



## FORESTRY EQUIPMENT MANAGER I

1FS03

<b>DEPARTMENT(S):</b>	<b>Department of Forestry &amp; Fire Protection</b>
<b>OPENING DATE:</b>	<b>November 20, 2020</b>
<b>FINAL FILING DATE:</b>	<b>December 22, 2020</b>
<b>EXAM TYPE:</b>	OPEN
<b>SALARY:</b>	\$5,824.00 - \$7,364.00
<b>LOCATIONS:</b>	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 **December 22, 2020** 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 application and submit the [Accommodation Request Form](#)

EXAM BULLETIN – FORESTRY EQUIPMENT MANAGER I  
EXAM CODE – 1FS03 FINAL FILING DATE **12/22/2020**

[\(STD. 679\)](#) 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.*

### **SUBMIT BY MAIL OR IN PERSON:**

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

### **DO NOT SUBMIT APPLICATIONS VIA E-mail**

Applications postmarked or personally delivered after the final filing date, **December 22, 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:*

### **STRUCTURED INTERVIEW (QUALIFICATIONS APPRAISAL PANEL) WEIGHTED AT 100%**

In this type of exam candidates will be asked pre-determined, job-related questions by a panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil.*

It is anticipated examination interviews will be held in **February/March 2021**.

**PLEASE NOTE:** All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Forestry Equipment Manager 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.

**CANDIDATES WHO DO NOT APPEAR FOR THE STRUCTURED INTERVIEW EXAMINATION WILL BE DISQUALIFIED.**

## **MINIMUM QUALIFICATIONS**

### **EITHER I**

Two years of experience in the California state service performing the duties of a Heavy Equipment Mechanic.

### **OR II**

Five years of experience as a journeyman mechanic, at least two years of which shall have been spent in full-time major repair and construction of gasoline-and diesel-powered mobile equipment. (Experience in the California state service applied toward this requirement must include at least two years in a class comparable to Heavy Equipment Mechanic.

## **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 each phase of the examination AND the notice to appear showing the scheduled date and time of the exam.

## **POSITION DESCRIPTION**

Under general supervision of the Forestry Equipment Manager II positions in this class, supervises and directs the work of small group of employees engaged in repair and maintenance of mobile equipment in an assigned ranger unit; may assist or perform the more difficult work; inspects equipment for conformance to maintenance standards; investigates accidents for mechanical deficiencies; prepares and conducts ongoing training in equipment operation, maintenance, and repair; keeps required records and makes reports on performance, condition, and repair of assigned equipment; works with private vendors on equipment repair and construction.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### ***Knowledge of:***

1. The Biennial Inspection of Terminals Program for vehicle compliance with the Federal Motor Carrier rules and California Code of Regulations (CCR) Title 13.
2. 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.
3. 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.
4. 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.
5. Department policies, procedures, and exhibits to effectively manage a program for operational readiness.
6. 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.
7. 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.
8. Management practices and organizational techniques to provide effective leadership.
9. Industry standards with regard to the materials needed for completion of vehicle repairs.
10. Mission, values, and goals of the California Department of Forestry and Fire Protection.

11. Requisitions (e.g., bid requests, acquisitions, purchase documentation) for automotive repair parts and other supplies of daily and emergency fleet operations.
12. Basic grammar (e.g., sentence structure, phrases, spelling) at a level to ensure complete reporting.
13. Budget and purchasing policies and procedures to track expenditures for operational needs.
14. Basic business office methods, protocol, and procedures for effective management.
15. The maintenance, application, and replacement of Personal Protective Equipment to maintain a safe working environment.
16. Progressive discipline guidelines to ensure program and personnel accountability.
17. Development and implementation of a strategic mobile equipment replacement plan to maintain a safe and operational fleet.
18. Supervision guidelines, corrective actions, and personnel evaluations to ensure program accountability.
19. Collective Bargaining Unit Memorandums of Understanding to maintain an effective workforce and ensure compliance with Department policies and procedures.
20. Operational and tactical applications of fire apparatus and specialized equipment to adequately design and equip Department firefighting fleet.
21. Supervision principles to effectively manage fleet personnel.
22. 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.
23. Basic firefighting techniques with particular reference to the use of mobile equipment to maintain a safe and reliable fleet.
24. Team building and leadership principles to create a productive work environment.
25. Department attendance and leave standards to accurately maintain employee records and ensure compliance with Department policies and procedures.
26. Industry recognized labor rates and time estimates for vehicle repairs to determine repair methods and costs.
27. 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.
28. Preventive maintenance programs in the areas of inspection, repair, and maintenance of other related equipment (e.g., stationary power generators, chainsaws, portable water pumps) to ensure the safety and reliability of equipment.
29. 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.

