

REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: SENIOR FORESTRY EQUIPMENT MANAGER

EXAM CODE: 9FS0203

EXAM BASE: OPEN

DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION

FINAL FILING DATE: **SEPTEMBER 19, 2019***

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

****The final filing date has been extended to September 19, 2019.**
Applications postmarked after September 19, 2019 will **NOT** be considered for this examination.

****The knowledges, skills, and abilities for this examination have been changed. Please see the updated list under the section titled, "Knowledge, Skills, and Abilities", located in this exam bulletin.**

Contact the CAL FIRE Examination Unit with any questions:

Email – CALFIREexams@fire.ca.gov

Main Line – (916) 445-7824

REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: SENIOR FORESTRY EQUIPMENT MANAGER
EXAM CODE: 9FS0203
EXAM BASE: **OPEN***
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION
FINAL FILING DATE: SEPTEMBER 12, 2019

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

*The examination base has changed from **PROMOTIONAL** to **OPEN**.

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.



SENIOR FORESTRY EQUIPMENT MANAGER

9FS0203

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: August 14, 2019
FINAL FILING DATE: September 19, 2019
EXAM TYPE: OPEN
SALARY: \$7,340.00 - \$8,419.00
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 **September 19, 2019** 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/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

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.*

SUBMIT BY MAIL OR IN PERSON:

Department of Forestry and Fire Protection
1300 U Street
Sacramento, CA 95818
Examination Unit – (Attn: Ashley Stewart)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **September 19, 2019** 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.

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 three-person panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil.*

It is anticipated exams/interviews will be held in **October/November 2019**.

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Senior Forestry Equipment Manager](#) 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 EXAMINATION WILL BE DISQUALIFIED.

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the California state service performing the duties of a Forestry Equipment Manager II.

OR II

Seven years of experience in the construction and repair of gasoline-and diesel-powered mobile equipment, at least three years of which shall have been in the management of a fleet of approximately 250 units of gasoline-powered and diesel-powered mobile equipment and at least one year in the management of a fleet of at least 500 units of gasoline-powered and diesel-powered mobile equipment which included acquisition, modification, and repair of the equipment. (Experience in the California state service applied toward this requirement must include at least one year in a class comparable to Forestry Equipment Manager II.) (Graduation from college with a degree in mechanical engineering or a closely related field may be substituted for two years of the required non-management experience.)

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

Under general administrative direction of the Assistant Deputy Director for Fire Protection, plans, organizes, directs, and evaluates the Department's program for the design, development, purchase, maintenance, and disposition of all mobile equipment; recommends and implements departmental policies; controls and evaluates program objectives; prepares budget for procurement and maintenance programs; supervises headquarters staff engaged in the mobile equipment program; provides program direction to field staff engaged in equipment repair and maintenance.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Mission, values, and goals of the California Department of Forestry and Fire Protection.
2. Department policies, procedures, and exhibits to effectively manage a program for operational readiness.
3. Operational and tactical applications of fire apparatus and specialized equipment to adequately design and equip Department firefighting fleet.
4. Methods and tools used in the maintenance, adjustment, repair, design, and construction of mobile equipment (e.g., fire apparatus, support vehicles, construction) to ensure the safety and reliability of equipment.

5. Methods and tools used in the maintenance and repair of other related equipment (e.g., stationary power generators, chainsaws, portable water pumps) to ensure the safety and reliability of equipment.
6. Preventive maintenance programs to provide technical expertise in the areas of inspection, repair, and maintenance of equipment (e.g., fire apparatus, support vehicles, construction) to ensure the safety and reliability of equipment.
7. Materials used in the maintenance, adjustment, repair, design, and construction of equipment (e.g., fire apparatus, support vehicles, construction) to ensure the safety and reliability of equipment.
8. Industry recognized labor rates and time estimates for vehicle repairs to determine repair methods and costs.
9. Supervisory roles and responsibilities to promote equal opportunity in hiring, development, and promotion of employees to maintain a work environment free of discrimination and harassment as defined under the Ralph C. Dills Act.
10. Supervisory roles and responsibilities to promote equal opportunity in hiring, development, and promotion of employees to maintain a work environment free of discrimination and harassment as defined under the Ralph C. Dills Act.
11. Computer software programs (e.g., Microsoft Office, fleet maintenance database) to electronically compile and analyze data, produce reports (e.g., statistical, budgetary, projection), repair equipment, and manage operations.
12. Applicable laws and regulations (e.g., California Vehicle Code, Federal Motor Vehicle Safety Standards, Federal Department of Transportation Standards) pertaining to fleet operations to ensure a safe and effective fleet.
13. Training techniques to provide effective instruction to fleet management personnel to ensure a safe work environment.
14. Supervision principles to effectively manage fleet personnel.
15. Applicable laws and regulations (e.g., California Air Resources Board, California Department of Toxic Substances and Control, United States Environmental Protection Agency) regarding emissions, collection, storage, and waste disposal procedures to ensure compliance with applicable laws.
16. Salvage values of damaged, obsolete, or worn-out equipment (e.g., age, mileage, accident) to determine repair versus replacement values.
17. Industry standards and practices (e.g., National Fire Protection Association, North American Standard Out-of-Service Criteria, manufacturer recommendations) to ensure a safe and compliant fleet.
18. Management practices and organizational techniques to provide effective leadership.
19. Applicable laws, regulations and internal policies (e.g., Injury and Illness Prevention Program, California Occupational Safety and Health Administration, Violence in the Workplace, Workers' Compensation Program) to maintain a safe working environment.
20. Commercial Driver's License Program (e.g., mandatory random substance abuse testing program, driver license medical certification requirements, drivers' logs) to comply with State and Federal laws and regulations.
21. Budget and purchasing policies and procedures to track expenditures for operational needs.
22. Budget forecasting, planning, production methods and reallocations to meet operational requirements within the Department.
23. Supervision guidelines, corrective actions, and personnel evaluations to ensure program accountability.
24. Progressive discipline guidelines to ensure program and personnel accountability.

25. Basic mathematics (e.g., geometry, algebra, statistics) for the repair and construction of equipment.
26. Basic grammar (e.g., sentence structure, phrases, spelling) at a level to ensure complete reporting.
27. Team building and leadership principles to create a productive work environment.
28. Basic business office methods, protocol, and procedures for effective management.
29. Development and implementation of a strategic mobile equipment replacement plan to maintain a safe and operational fleet.
30. Basic firefighting techniques with particular reference to the use of mobile equipment to maintain a safe and reliable fleet.
31. Department organizational structure and hierarchy to effectively communicate within the Department.
32. Vehicle transportation requirements (e.g., oversize load, weight, bridge laws) and routing restrictions (e.g., pilot cars, California Highway Patrol, California Department of Transportation notifications), highway closures, and permit application processes in compliance with California Vehicle Code.
33. The signs and symptoms of substance abuse to recognize abuse and take appropriate corrective action that ensures a safe and drug-free work environment.
34. Available employee resources (e.g., Employee Assistance Program, Workers' Compensation, Labor Relations, Employee Support Services) to provide support to employee's having personal or work related problems.
35. Department attendance and leave standards to accurately maintain employee records and ensure compliance with Department policies and procedures.
36. Collective Bargaining Unit Memorandums of Understanding to maintain an effective workforce and ensure compliance with Department policies and procedures.
37. Emergency Command Center operations and resource ordering to a level which supports the requirements of the Department.
38. Cooperative fire protection programs relating to Mobile Equipment Management matters with local, State, and Federal agencies to ensure compliance with interagency agreements (e.g., Cooperative Fire Management Agreement, California Fire Assistance Agreement, master mutual aid).
39. State contracting procedures in order to procure necessary services for fleet operations.
40. State and Federal laws and Department policies (e.g., Equal Employment Opportunity, Americans with Disabilities Act, Family Medical Leave Act) to provide resources to employees and ensure compliance.
41. Control agencies (e.g., Department of Finance, Department of General Services, Office of Fleet and Asset Management) and requirements for program compliance.
42. The budgetary processes (e.g., Issue paper, budget concept, Budget Change Proposal) to support the Department's Mobile Equipment mission.

Skill to:

1. Operate hand tools, power tools, and specialized equipment to diagnose, remove, and rebuild equipment and components of Department fleet in order to perform the job effectively and safely at the journeyman level.

