



SENIOR MAINTENANCE WORKER, DISTRICT FAIRS
Class Code: 6759 - Exam Code: 8FA09

Opening Date: 04/20/18
Closing Date: 05/11/18
Type of Examination: Departmental Open
Salary: \$3,867 - \$4,462
Employment Type: Permanent Full-time
Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-time
Limited Term Intermittent
Exam Type: Spot/San Mateo/Humboldt/Paso Robles/Tehama

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, Cow Palace, 1A District Agricultural Association, Redwood Acres Fair, 9th District Agricultural Association, California Mid-State Fair, 16th District Agricultural and Tehama District Fair, 30th 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) Fairs:

PLEASE INDICATE WHICH FAIR YOU ARE APPLYING FOR ON YOUR APPLICATION.

- | | | | |
|----------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Cow Palace
2600 Geneva Avenue
Daly City, CA 94014 | Redwood Acres Fair
3750 Harris Street
Eureka, CA 95503 | California Mid-State Fair
2198 Riverside Ave
Paso Robles, CA 93446 | Tehama District Fair
650 Antelope Blvd
Red Bluff, CA 96080 |
|----------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------|

HOW TO APPLY, CONTINUED

Submit a Standard State Application (STD. form 678) to the California Department of Food and Agriculture no later than the **Final Filing Date, Friday, May 11, 2018.**

- 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 8FA09 and which Fair you are applying for on your application.

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

FINAL FILE DATE

Final Filing Date: Friday, May 11, 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, May 11, 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 June or July 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, 9th, 16th, and 30th District Agricultural Associations. 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 the California state service performing the duties of Maintenance Worker, District Fairs.

Or II

Two years of experience in construction, building repair, mechanical trade, and grounds maintenance, including at least one year of experience as a leadperson or supervisor of a maintenance crew.

POSITION DESCRIPTION

This class is used to perform a wide variety of maintenance functions necessary to maintain and operate the facilities of the District Agricultural Associations. Maintenance work performed includes the following: painting; carpentry; plumbing; electrical work; landscaping; mechanical and equipment repairs; operating equipment such as tractors, dump trucks, blowers, sweepers, loaders, forklifts; janitorial functions; ordering and record keeping of supplies; installing blacktop and grade; cement work, brick work; setting up and/or installing temporary structures or events; roofing; digging irrigation ditches; preventing entry of unauthorized persons, and in the largest fairs, maintaining the race track.

Incumbents perform the most difficult building and grounds maintenance tasks and supervise a small crew in maintaining the facilities of a District Agricultural Association.

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:

SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES CONTINUED**KNOWLEDGE OF:**

1. Common methods, practices, materials, and equipment used in construction, general maintenance, and repair work of buildings including electrical, carpentry, mechanical, plumbing, painting, welding, machine repair, landscaping, and grounds maintenance
2. Principles of effective supervision
3. 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. Communicate at a level required for successful job performance
2. Maintain cooperative relations with the general public and co-workers
3. Demonstrate mechanical aptitude
4. Operate a variety of tools and equipment
5. Lead a crew of fair workers
6. Supervise the maintenance functions of the fair
7. Supervise and train a crew of permanent and temporary employees
8. Estimate labor requirements and costs
9. Estimate budget needs
10. Work from plans, blueprints, and/or specifications
11. Prepare reports and keep records
12. Teach and enforce safety regulations
13. 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 odd shifts on occasion.

ADDITIONAL DESIRABLE QUALIFICATIONS

Equivalent to completion of the twelfth grade. Possession of a valid California driver's license. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment. Additional experience in grounds maintenance work.

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 <http://jobs.ca.gov/Job/VeteransInformation>, 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