30. 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.
31. Approval procedures and policies for purchases in excess of spending authority in compliance with control agency regulations and Department policies.
32. Department organizational structure and hierarchy to effectively communicate within the Department.
33. The care, maintenance, and replacement of facility and related infrastructure equipment to provide a safe work environment.
34. Budget forecasting, planning, production methods, and reallocations to meet operational requirements within the Department.
35. Federal and State 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.
36. 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.
37. Department command and control policies and procedures for routine business and emergency operations.
38. Basic mathematics (e.g., geometry, algebra, statistics) for the repair and construction of equipment.
39. Training techniques to provide effective instruction to fleet management personnel to ensure a safe work environment.
40. Supervisory roles and responsibilities under the Ralph C. Dills Act to ensure employee rights to union participation and representation are protected.
41. 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.
42. Available training resources (e.g., software programs, classes, manuals) and methods to provide effective instruction for employees.
43. Salvage values of damaged, obsolete, or worn-out equipment (e.g., age, mileage, accident) to determine repair versus replacement values.
44. Commercial Driver's License Program (e.g., mandatory random substance abuse testing program, driver license medical certification requirements, drivers' logs) to comply with Federal and State laws and regulations.

***Skill to:***

1. Manage time and prioritize daily activities during emergency and routine operations to ensure safe and effective program.
2. Make sound decisions under stressful situations with staff, vendors, contractors, or the public in order to effectively manage daily operations.

3. 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.
4. Interpret complex automotive instructions and diagrams to accurately diagnose issues with Department mobile equipment.
5. Remotely diagnose and communicate mechanical deficiencies through verbal communication, using wireless and hard-wired devices to expedite repairs.
6. Demonstrate effective communication in written or verbal form to others (e.g., subordinates, supervisors, vendors, contractors, public) in order to disseminate necessary information.
7. Use a computer or mobile devices to search the internet and/or database(s) to obtain necessary information needed for effective job performance.
8. Manage and effectively motivate a diverse workforce with different skill levels and personalities to ensure a productive team.
9. Demonstrate leadership (e.g., mentoring, leading by example, team building, training) to individuals for upward mobility and position enhancement.
10. 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.
11. Use appropriate Personal Protective Equipment to ensure personal safety.
12. 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.
13. Drive and operate different Department vehicles or equipment in a variety of weather conditions and topography to ensure safe operation and verify complaints.
14. Utilize communication equipment (e.g., portable radio, mobile radio, radio pager, cell phone) to safely and effectively communicate with others (e.g., staff, vendors, cooperating agencies, contractors).
15. Publicly address groups and facilitate meetings to all levels (e.g., staff, management, public) to effectively disseminate necessary information.

***Ability to:***

1. 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.
2. Work long and arduous hours in emergency and non-emergency environments to effectively meet the mission, vision, and values of the Department.
3. 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.
4. Work cooperatively with supervisors, peers, cooperators, and the general public to maintain professional and positive relationships with others.
5. Follow oral and written instructions to ensure successful completion of assignments.

