

REVISED EXAMINATION ANNOUNCEMENT

September 24, 2020

EXAM TITLE: DIRECT CONSTRUCTION SUPERVISOR I
EXAM CODE: OFS20
EXAM BASE: OPEN
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION
FINAL FILING DATE: **NOVEMBER 16, 2020***

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

*The final filing date has been extended to **NOVEMBER 16, 2020**. Applications postmarked after NOVEMBER 16, 2020 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.



DIRECT CONSTRUCTION SUPERVISOR I

Exam Code: 0FS20

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: 09/18/2020
FINAL FILING DATE: 11/16/2020
EXAM TYPE: OPEN
SALARY: \$6,885.00 - \$8,621.00
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 **November 16, 2020** 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 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.

SUBMIT BY MAIL OR IN PERSON:

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

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **November 16, 2020** 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.

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:*

TRAINING AND EXPERIENCE NARRATIVE - WEIGHTED AT 100%

A TRAINING AND EXPERIENCE NARRATIVE DOCUMENT WHICH RESPONDS TO THE FOLLOWING THREE QUESTIONS:

- 1.** As a Direct Construction Supervisor I, you are assigned the following projects; roof repair, septic failure, and a domestic water leak. What are your considerations for the projects listed above? Please be specific.
- 2.** You have an employee who frequently forgets to wear their personal protective equipment (PPE). What steps would you take to address this situation?
- 3.** As a Direct Construction Supervisor I, you have been given a proposal to construct a new facility. What are your considerations for the constructability of the project?

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

- Please use Arial font, size no smaller than 10
- Limit your responses to no more than a total of three pages (**Only the first three 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.

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 [Direct Construction Supervisor I](#) 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

EITHER I

Two years of experience performing duties equivalent to Supervisor of Building Trades or Restoration Supervisor I in California state service

OR II

Five years' experience either:

1. As a California licensed general building or engineering contractor, supervising construction or alteration of major buildings, such as schools, hospitals or other large buildings;

OR

2. As a fulltime construction superintendent on such buildings. (Experience in California state service applied toward these requirements must include at least two years in a class at a salary level at least equivalent to Supervisor of Building Trades.)

AND

Education: Completion of the equivalent of 60 semester units of college courses with major work in architecture, engineering, or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

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 the general direction of a Direct Construction Supervisor II, the Direct Construction Supervisor I is responsible for the supervision and coordination of all direct construction projects in a geographical area; and to do other related work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Mathematics (e.g., arithmetic, algebra, geometry) and their applications in construction to build estimate, payments, purchasing of material and/or services, to negotiate change order, determine tax rate, evaluate invoices for fair and reasonable cost.
2. Buildings and/or facilities repair, maintenance, and replacement (e.g., carpentry, electrical, mechanical, plumbing) to ensure safety and quality workmanship on all projects.
3. Effective supervision practices and techniques to plan, schedule, instruct, assign, oversee, and direct the work activities of all subordinate employees to provide a professional and competent work environment and products.
4. Construction, maintenance, and repair work (e.g., carpentry, electrical, mechanical, plumbing) to ensure safe and quality construction and repair of all Department facilities.
5. Building construction (e.g., types of construction, methods, materials, systems) to conduct required plan review and site inspections.
6. Materials, methods, and processes required in construction (e.g., wood, steel frame, masonry, concrete) to complete various projects safely, on schedule, and within budget.
7. Various building trade workers discipline and skill levels to provide a competent qualified construction workforce to appropriately schedule and complete various construction projects safely, on schedule, and within budget.
8. Various calculations (e.g., hydraulics, spatial, volume) for plan review, inspection, and testing.
9. Health and safety hazards (e.g., construction sites, detention facilities, hazardous materials, environmental factors) encountered during the performance of duties to ensure personal/personnel safety.
10. Construction and engineering terminology to ensure accurate interpretation of subject matter.
11. The duties of a Supervisor of Building Trades in the event of their absence to ensure continuity of operations.
12. Word processing, spreadsheet software, electronic mail and calendaring software (e.g., Microsoft Suite, AutoCAD) to prepare correspondence, reports, and procurement processes.
13. Current codes and regulations [e.g., building, fire, health and safety, Americans with Disabilities Act (ADA)] to ensure compliance with applicable laws and regulations.
14. The tools and equipment (e.g., power saw, voltage tester, level) used in construction, maintenance, and repair work (e.g., carpentry, electrical, plumbing, mechanical) and their proper use to ensure safety and quality workmanship on all projects.
15. Basic techniques and methods of team building and leadership to facilitate team efficiency and collaborative tasks.

16. Current construction industry methods, standards, and techniques (e.g., Green building, Leadership in Energy and Environmental Design, composite materials) to ensure efficiency and modern methodologies.
17. Conducting contract inspections (e.g., quality control, compaction, pad and utility certification) to confirm scope of work completed and approve payment.
18. Common buildings and/or facilities damage (e.g., dry rot, mold, water) to identify, prevent, and facilitate repair.
19. Personal Protective Equipment (e.g., helmet, gloves, eye protection, protective clothing, respirator, hearing protection) used to ensure personal/personnel safety.
20. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
21. Techniques used for public education, training, and information dissemination (e.g., public speaking, presentation software, job fairs, vendors).
22. The California Vehicle Code and defensive driving techniques (e.g., traffic laws, intersection approach, utilization of warning devices) to safely operate Department vehicles.
23. The operation of mobile communication devices (e.g., cell phones, two-way radios, laptops/tablets) to effectively communicate with staff, stakeholders, agencies, and public or private entities.
24. Common building pests (e.g., termites, wood boring beetles, carpenter ants) to identify, prevent, and facilitate repair.
25. Hazardous materials (e.g., chemicals, paint, flammables, explosives), storage requirements (e.g., labeling, containment, retention), chain of custody, and proper disposal to ensure compliance with Safety Data Sheets (SDS), Federal, State, and local laws and ordinances.
26. Non-hazardous materials (e.g., scrap wood/metal, construction debris, flooring), storage requirements (e.g., labeling, tarping, excess property, security), and proper disposal to ensure compliance with Safety Data Sheets (SDS), Federal, State, and local laws and ordinances.
27. Principles and processes for providing professional construction services to ensure tenant satisfaction with projects completed on time and within budget.
28. Appropriate lifting techniques and body mechanics to reduce the risk of injury.

