



MAINTENANCE AND OPERATIONS SUPERVISOR I, DISTRICT FAIRS

Class Code: 6758 - Exam Code: 8FA17

Opening Date:	06/15/18
Closing Date:	07/06/18
Type of Examination:	Departmental Open
Salary:	\$4,099 - \$5,078
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Spot/Daly City

EQUAL EMPLOYMENT OPPORTUNITY

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.

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.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply for this examination. This is a Departmental Open-Spot examination for the California Department of Food and Agriculture, The Cow Palace, 1A District Agricultural Association. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

This exam and positions are for the following District Agricultural Association (DAA) Fair:

**The Cow Palace
2600 Geneva Ave
Daly City, CA 94014**

Submit a Standard State Application (STD. form 678) to the Department of Food and Agriculture no later than the **Final Filing Date: Friday, July 6, 2018.**

HOW TO APPLY CONTINUED

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/pdf/STD678.pdf>
- All applications must include “to” and “from” dates (month/day/year) and time base. **Applications received without this information may be rejected.**
- Resumes **will not** be accepted in lieu of a completed State Application (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic
- qualifications required.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

WHERE TO APPLY

Emailed applications are preferred. Submit your completed application via email at Exams@cdfa.ca.gov.

You may also mail or drop off at:

California Department of Food and Agriculture
Examination Unit, Attention: Cindy Torres
1220 N Street, Room 242
Sacramento, CA 95814

Please include **8FA17** on your application.

NOTE: Facsimile (FAX) applications will not be accepted under any circumstances.

FINAL FILE DATE

Final Filing Date: Friday, July 6, 2018.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for determining timely filing of applications.

All applications must be received by the **Final Filing Date, Friday, July 6, 2018**. Mailed applications must be **POSTMARKED** no later than the Final Filing Date. Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

TEST DATE

It is anticipated that the examination will be sometime in August or September 2018.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6581.

REQUIRED IDENTIFICATION

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

ELIGIBLE LIST INFORMATION

A Departmental Open Spot list will be established for the California Department of Food and Agriculture, 1A District Agricultural Association. The eligible 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

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS**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.

POSITION DESCRIPTION

Incumbents 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 INFORMATION

This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) 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.

SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor'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. Manager's/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

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work irregular hours or unusual hours and to be subject to call as required.

ADDITIONAL DESIRABLE QUALIFICATIONS

Equivalent to completion of the twelfth grade.

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 that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

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.

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture, Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Cindy Torres at (916) 403-6581 or cindy.torres@cdfa.ca.gov

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6581 three (3) weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

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 class. If an offer of employment is made, 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 from one (1) to four (4) years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded 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 <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the twelfth (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 candidate 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
TTY number: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922