



## CHIEF ENGINEER II

**Exam Code:** 1GS26

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

**Salary:** \$6,118.00 – \$7,817.00 per month

[View the Chief Engineer II classification specification](#)

### APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

**Exam administration CUT-OFF dates are as follows:**

**MARCH 31, 2023 - JUNE 15, 2023**

#### **Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

#### **How To Apply:**

All applicants must complete and submit an [Examination Application \(STD. 678\)](#), **AND** the [Qualifications Assessment](#) found at the end of this exam bulletin by the cut-off date.

Examination Application (STD 678) forms are also available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

You may submit your examination application package by mail to:

**Department of General Services  
Office of Human Resources  
Attention: Examination Unit  
P.O. Box 989052  
West Sacramento, CA 95798-9052**

OR submit in person at:

**Department of General Services  
Office of Human Resources  
707 3rd Street, 7th Floor  
West Sacramento, CA 95605**

**Note:**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address listed above.

The examination title(s) must be indicated on the application. Resumes alone will not be accepted.

Faxed or emailed applications and Qualifications Assessments will not be accepted.

Completed and signed exam applications (STD. 678), and Qualifications Assessments **must be received by the CUT-OFF date in order to be considered.** If an application is received after the cutoff date, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is delivered by the cut-off date if applying by way of U.S. mail, or other parcel delivery or courier service.

**Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)  
California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAM**

Candidates must complete and submit the Examination Application form (STD. 678), and the Qualifications Assessment. Candidates who meet the Minimum Qualifications will have their Qualifications Assessment rated.

Applicants must meet the experience/education Minimum Qualifications by the cutoff date.

Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside of California state service will count towards experience.

**Your signature on your application indicates that you have read, understood, and possess the qualifications required.**

Applications and resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base (hours per week), civil service class title(s), and range, if applicable. Education information **MUST** include name of institution, course of study, semester or quarter units completed, degree (if applicable), and completion date. Applications/resumes received without this information may be rejected.

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **EITHER I**

One year of experience performing the duties of a Chief Engineer I in the California state service. OR

Four years of experience performing the duties of an Office Building Manager or Stationary Engineer in the California state service.

### **OR II**

Four years of experience within the last fifteen years in the maintenance and operation of a heating, ventilating, and air- conditioning system and related equipment in a large commercial, industrial, or governmental building or institution including one year of experience in supervising such a system.

## **POSITION DESCRIPTION**

Under direction, to supervise the operation, maintenance, and repair of the heating, ventilating, refrigeration, and air-conditioning systems, auxiliary electrical plants, and other mechanical and power equipment in a large group of State buildings or large institution; and to do other related work.

## **ADDITIONAL DESIRABLE QUALIFICATION**

Education equivalent to completion of the twelfth grade.

## **EXAMINATION SCOPE**

This examination consists of the following components:

### **Qualifications Assessment – Weighted 100%**

This examination consists solely of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be received.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated, and successful candidates will be placed on an eligible list. **Submission of the Qualifications Assessment is mandatory.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

#### **A. Knowledge of:**

1. Heating, ventilating, refrigeration, and air- conditioning systems, and methods, materials, and tools used in their operation, maintenance, and repair;
2. Electrical, water, sewage, elevator, and other mechanical systems, and methods, materials, and tools used in their operation, maintenance, and repair;
3. Safety Orders of the California Division of Industrial Safety applying to heating, electrical, and other related mechanical equipment;
4. Analysis and treatment of boiler feed water;
5. Principles of effective supervision;
6. State's Equal Employment Opportunity (EEO) program objectives;
7. Supervisor's role in the EEO program and the processes available to meet EEO objectives.

#### **B. Ability to:**

1. Read and write English at a level required for successful job performance;
2. Direct the work of installing, operating, and maintaining heating, ventilating, refrigeration, and air- conditioning systems, auxiliary electrical plants, and other mechanical systems;
3. Read, interpret, and work from plans, drawings, and specifications;
4. Keep accurate records and prepare reports;
5. Think and act quickly in emergencies;
6. Plan and direct the work of skilled craftsmen and semiskilled workers;
7. Effectively contribute to the State's EEO objectives.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Chief Engineer II** classification will be established for the State of California (all State of California departments, statewide).