Skill to:

1. Observe the environment and exercise situational awareness (e.g., construction sites, detention centers, incidents, travel) to ensure personal/personnel safety.
2. Utilize computer and mobile equipment technologies (e.g., laptop, tablet, mobile phone) and related software to effectively communicate with staff, stakeholders, agencies, and public or private entities.
3. Operate hand tools, power tools, and specialized equipment to perform the job effectively and safely.
4. Operate an assigned motor vehicle in accordance with applicable laws and regulations.

Ability to:

1. Perform multiple tasks and work on projects of varying complexity, maintaining appropriate control and oversight of tasks/projects completed.
2. Sequence construction tasks in a logical order for scheduling purposes.
3. Inspect structures and materials to ensure compliance with codes, standards, plans, and specifications.
4. Read and write English to effectively apply laws, rules, regulations, and policies relating to the California Department of Forestry and Fire Protection.
5. Train and instruct others in the proper use of construction materials, methods, equipment, and tools to construct, repair, and maintain buildings and/or facilities.
6. Comprehend State laws, rules, regulations, and policies relating to the California Department of Forestry and Fire Protection to ensure compliance.
7. Effectively coordinate the work of others to meet goals and objectives.
8. Work irregular hours, including nights, weekends, and holidays.
9. Analyze situations and reason logically to recommend an effective course of action.
10. Interpret and explain complicated information (e.g., codes, regulations, rules) in simple, understandable language to ensure comprehension.
11. Monitor and review information from personal observation, inspectors, daily job reports, and subordinates to continuously assess project status.
12. Estimate sizes, distances, and quantities to determine time, costs, resources, labor, or materials needed to complete a construction, repair, and maintenance activity.
13. Read, understand, and interpret construction plans and specifications to complete construction projects on schedule and within budget.
14. Identify, schedule, and direct the best trades workers for the job on various construction and maintenance projects.
15. Function in a chain of command environment to effectively carry out the responsibilities of the California Department of Forestry and Fire Protection.
16. Travel (e.g., drive, fly) and perform work in remote parts of the State or out-of-State.
17. Walk on uneven ground to access inspection sites and projects.
18. Interpret applicable codes, laws, rules, and regulations (e.g., State Administrative Manual, Health and Safety Code, Title 19, Title 24) for application in all Department programs and activities.
19. Perform mathematical calculations (e.g., arithmetic, algebra, geometry) for plan review, inspections, and construction.
20. Acquire and/or maintain certifications required for the position [e.g., safety training, Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED), California driver's license].
21. Utilize computer and/or current technologies (e.g., laptop, tablet, mobile phone) and related software to effectively communicate with staff, stakeholders, agencies, and public or private entities.

22. Utilize computer and/or current technologies (e.g., laptop, tablet, mobile phone) and related software to prepare correspondence, reports, and procurement documents.
23. Manage time and deadlines to efficiently organize and prioritize workload and scheduling.
24. Act in a professional manner as a representative of the California Department of Forestry and Fire Protection.
25. Enter detention facilities to carry out the responsibilities of the California Department of Forestry and Fire Protection.
26. Create and maintain logs, reports, and files (e.g., electronic, hardcopy) to ensure accurate documentation.
27. Demonstrate leadership under stressful conditions to effectively complete tasks.
28. Address and resolve conflicts tactfully to meet demands of the job while dealing with various issues that may arise (e.g., inspections, plan review, enforcement).
29. Review, analyze, evaluate, and select the best qualified candidate, employee, vendor, or method to achieve successful execution of projects, contracts, and workforce.
30. Effectively communicate to convey clear and concise ideas and information to various audiences (e.g., government officials, stakeholders, contractors, building representatives, tenants, public).
31. Understand information and/or ideas presented (e.g., orally, written, visually) to effectively communicate with others.
32. Operate Department vehicles through adverse conditions (e.g., heavy traffic, long drives, poor visibility) to safely carry out day-to-day operations.
33. Research and evaluate code, legislative statutes, and administrative requirements (e.g., Government Code, Public Contract Codes, Public Resource Code, State Budget Act, State Administrative Manual) to implement all applicable elements into the project.
34. Select and utilize tools and equipment (e.g., power saw, voltage tester, level) used in construction, maintenance, and repair work (e.g., carpentry, electrical, plumbing, mechanical) to ensure safety and quality workmanship on all Department buildings and/or facilities.
35. Think spatially and three-dimensionally to review, evaluate, and implement project plans and specifications.
36. Read and interpret maps (e.g., topographic, road) to navigate to an assigned destination.
37. Don and wear Personal Protective Equipment (PPE) for extended periods to perform job duties in various climates.

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) 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.

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 [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.