

SENIOR MAINTENANCE WORKER, DISTRICT FAIRS



SUBDIVISIONAL-PROMOTIONAL SPOT EXAMINATION

VENTURA

QG50/6759 (4FA04)

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. 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 SHOULD APPLY

This is a subdivisional promotional examination for the California Department of Food and Agriculture. Applicants must meet one of the following criteria to participate in this examination.

1. Applicants must have a permanent civil service appointment with the California Department of Food and Agriculture as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability or honorably discharged from active duty as defined in Government Code § 18991; or
5. Under certain circumstances, other employees (i.e. former Department employees or current employees on TAU, T&D, and LT status) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. This is a promotional examination. Career credits do not apply.

NOTE: Veterans must provide a copy of their DD214 for entrance requirements.

HOW TO APPLY

**This exam and position is for the following
District Agricultural Fair:**

**VENTURA COUNTY FAIR
10 WEST HARBOR BLVD
VENTURA CA 93001**

Standard State Application (STD. 678) is available through the internet at <http://jobs.ca.gov/Profile/StateApplication>. Applications must be submitted to the California Department of Food and Agriculture no later than the **Final Filing Date, Friday, April 11, 2014.**

SUBMIT STATE APPLICATION (STD. FORM 678) TO THE FOLLOWING ADDRESS:

**California Department of Food and Agriculture
Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Darlene Hayashi**

***DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF
HUMAN RESOURCES (CALHR).***

SENIOR MAINTENANCE WORKER, DISRICT FAIRS

BRD: 03/21/14

APPLICATION DEADLINE

FINAL FILING DATE: Friday, April 11, 2014.

State Applications must be **POSTMARKED** no later than the final filing date, Friday, April 11, 2014. 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. Faxed applications will not be accepted.

NOTE: Only applications with original signature will be accepted. Facsimiles (FAX) or emailed applications will not be accepted under any circumstance.

TEST DATE

It is anticipated that the examination will be sometime in May or June 2014.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special 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 at a test, call the California Department of Food and Agriculture Exam Unit at (916) 403-6584.

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.

SALARY RANGE

\$3,505-\$4,044

ELIGIBLE LIST INFORMATION

A Departmental "Promotional" list will be established for the California Department of Food and Agriculture. 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

NOTE: 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.

NOTE: ALL APPLICATIONS/RESUMES MUST INCLUDE: "TO" AND "FROM" DATES (MONTH/DAY/YEAR); TIME BASE; AND JOB TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION MAY BE REJECTED.

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.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work irregular hours or odd shifts on occasion.

ADDITIONAL DESIRABLE QUALIFICATIONS

Equivalent to completion of 12th grade.
Possession of a valid California driver's license. Applicants who do not possess this license will be admitted but must secure the license prior to appointment.
Additional experience in grounds maintenance work.

POSITION DESCRIPTION

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

SENIOR MAINTENANCE WORKER, DISTRICT FAIRS

BRD: 03/21/14

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

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:

AND

Knowledge of:

SCOPE OF ON-THE-JOB

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.

KNOWLEDGE AND ABILITIES

Ability to:

1. Communicate effectively 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 and harassment.

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.

SPECIAL NOTE:

VETERANS' PREFERENCE

Veterans' preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

QUESTIONS?

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: Darlene Hayashi, (916) 403-6584 or email darlene.hayashi@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) 403-6584 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.

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.

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. 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.

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.

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