Names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score of competitors who are successful in this examination

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

Department of General Services  
Office of Human Resources – Examination Unit  
707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605  
Phone: (916) 376-5400  
Email: Exams@dgs.ca.gov

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## **EQUAL 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 of 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.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free safe 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.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination 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 described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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 applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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 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) servicewide 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.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school

authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.



# Chief Engineer II

## Qualifications Assessment

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### GENERAL INSTRUCTIONS

#### READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the Chief Engineer II classification. This examination will provide you with an opportunity to demonstrate your knowledge and experience in a variety of areas.

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto an eligible list for the Chief Engineer II classification. The list will be used by all State of California departments to fill existing positions statewide. A “Conditions of Employment” section is included in this examination which will allow you to select the location(s) and time base you are interested in working.

It is required that you personally complete this examination accurately and without assistance. This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score. Additional instructions are provided on the following pages.

## Department of General Services – Office of Human Resources

### **YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examination

### **WHAT DOES THE QUALIFICATIONS ASSESSMENT PACKAGE CONSIST OF?**

The Qualifications Assessment Package consists of the following:

- Complete the State of California [Examination Application \(STD. 678\)](#) and be sure to sign and date the application. Please refrain from writing “see resume” under the duties performed on the application.
- Your completed Qualifications Assessment.
- All documents required for completion: Candidate Information, Prior State Employment Information, Conditions of Employment, and signed Affirmation Statement.
- Any supporting documentation to meet the Minimum Qualifications (see bulletin). For example, if you are meeting the minimum qualifications with education, you must include a copy of your diploma and/or official transcript(s). A copy of the official marked transcript is sufficient. The seal may be broken on the envelope upon your receipt of your transcript.

If any of the above-mentioned documents are not completed and/or submitted, you may be disqualified from this examination.

### **MAILING INSTRUCTIONS**

You may submit your completed Qualifications Assessment Package by mail to:

Department of General Services  
Office of Human Resources  
Attention: Examination Unit  
PO Box 989052  
West Sacramento, CA 95798-9052

OR submit in person at the following address:

Department of General Services  
Office of Human Resources  
Attention: Examination Unit  
707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605

#### **Note:**

- Candidates whose Qualification Assessment Package is postmarked, personally delivered, or received via interoffice mail **after** the cut-off date will be included in the next administration for processing.
- Be sure your envelope has **adequate postage** if submitting via mail.
- Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered for the purpose of determining timely filing of an application.
- Facsimiles (FAX) OR email copies will **NOT** be accepted under any circumstances.
- Keep a photocopy of your completed Qualifications Assessment Package for your records.



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**CANDIDATE INFORMATION**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**PRIOR STATE EMPLOYMENT INFORMATION**

Complete this next section ONLY if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please skip this section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

YES

NO

**CONDITIONS OF EMPLOYMENT**

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form below.

**TYPE OF APPOINTMENT YOU WILL ACCEPT**

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time

(K) Limited-Term Full-Time

(R) Permanent Part-Time

(A) Any

If all boxes are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

## Department of General Services – Office of Human Resources

### LOCATION(S) YOU ARE WILLING TO WORK:

(5) **ANYWHERE IN THE STATE** – If this box is marked, no further selection is necessary.