6. Manage multiple assignments of varying complexities with similar deadlines.
7. Maintain a valid driver's license to enable the legal operation of Department-owned mobile equipment on California roadways.
8. Read, write, comprehend, and communicate in English to exchange information and accomplish daily activities.
9. Comprehend and orally communicate in English to exchange ideas and accomplish daily activities.
10. Display professional personal traits (e.g., neat appearance, hygiene, Department grooming standards) to comply with Department policy.
11. Direct the work of others in the inspection, testing, maintenance, and repair of mobile equipment (e.g., fire apparatus, support vehicles, construction) to ensure safety and reliability.
12. Apply preventative maintenance procedures to mobile equipment (e.g., fire apparatus, support vehicles, construction) to prevent possible equipment failure or accidents.
13. Travel long distances in emergency and non-emergency circumstances to effectively meet the mission, vision, and values of the Department.
14. Communicate effectively with employees and management to exchange information and accomplish daily activities.
15. Establish and set goals, objectives, and priorities needed to maximize program efficiency and completion of assignments.
16. Perform various office tasks (e.g., scan, file, fax, photocopy, email) necessary for the administration of the program.
17. Use basic computer software programs (e.g., word processing, email programs, spreadsheet software) to produce reports and correspondence and accomplish daily activities.
18. Repair mobile equipment (e.g., fire apparatus, support vehicles, construction) to ensure safe operation.
19. Maintain records and prepare reports (e.g., fleet assignments, vehicle inventories, Hazardous Materials [HazMat], Mobile Equipment database) to meet operational requirements.
20. Identify and resolve conflicts to provide a productive and safe work environment.
21. Delegate assignments as needed to complete tasks efficiently.
22. Determine the condition of vehicles involved in vehicle accidents to protect Department resources and prevent future reoccurrences.
23. Determine contributing factors of vehicle accidents (e.g. mechanical failure, operator negligence, climate) using analytical and critical thinking skills to validate the cause of accident in order to prevent future reoccurrence.
24. Effectively work in remote locations and/or adverse conditions in emergency and non-emergency situations to meet the needs of the Department.
25. Perform in a team environment contributing to a collaborative effort for problem solving and decision making.
26. 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.



27. Inspect, test, and/or adjust equipment (e.g., fire apparatus, support vehicles, construction) to determine needed repairs or if equipment is operating properly.
28. Track expenditures of budget and purchases to ensure fiscal responsibility and accountability.
29. Use resources as needed to obtain pertinent information.
30. Safely drive a variety of different makes and models of Department vehicles and equipment in a variety of weather conditions and terrains to fulfill position requirements.
31. Identify job-related problems that may impact work performance and present solutions in order to minimize interruptions to mobile equipment.
32. Requisition (e.g., bid requests, acquisition, purchase documentation) automotive repair parts and other supplies for the safety and efficiency of fleet operations.
33. Implement the applicable Department safety practices, policies, and procedures for workplace safety and protection.
34. Perform physical activities (e.g., lifting, climbing, bending) required by the demands of the position to safely meet the needs of the Department.
35. Maintain adequate inventory of mobile equipment parts for availability in case of needed repairs or maintenance to expedite timely and efficient repairs.
36. Interpret and explain CAL FIRE policies, procedures, and exhibits.
37. Pass the medical clearance process (e.g., Respiratory Protection Program, fit testing) in order to comply with Department position requirements.
38. Read and interpret maps and road signs to minimize delays and increase productivity when traveling or directing travel to emergency and non-emergency situations.
39. Effectively develop, evaluate, and communicate performance standards and expectations to ensure staff accomplish the responsibilities of the Department.
40. 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.
41. Present oral, written, and visual presentations to ensure effective communications to accomplish daily activities.
42. 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.
43. Prepare accurate and concise reports and correspondence for an effective job performance.
44. Assess contract operations to ensure compliance with contractual obligations.
45. Mentor staff for workforce succession planning.
46. Direct the design and/or construction of mobile equipment (e.g., fire apparatus, support vehicles, construction) to ensure accuracy and compliance with contracts.
47. Develop oral and written presentations at a sufficient level to ensure effective delivery and understanding.

48. Develop a survey plan for the replacement of Department equipment to ensure a safe and modern fleet.
49. Perform mathematical calculations (e.g., algebra, geometry, arithmetic) for the repair and construction of equipment.
50. Conduct meetings with vendors relating to contract disputes (e.g., delays, interruptions, settle procedural matters) to ensure Department fiscal responsibilities and contract fulfillment.
51. Design and/or construct equipment (e.g., fire apparatus, support vehicles, construction) to ensure safety, reliability, operational efficiency, and compliance with industry standards.
52. Prepare plans and specifications for new special firefighting equipment to keep a modern and effective fleet.
53. Make technical plans, drawings, and models using design techniques and principles for the construction of mobile equipment.
54. Develop and communicate requirements and specifications for contracts and grants and evaluate performance.
55. Travel out of state on short notice for contract inspections or emergency response.

## **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](mailto: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.

**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 this 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.