

REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: WATER AND SEWAGE PLANT OPERATOR,
DEPARTMENT OF FORESTRY AND FIRE
PROTECTION (SAFETY)

EXAM CODE: 2FS05

EXAM BASE: OPEN - NONPROMOTIONAL

DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION

FINAL FILING DATE: OCTOBER 5, 2012*

INTERVIEWS: NOVEMBER/DECEMBER 2012**

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

*The final filing date has been extended to October 5, 2012. Applications must be postmarked no later than October 5, 2012.

**It is anticipated that the qualifications appraisal interviews will be held in November/December 2012.

Please do not resubmit an application if you have already applied for this examination.



WATER AND SEWAGE PLANT OPERATOR, DEPARTMENT OF FORESTRY AND FIRE PROTECTION (SAFETY)

Exam Code: 2FS05

Department(s):	Department of Forestry & Fire Protection
Opening Date:	08/13/2012
Closing Date:	09/21/2012
Type of Recruitment:	Open - Nonpromotional
Salary:	MONTHLY-RANGED-SALARY \$5415
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

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.

DRUG FREE STATEMENT

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 SHOULD APPLY?

Applicants who meet the minimum qualifications. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final File Date: **September 21, 2012**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at www.jobs.ca.gov. Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

Note: Applications **will not** be accepted via e-mail.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Arcelia Espinoza)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Arcelia Espinoza)
1300 U Street
Sacramento, CA 95818

Applications postmarked or personally delivered after the final filing date, **September 21, 2012**, will not be accepted for any reason.

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.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY INFORMATION

\$5415

ELIGIBLE LIST INFORMATION

A Departmental open-nonpromotional 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

All applicants must meet the education and/or experience requirements for this examination by **September 7, 2012**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

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.

MINIMUM QUALIFICATIONS

Possession of a valid State of California Wastewater and Water Treatment Plant Operator Certification issued by the State Water Resources Control Board (Grade I or Grade II) and State Department of Health Services (Grade 1 or Grade 2). (Applicants who are within six months of obtaining the required certification will be admitted to the examination but must secure and provide evidence of certification prior to appointment.)

and

Either I

Completion of a recognized apprenticeship for Stationary Engineers. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination but must provide evidence of completion prior to appointment.)

Or II

Experience: Four years of experience performing duties which may include the operation and maintenance of water and sewer systems; maintenance and repair of plumbing, boiler, heating, refrigeration, ventilation, laundry, and shop and power equipment of commercial, industrial, or institutional buildings, including the operation and maintenance of air conditioning systems involving the use of automatic controls; and repair of various mechanical equipment, in addition to performing minor building construction and maintenance.

and

Education: Completion of 670 hours of formalized technical instruction relating to Stationary Engineering in training offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and Joint Training Partnership Act. (An Associate of Arts or Certificate in Mechanical Electrical Technology, which must have included at least 12 semester units of instruction in heating, ventilation, and refrigeration

systems involving the use of automatic controls, may be substituted for the 670 hours of technical instruction. Students who are within six months of completing their degree will be admitted to the examination, but they must provide evidence of completion prior to appointment.) (Two years of additional qualifying experience may be substituted for the required education.)

POSITION DESCRIPTION

A Water and Sewage Plant Operator, under general direction in a conservation camp in the Department of Forestry and Fire Protection, to perform a variety of skilled work in the operation, maintenance, and repair of a water/wastewater treatment plant, water, sewer, heating, boiler, air conditioning, plumbing, ventilating, lightning, carpentry, masonry, roofing, power, electrical, and other mechanical systems normally found in a state conservation camp facility; to work closely with region and headquarters facility planners, and various control agencies on facility maintenance problems and code requirements; to maintain order and supervise the conduct of inmates or wards; to instruct or lead inmates, wards, or resident in facilities maintenance while protecting and maintaining the safety of persons and property; and to do other related work.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **October 2012**.

The examination will consist of a qualifications appraisal interview weighted 100%. 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. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE AND ABILITIES

Scope:

A. Knowledge of:

1. Principles of water treatment to ensure all health standards are met in accordance with the Department of Public Health rules and regulations.
2. Equipment used for treatment of potable water (e.g., disinfection/inactivation, piping, pumps, storage unit, filters).
3. Principles of effluent disposal to ensure compliance with permits in accordance with the State Water Resources Control Board rules and regulations.
4. Operation of water distribution systems as regulated by the Department of Public Health.
5. Water treatment processes (e.g., sand filter, conventional flocculation/sedimentation/filtration) and chemical dosages used for the treatment of potable water.
6. Maintenance of equipment used for the treatment of nonpotable wastewater discharge (e.g., disinfection, piping, pumps, blowers, aerators).
7. Materials (e.g., piping, valves, disinfection equipment, backflow preventers) and tools (e.g., valve keys, gauges, wrenches) used in the operation of water distribution systems as regulated by the Department of Public Health.
8. Maintenance and repair techniques and procedures of water distribution systems as regulated by the Department of Public Health.
9. Job-site safety practices to ensure personnel safety while completing work assignments to ensure compliance with the Department's Injury and Illness Prevention Program (IIPP).
10. Equipment used for the treatment of nonpotable wastewater discharge (e.g., piping, pumps, blowers, aerators, package plants, lift stations).
11. State and Federal health and safety practices to maintain a safe work environment.
12. Materials (e.g., piping, couplers) and tools (e.g., manhole hook, hydroflushers, augers, oxygen/explosive gas meter) used in the maintenance and repair of wastewater collection systems as required by the county health department and the Department of Public Health.
13. Confined space regulation identified in the California Code of Regulations, Title 8, as they apply to water, wastewater, and facility maintenance.
14. Trench safety procedures identified in the California Code of Regulations, Title 8, as they apply to excavating situations.
15. Maintenance and repair of wastewater collection systems as required by the county health department and the Department of Public Health.
16. Mechanical systems (e.g., heating, air conditioning, refrigeration) to ensure the facility is operating efficiently.

17. Local, State, and Federal regulations, ordinances, policies, and codes that apply to the Department of Forestry and Fire Protection's water and wastewater treatment facilities.

B. Ability to:

1. Keep accurate records in order to successfully complete documentation and follow record retention schedules to comply with the Department of Public Health, the State Water Resources Control Board, and Departmental policies and procedures.
2. Maintain water integrity (e.g., sampling, testing, chemical dosing) in storage vessels in accordance with the Department of Public Health's rules and regulations.
3. Interpret laboratory tests and analysis on water in order to make changes in the process control to comply with regulatory standards.
4. Operate equipment associated with water treatment systems (e.g., dosing pumps, electrical controls, motors, pumps, valves) in order to keep systems operational.
5. Evaluate and monitor effluent discharge as required by permits issued by the State Water Resources Control Board.
6. Operate equipment associated with wastewater treatment systems (e.g., pumps, motors, blowers, aerators, samplers) in order to keep system operational.
7. Interpret permits issued by the State Water Resources Control Board to ensure compliance with discharge permits.
8. Perform laboratory tests and analysis on water in order to make changes in the process control to comply with regulatory standards.
9. Interpret laboratory tests and analysis on wastewater in order to make changes in the process control to comply with regulatory standards.
10. Make repairs to equipment associated with water treatment systems (e.g., dosing pumps, electrical controls, motors, pumps, valves) in order to keep systems operational.
11. Analyze situations accurately and take effective, appropriate action in emergency and nonemergency situations, in order to minimize interruptions to business operations, while ensuring a safe and health work environment.
12. Train inmates and/or wards on laboratory safety (e.g., personal protective equipment, gloves, goggles, aprons) to ensure a safe working environment.
13. Follow oral instructions to ensure successful completion of work assignments.
14. Perform laboratory tests and analysis on wastewater in order to make changes in the process control to comply with regulatory standards.
15. Install equipment associated with wastewater treatment systems (e.g., pumps, motors, blowers, aerators, samplers) in order to keep systems operational.
16. Communicate verbally to peers, staff, inmates, and control agencies (e.g., Department of Public Health, State Water Resources Control Board, California Department of Corrections and Rehabilitation) to share ideas and information.
17. Make repairs to equipment associated with wastewater treatment systems (e.g., pumps, motors, blowers, aerators, samplers) in order to keep systems operational.
18. Install equipment associated with water distribution systems (e.g., pipelines, valves, backflow assemblies, air relief valves, booster pumps) in order to keep systems operational.
19. Read and understand policies, procedures, reports, and correspondence for a variety of work assignments.
20. Make repairs to equipment associate with water distribution systems (e.g., pipelines, valves, backflow assemblies, air relief valves, booster pumps) in order to keep systems operational.
21. Troubleshoot electrical and mechanical equipment problems relating to water distribution processes (e.g., low flow, cavitation, pipe failure, leaks) to meet regulatory requirements.
22. Train inmates and/or wards on proper laboratory procedures (e.g., dissolved oxygen, biochemical oxygen demand, pH) to ensure water quality and compliance with permits.
23. Train inmates and/or wards in the proper collection of water and wastewater sampling for analysis to ensure water quality and compliance with permits.
24. Troubleshoot electrical and mechanical equipment problems relating to wastewater treatment processes (e.g., low voltage, electrical control panels, pump failure) to meet regulatory requirements.
25. Use tact and diplomacy when working with people of different perspectives and viewpoints.
26. Read, interpret, and work from plans, drawings, and specifications to successfully complete work assignments.
27. Evaluate and predict water flow needs (e.g., yield, demand) required by individual facility demands.
28. Install equipment associated with electrical systems (e.g., breakers, switches, fuses, timers) to maintain State facilities.
29. Establish and maintain cooperative relationships with individuals and organizations to meet Departmental goals and objectives.
30. Establish and implement a cross connection program in accordance with the Department of Public Health's rules and regulations.

31. Write simple documents (e.g., letters, memos, other correspondence) to communicate with various audiences.
32. Operate equipment associated with electrical systems (e.g., switches, timers, emergency generators) to maintain State facilities.
33. Repair equipment associated with electrical systems (e.g., breakers, switches, timers) to maintain State facilities.
34. Identify confined space situations and apply proper procedures as identified in the California Code of Regulations, Title 8.
35. Implement trench safety procedures identified in the California Code of Regulations, Title 8, as they apply to excavating situations.
36. Understand and employ good safety practices in order to maintain a safe work environment in compliance with what Department of Forestry and Fire Protection's policies and procedures.
37. Communicate in writing to peers, staff, inmates, and control agencies, (e.g., Department of Public Health, State Water Resources Control Board, California Department of Corrections and Rehabilitation) to share ideas and information.
38. Identify potential problems that may impact work performance and present solutions in order to minimize interruptions to business operations.

VETERANS PREFERENCE

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Persons appointed to positions in this class must be willing to work alone, as well as with others, under general and/or no direction; work weekends, and holidays, split shifts, and be on duty 24 hours a day, as needed; wear job-required attire, including safety gear; and maintain proper personal hygiene and comply with Department of Forestry and Fire Protection grooming standards.

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7824

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)

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources (CalHR) class specification::

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three 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 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 testing Department 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or www.jobs.ca.gov.

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.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested these points by mail. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are

not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093), which is available at www.jobs.ca.gov or the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

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.