#### **NORTHERN CALIFORNIA COUNTIES**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> (0100) Alameda County      | <input type="checkbox"/> (1800) Lassen County        | <input type="checkbox"/> (4500) Shasta County   |
| <input type="checkbox"/> (0200) Alpine County       | <input type="checkbox"/> (2100) Marin County         | <input type="checkbox"/> (4600) Sierra County   |
| <input type="checkbox"/> (0300) Amador County       | <input type="checkbox"/> (2300) Mendocino County     | <input type="checkbox"/> (4700) Siskiyou County |
| <input type="checkbox"/> (0400) Butte County        | <input type="checkbox"/> (2500) Modoc County         | <input type="checkbox"/> (4800) Solano County   |
| <input type="checkbox"/> (0500) Calaveras County    | <input type="checkbox"/> (2800) Napa County          | <input type="checkbox"/> (4900) Sonoma County   |
| <input type="checkbox"/> (0600) Colusa County       | <input type="checkbox"/> (2900) Nevada County        | <input type="checkbox"/> (5100) Sutter County   |
| <input type="checkbox"/> (0700) Contra Costa County | <input type="checkbox"/> (3100) Placer County        | <input type="checkbox"/> (5200) Tehama County   |
| <input type="checkbox"/> (0800) Del Norte County    | <input type="checkbox"/> (3200) Plumas County        | <input type="checkbox"/> (5300) Trinity County  |
| <input type="checkbox"/> (0900) El Dorado County    | <input type="checkbox"/> (3400) Sacramento County    | <input type="checkbox"/> (5500) Tuolumne County |
| <input type="checkbox"/> (1100) Glenn County        | <input type="checkbox"/> (3800) San Francisco County | <input type="checkbox"/> (5700) Yolo County     |
| <input type="checkbox"/> (1200) Humboldt County     | <input type="checkbox"/> (3900) San Joaquin County   | <input type="checkbox"/> (5800) Yuba County     |
| <input type="checkbox"/> (1700) Lake County         | <input type="checkbox"/> (4100) San Mateo County     |   |

#### **CENTRAL CALIFORNIA COUNTIES**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> (1000) Fresno County | <input type="checkbox"/> (2200) Mariposa County   | <input type="checkbox"/> (4000) San Luis Obispo    |
| <input type="checkbox"/> (1400) Inyo County   | <input type="checkbox"/> (2400) Merced County     | <input type="checkbox"/> (4300) Santa Clara County |
| <input type="checkbox"/> (1500) Kern County   | <input type="checkbox"/> (2600) Mono County       | <input type="checkbox"/> (4400) Santa Cruz County  |
| <input type="checkbox"/> (1600) Kings County  | <input type="checkbox"/> (2700) Monterey County   | <input type="checkbox"/> (5000) Stanislaus County  |
| <input type="checkbox"/> (2000) Madera County | <input type="checkbox"/> (3500) San Benito County | <input type="checkbox"/> (5400) Tulare County      |

#### **SOUTHERN CALIFORNIA COUNTIES**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> (1300) Imperial County    | <input type="checkbox"/> (3300) Riverside County | <input type="checkbox"/> (4200) Santa Barbara  |
| <input type="checkbox"/> (1900) Los Angeles County | <input type="checkbox"/> (3600) San Bernardino   | <input type="checkbox"/> (5600) Ventura County |
| <input type="checkbox"/> (3000) Orange County      | <input type="checkbox"/> (3700) San Diego County |  |

### **ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES**

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their [CalCareer Account](http://www.calcareers.ca.gov) (www.calcareers.ca.gov) on the California Department of Human Resources (CalHR) website or by notifying Department of General Services at the following address:

Department of General Services  
Office of Human Resources  
707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605  
Attention: Examination Unit  
Phone: (916) 376-5401

**QUALIFICATIONS ASSESSMENT**

**START HERE FOR THE CHIEF ENGINEER II QUALIFICATIONS ASSESSMENT**

Read each task statement carefully and select the option that best relates to your experience. Your experience includes your education, training courses, and/or work experience (paid or unpaid).

- A. Select one that best relates to the length of your experience performing this task.
- B. Select one that best relates to the frequency; how often you performed this task.

1. Plan and assign work orders regarding operation, maintenance, installation and repair (e.g., heating, ventilating, refrigeration, and air-conditioning systems, stationary engines, boilers, compressors, pumps, condensers, steam lines, water plant and lines, gas lines, controls, and meters).

A. LENGTH	B. FREQUENCY
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

2. Supervise skilled workers performing operation, maintenance, installation and repair (e.g., heating, ventilating, refrigeration, and air-conditioning systems, stationary engines, boilers, compressors, pumps, condensers, steam lines, water plant and lines, gas lines, controls, and meters).

