



# Maintenance and Operations Supervisor II District Fairs Exam Code: 4FA05

**Department:** California Department of Food & Agriculture

**Exam Type:** Open/Spot

**Opening Date:** 3/15/2024

**Final Filing Date:** 4/5/2024

**Locations:** Inyo/Fresno/Shasta/Ventura

## CLASSIFICATION DETAILS

**Maintenance and Operations Supervisor II, District Fairs: \$5,576 - \$6,929** per month.

View the [class specification](#) for Maintenance and Operations Supervisor II, District Fairs.

## APPLICATION INSTRUCTIONS

**Final Filing Date:** 4/5/2024

### Who 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**.

**INDICATE WHICH FAIR YOU ARE APPLYING FOR ON YOUR APPLICATION.** This exam is to fill vacancies at the following District Agriculture Association Fairs:

**Tri-County Fair 18'th DAA**  
475 Sierra Street  
Bishop, CA 93514

**Big Fresno Fair 21'st DAA**  
1121 S. Chance Avenue  
Fresno, CA 93702

**Shasta District Fair 27'th DAA**  
1890 Briggs Street  
Anderson, CA 96007

**Ventura County Fair 31'st DAA**  
10 W. Harbor Blvd.  
Ventura, CA 93001

### How to Apply:

**Emailed applications are preferred.** Submit your completed Examination / Employment Application (STD. 678) via email at [exams@cdfa.ca.gov](mailto:exams@cdfa.ca.gov). Please include Exam Code: **4FA05** in the subject line of your email. Emailed applications must be received no later than 11:59 pm Pacific Time on the final filing date.

You may also submit your completed Examination / Employment Application (STD. 678) by mail, parcel delivery, courier service or in person to:

**Exam Code: 4FA05**

California Department of Food and Agriculture  
Examination Unit, Attention: **Rachel Bonn**  
1220 N Street, Room 242  
Sacramento, CA 95814

Completed applications and all required documents must be received or postmarked by the Final File date of **April 5, 2024**. If an application is received after the Final File date with a late or missing postmark, the application is considered late and will not be included for processing. **It is the applicant's responsibility to submit their application packet on time and if applying by U.S. mail, ensure the envelope is properly postmarked and if applying via parcel or courier service, ensure it contains proof of timely deposit with the service. 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 applications** Also note:

- The Examination / Employment Application (STD. 678) is available through your [CalCareer account](#).
- The STD. 678 **must include** "to" and "from" dates (month/day/year) and hours worked. STD. 678s received without this information may be rejected.
- Resumes **will not be accepted** in lieu of a completed STD. 678.
- Your signature on your STD. 678 indicates that you have read, understood, and possess the basic qualifications required.

**DO NOT SUBMIT EXAMINATION / EMPLOYMENT APPLICATIONS (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

## **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.

### **Maintenance and Operations Supervisor II, District Fairs**

#### **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.

## **POSITION DESCRIPTION**

### **Maintenance and Operations Supervisor II, District Fairs**

This level is responsible for directing the maintenance and operations of all properties and facilities of the largest district agricultural associations.

## **EXAMINATION SCOPE**

This examination will consist of a **Supplemental Application (Weighted 100%)**. All candidates will be required to complete the Supplemental Application that will be mailed to competitors at a future date. **SUBMISSION OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Competitors who do not return the supplemental application will be disqualified. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

### **SUPPLEMENTAL APPLICATION – WEIGHTED 100%**

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserve 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.

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:

#### **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. 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.

#### **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 or users of the fair.
7. Analyze situations accurately and take effective action.
8. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

#### **SPECIAL PERSONAL CHARACTERISTIC:**

Willingness to work irregular or unusual hours and to be subject to call as required.

#### **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 each candidate take special care in accurately and completely filling out his or her application. List all education and experience relevant to this classification, even if that experience goes beyond the ten-year limit printed on the application. Supplementary information will be accepted.

#### **ELIGIBLE LIST INFORMATION**

A departmental "Open" eligible list for the **Maintenance and Operations Supervisor II, District Fairs** classification will be established for the **California Department of Food and Agriculture (CDFA) for the following: 18<sup>th</sup> DAA, 21<sup>st</sup> DAA, 27<sup>th</sup> DAA, and 31<sup>st</sup> DAA**. The eligible lists will be abolished **12** months after established **unless** the needs of the service and conditions of the list warrant a change in this period.

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](#) (CalHR 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 this examination, because it does not meet the requirements to qualify for Career Credits.

#### **EXAMINATION INFORMATION**

The final filing date for this examination is **Friday, April 5, 2024**. It is anticipated the examination will be conducted sometime in **May or June 2024**.

#### **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## CONTACT INFORMATION

If you have questions concerning this examination bulletin, please contact:

California Department of Food and Agriculture  
Examination Unit, Attention: **Rachel Bonn**  
Exam Code: **4FA05**  
1220 N Street, Room 242  
Sacramento, CA 95814  
Phone: 916-639-5011  
Rachel.Bonn@cdfa.ca.gov  
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (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 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.

## 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](#).

**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) 654-0790 three (3) weeks after the final filing date if they have not received their notice.

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 Food and Agriculture** 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 applicants will be notified.

**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) 654-0790 three (3) weeks after the final filing date if they have not received their notice.

**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.

**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.