



AVIATION OFFICER III (MAINTENANCE)

Exam Code: 9FS0402

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: September 6, 2019
FINAL FILING DATE: October 9, 2019
EXAM TYPE: OPEN
SALARY: \$7,480.00 - \$9,456.00
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 **October 9, 2019** 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/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

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
1300 U Street
Sacramento, CA 95818
Examination Unit – (Attn: Diana Valenciano)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **October 9, 2019** 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 three-person panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil.*

It is anticipated exams/interviews will be held in **November/December 2019.**

CANDIDATES WHO DO NOT APPEAR FOR THE STRUCTURED INTERVIEW (QUALIFICATIONS APPRAISAL PANEL) EXAMINATION WILL BE DISQUALIFIED.

MINIMUM QUALIFICATIONS

Possession of a valid Airframe and Powerplant (A&P) rating.

And

A valid Federal Aviation Agency (FAA) Inspection Authorization (IA)

And Either I

One year in the California state service performing the duties of an Aviation Officer II (Maintenance). (Applicants who have completed six months of service performing the duties of an Aviation Officer II (Maintenance) will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or II

Four years of experience performing the duties of an A&P mechanic and any combination of the following:

1. One year of experience in the California state service performing the duties of an Aviation Officer II (Flight Operations). **or**
2. Three years of increasingly responsible experience in the management and supervision of aircraft maintenance operations within the past five years.

NOTE: YOU MUST PROVIDE A COPY OF YOUR A&P CERTIFICATE.

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

Incumbents at this level plan, organize, and direct department staff and contractors in the aviation maintenance and aircraft modifications for the department; perform contract development, implementation, and administration; provide advice and counsel to the Senior Aviation Officer regarding aircraft maintenance; recommend and assist in the development of policies and guidelines in all phases of maintenance of State-owned and contracted aircraft; plan and administer the budget for the maintenance program; and do other related work. This classification may participate in aviation accident investigations and may recommend policy changes as a result; and will provide guidance and function as lead person to Aviation Officers II (Maintenance) in carrying out their duties.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Parts certification requirements to ensure Department compliance with industry standards.
2. Federal Aviation Administration and other regulations governing aircraft operation and maintenance (e.g., Caltrans, US Forest Service, Department of the Interior) to effectively maintain aircraft.
3. Practical application of aircraft maintenance practices and procedures to provide guidance in maintaining State-operated aircraft.
4. Industry standards to maintain licenses and credentials to comply with minimum qualifications of the position.
5. Aviation maintenance trends and advancements to ensure Program efficacy.
6. Proper grammar, spelling, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
7. Training techniques, resources, and requirements to ensure readiness of maintenance personnel.
8. Aircraft accident investigation procedures to participate in aircraft accident investigations for the Department or allied agencies.
9. Inventory control procedures in order to maintain appropriate stock levels in multiple locations.
10. Computer software (e.g., Microsoft Office, Maximo, Aviation Information Management System) to generate necessary data, documents, and correspondence.

11. Motivational techniques to ensure staff are performing at their best abilities to ensure program efficacy.
12. Mediation techniques to resolve potential personnel conflicts to ensure program maintains highest level of performance.
13. Operational Safety and Health Agency and Department requirements (e.g., Personal Protective Equipment [PPE], Material Safety Data Sheets [MSDS]) to ensure personal safety.
14. Operational Safety and Health Agency and Department requirements (e.g., Personal Protective Equipment [PPE], Material Safety Data Sheets [MSDS]) to ensure personnel safety.
15. Aviation maintenance tracking software (e.g., Aviation Information Management System) in order to properly schedule maintenance of State-operated aircraft.

Skill to:

1. Communicate effectively to aviation personnel at the technical level required to perform the duties of the job.
2. Operate a computer to perform the duties of the job.
3. Perform mathematical computations (e.g., algebra, arithmetic) in order to perform the duties of the job.
4. Manage employees effectively to ensure program needs are met.

Ability to:

1. Plan, organize, and direct the work of others in maintenance of State-operated aircraft to ensure operational readiness.
2. Read, write, and understand English to communicate effectively.
3. Interpret technical data (e.g., specifications, manuals, drawings) for the purpose of maintaining State-operated aircraft.
4. Provide technical guidance to maintenance personnel to ensure airworthiness of State-operated aircraft.
5. Coordinate multiple personnel and activities to ensure effective operation of program.
6. Make timely decisions to respond to the immediate needs of the Department.
7. Manage time in order to effectively perform the duties of the job.
8. Interpret and extrapolate information from technical data (e.g., graphs, tables, charts) for the purpose of maintaining State-operated aircraft.
9. Think and act independently, in the absence of supervision, to respond in a timely manner to the needs of the Department.
10. Use technical vernacular in order to properly communicate with the maintenance personnel and cooperative agencies.
11. Schedule required maintenance on State-operated aircraft to ensure operational readiness.
12. Operate electronic communication devices (e.g., smartphone, tablet, computer) in order to communicate in a timely manner.

13. Prioritize multiple projects and deadlines in order to maintain operational readiness.
14. Provide technical guidance to other cooperative agencies (e.g., counties, U.S. Forest Service, Department of Interior) to ensure operational readiness.
15. Diagnose mechanical irregularities in order to ensure operational readiness.
16. Develop corrective action plans in order to ensure operational readiness.
17. Maintain positive stakeholder relationships in order to enable a cohesive working environment.
18. Identify hazards and risks associated with maintenance activities.
19. Motivate subordinates to ensure smooth operation of program.
20. Identify root causes of problems to ensure long-term solutions for the effective management of the program.
21. Speak in public to effectively communicate program needs.

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) 445-7824
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) 445-7824, 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 the bulletin.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college 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; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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.