equipment record) to stay in compliance with Department policies and procedures.
19. Interpret applicable protocols and standards (e.g., National Fire Protection Agency [NFPA], Commercial Vehicle Safety Alliance [CVSA], Society of Automotive Engineers [SAE]) to ensure compliance with industry standards.
20. Perform repairs in remote locations (e.g., fire line, roadside, base camp) utilizing mobile repair unit to support emergency operations.
21. Repair various equipment and systems (e.g., compressors, pumps, generators) to ensure proper maintenance and use.
22. Work from resources (e.g., schematics, manuals, flow charts) to complete repairs on equipment and tools.
23. Perform arduous physical activity (e.g., heavy lifting, hiking, climbing) in all conditions and terrain (e.g., long work hours, extreme weather, smoke exposure) for effective job performance.
24. Operate Department equipment (e.g., fire engines, vehicles, shop equipment) safely to minimize injury and comply with regulations.
25. Interpret manufacturer's resources (e.g., schematics, manuals, flow charts) of component replacements or broken parts for identification, replacement, or modification.
26. Effectively identify (e.g., verbal description, sketches, images) components or broken parts for replacement and/or repair.
27. Test various equipment (e.g., pumps, engines, accessories) to ensure proper functionality.
28. 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.

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).