2. Drive and operate different Department vehicles or equipment in a variety of weather conditions and topography to ensure safe operation and verify complaints.
3. Use appropriate Personal Protective Equipment to ensure personal safety.
4. Communicate clear direction to subordinates regarding repair procedures by way of written, verbal, or physical demonstration of proper procedures, to ensure employee expectations are understood.
5. Demonstrate effective communication in written or verbal form to others (e.g., subordinates, supervisors, vendors, contractors, public) in order to disseminate necessary information.
6. Make sound decisions under stressful situations with staff, vendors, contractors, or the public in order to effectively manage daily operations.
7. Publicly address groups and facilitate meetings to all levels (e.g., staff, management, public) to effectively disseminate necessary information.
8. Manage time and prioritize daily activities during emergency and routine operations to ensure safe and effective program.
9. Demonstrate leadership (e.g., mentoring, leading by example, team building, training) to individuals for upward mobility and position enhancement.
10. Interpret complex automotive instructions and diagrams to accurately diagnose issues with Department mobile equipment.
11. Effectively utilize computer software (e.g., Microsoft Office, fleet maintenance database program, diagnostic software) and/or office equipment (e.g., fax machine, scanner, copier) to develop documentation (e.g., records, reports, spreadsheets) to effectively manage the fleet.
12. Use a computer or mobile devices to search the internet and/or database(s) to obtain necessary information needed for effective job performance.
13. Manage and effectively motivate a diverse workforce with different skill levels and personalities to ensure a productive team.

Ability to:

1. Design and/or construct equipment (e.g., fire apparatus, support vehicles, construction) to ensure safety, reliability, operational efficiency, and compliance with industry standards.
2. Direct the design and/or construction of mobile equipment (e.g., fire apparatus, support vehicles, construction) to ensure accuracy and compliance with contracts.
3. Estimate the cost of repairs and/or design of mobile equipment (e.g., fire apparatus, support vehicles, construction) to provide quotes for competitive bidding within budget constraints to maintain fiscal responsibility.
4. Requisition (e.g., bid requests, acquisition, purchase documentation) automotive repair parts and other supplies for the safety and efficiency of fleet operations.
5. Maintain adequate inventory of mobile equipment parts for availability in case of needed repairs or maintenance to expedite timely and efficient repairs.
6. Implement the applicable Department safety practices, policies, and procedures for workplace safety and protection.
7. Work long and arduous hours in emergency and non-emergency environments to effectively meet the mission, vision, and values of the Department.

8. Travel long distances in emergency and non-emergency circumstances to effectively meet the mission, vision, and values of the Department.
9. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations to effectively meet the mission, vision, and values of the Department.
10. Demonstrate ethical and professional conduct with fellow employees and all members of the public to effectively meet the mission, vision, and values of the Department.
11. Work cooperatively with supervisors, peers, cooperators, and the general public to maintain professional and positive relationships with others.
12. Display professional personal traits (e.g., neat appearance, hygiene, Department grooming standards) to comply with Department policy.
13. Establish and set goals, objectives, and priorities needed to maximize program efficiency and completion of assignments.
14. Read, write, comprehend, and communicate in English to exchange information and accomplish daily activities.
15. Comprehend and orally communicate in English to exchange ideas and accomplish daily activities.
16. Follow oral and written instructions to ensure successful completion of assignments.
17. Present oral, written, and visual presentations to ensure effective communications to accomplish daily activities.
18. Use resources as needed to obtain pertinent information.
19. Delegate assignments as needed to complete tasks efficiently.
20. Assess contract operations to ensure compliance with contractual obligations.
21. Conduct meetings with vendors relating to contract disputes (e.g., delays, interruptions, settle procedural matters) to ensure Department fiscal responsibilities and contract fulfillment.
22. Identify and resolve conflicts to provide a productive and safe work environment.
23. Communicate effectively with employees and management to exchange information and accomplish daily activities.
24. Effectively develop, evaluate, and communicate performance standards and expectations to ensure staff accomplish the responsibilities of the Department.
25. Make technical plans, drawings, and models using design techniques and principles for the construction of mobile equipment.
26. Develop oral and written presentations at a sufficient level to ensure effective delivery and understanding.
27. Supervise the work of others in order to plan, organize, direct, control, and evaluate employees' performance to ensure safe and cost effective completion of assignments.
28. Track expenditures of budget and purchases to ensure fiscal responsibility and accountability.
29. Develop a survey plan for the replacement of Department equipment to ensure a safe and modern fleet.

30. Promote equal opportunity in hiring, development, union participation and representation to maintain a work environment free of discrimination and harassment as defined under the Ralph C. Dills Act.
31. Prepare plans and specifications for new special firefighting equipment to keep a modern and effective fleet.
32. Perform mathematical calculations (e.g., algebra, geometry, arithmetic) for the repair and construction of equipment.
33. Mentor staff for work force succession planning.
34. Use basic computer software programs (e.g., word processing, email programs, spreadsheet software) to produce reports and correspondence and accomplish daily activities.
35. Interpret and explain CAL FIRE policies, procedures, and exhibits.

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 [CAL HR Veterans Information](#), and the [Department of Veterans Affairs](#).

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 445-7824
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) 445-7824, 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.

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

for (CalHR 1093). Additional information is also available on the Department of Veterans Affairs website.

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.