A. LENGTH	B. FREQUENCY
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

3. Direct the installation, maintenance and repair of water, electrical, and elevator systems, shop machinery and similar equipment to diagnose and correct problems utilizing standardized manuals and checklists.

A. LENGTH	B. FREQUENCY
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

## Department of General Services – Office of Human Resources

4. Direct staff to perform and log boiler water, boiler feed water, and condensate water testing, analysis and chemical feed water treatment.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

5. Direct staff to perform and log hourly readings of boiler(s) water levels, steam pressure, check safeties boiler blow down when necessary and other related safety inspections to ensure functionality.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

6. Supervise the servicing and maintenance of fire extinguishers and other fire protection equipment and fire safety systems.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

7. Supervise carpentry, painting, and related work required in the incidental maintenance and repair of buildings.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

**Department of General Services – Office of Human Resources**

8. Review and evaluate staff work performance and take or recommend appropriate action.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

9. Prepare requisitions for fuel, equipment, and maintenance supplies.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

10. Direct the maintenance of boiler rooms, work areas, tool control, and materials to ensure efficient and safe environments enforcing preventative maintenance procedures.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

11. Audit and maintain periodic reports for operations (e.g., production and testing, equipment permits, licensing requirements, etc.) to ensure compliance with regulatory agencies.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

**Department of General Services – Office of Human Resources**

12. Conduct and direct site-specific safety training ensuring staff maintains compliance with Health and Safety guidelines.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

13. Oversee the inspection and testing of equipment to ensure proper functionality that meets compliance standards.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

14. Coordinate the work of contractors performing maintenance, overhaul, and repair of equipment ensuring safety and compliance with guidelines and schedules.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

15. Monitor and update inventory of facility materials and supplies to ensure proper necessities are on hand for staff to maintain regulatory compliance with guidelines.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

**Department of General Services – Office of Human Resources**

16. Review and audit charts and records (e.g., utilities, heat/steam, wastewater, treatment water production/usage logs, etc.) to track data and perform cost analysis.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

17. Develop and/or direct the development of written documents (e.g., project management reports, bill analysis, budget change proposals, etc.) to communicate project status, determine impact of or compliance with legislation, request for additional funding, etc., in accordance with the guidelines.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

18. Monitor staff attendance to maintain an effective workforce and complete projects/assignments according to applicable Memoranda of Understanding (MOUs) and other established guidelines.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

19. Coordinate and direct facility operations support staff in response to emergencies or other forms of disruptions (e.g., natural disasters, utility disruptions, emergency operations exercises, etc.) to ensure the safety and security of the facility and workforce.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

**Department of General Services – Office of Human Resources**

20. Represent the Department in various settings by acting as a subject matter expert to gather and/or report information as requested by management.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

21. Lead quality improvement meetings to identify and correct problems that impact functions by providing leadership and training.

<b>A. LENGTH</b>	<b>B. FREQUENCY</b>
<input type="checkbox"/> 48 or more months	<input type="checkbox"/> Daily
<input type="checkbox"/> 36 to 47 months	<input type="checkbox"/> Weekly
<input type="checkbox"/> 24 to 35 months	<input type="checkbox"/> Monthly
<input type="checkbox"/> 12 to 23 months	<input type="checkbox"/> Yearly
<input type="checkbox"/> 0 to 11 months	<input type="checkbox"/> Never

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT**

**PLEASE COMPLETE AFFIRMATION STATEMENT ON THE NEXT PAGE**



**AFFIRMATION STATEMENT**

**THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand the information provided by me on this Qualifications Assessment, AND on the Examination Application (STD 678), true and correct to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

It is a violation of Government Code Section 18935 “to practice any deception or fraud” on your application, on this Qualifications Assessment, or any other documentation you submit to obtain state employment eligibility. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_

**THIS COMPLETES THE QUALIFICATIONS ASSESSMENT PACKAGE**