



MAINTENANCE AND OPERATIONS SUPERVISOR II, DISTRICT FAIRS

Final Filing Date: APRIL 19, 2016

PROMOTION

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - 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.

EXAMINATION BASE DEPARTMENTAL FOR: California Exposition & State Fair

WHO SHOULD APPLY **COMPETITION LIMITED TO STATE EMPLOYEES**
Applicants must have a permanent civil service appointment with California Exposition & State Fair (CALEXPO) OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorable discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or
California Exposition & State Fair
Personnel Office
P.O. Box 15649
Sacramento, CA 95815
(916) 263-1331

In person with:
California Exposition & State Fair
Personnel Office
1600 Exposition Blvd
Sacramento, CA 95815
(916) 263-1331

If you are personally delivering your application between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Personnel Office.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS April 19, 2016, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during May/June 2016.

SALARY RANGE(S) As of March 29, 2016
\$4,392.00 - \$5,456.00

MINIMUM QUALIFICATIONS EITHER I
One year of experience in California state service performing the duties of a Maintenance and Operations Supervisor I, District Fairs.

OR II
Two years of experience in California state service performing the duties of a Senior Maintenance Worker, District Fairs.

OR III
Four years of increasingly responsible experience performing a wide variety of skilled maintenance and repair functions, two years of which shall have been in a supervisory capacity over a staff performing maintenance and repair work of grounds and facilities.

EXAMINATION PLAN This examination will consist of a Qualifications 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 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**EXAMINATION
PLAN
(CONTINUED)**

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.
6. Ventilating of large buildings.
7. Requirements, methods, and practices of common building trades and crafts.
8. Provisions of fire, safety, sanitary and building codes applicable to fair facilities.
9. Principles of effective supervision and management.
10. Sound amplification and communication requirements.
11. The division's Equal Employment Opportunity (EEO) objectives.
12. Supervisor's role in the Equal Employment Opportunity and the processes available to meet EEO objectives.

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 contribute to the department's Equal Opportunities Employment objectives.

**ELIGIBLE LIST
INFORMATION**

The resulting eligible lists will be established to fill vacancies for the California Exposition & State Fair. The list will be abolished 24 months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

**POSITION
DESCRIPTION AND
LOCATION(S)**

Maintenance and Operations Supervisor II, District Fairs in this class 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.

All positions exist in Sacramento

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

**VETERANS POINTS/
CAREER CREDITS**

Veterans' Preference and career credits are not granted in promotional examinations.

It is the candidate's responsibility to contact the California Exposition & State Fair Personnel Office at (916) 263-1331, three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at California Exposition & State Fair, State Personnel Board offices and local offices of the Employment Development Department, and online at www.calexpo.ca.gov.

The California Exposition & State Fair 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs' website at www.jobs.ca.gov/job/VeteransInformation.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE 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.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT California Exposition & State Fair TESTING INFORMATION CALL (916) 263-1331
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.calexpo.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS