CALIFORNIA STATE GOVERNMENT EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

STATIONARY ENGINEER
OPEN EXAMINATION – STATEWIDE

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES

SALARY RANGE: **$4,924 – Range A***

FINAL FILING DATE: **CONTINUOUS**

Filing is considered continuous as test dates can be set at any time. The testing office shown below will accept applications continuously and will notify and test applicants as needs warrant.

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 SINCE 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 MAY APPLY

This is an OPEN STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Applications are available upon request or the Internet at: http://jobs.ca.gov/pdf/std678.pdf and may be filed in person or by mail. Resumes alone will not be accepted. Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
ATTN: DANA PORTER
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

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

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

QUESTIONS

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, Dana Porter **at (916) 376-5442.**

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW BY THE WRITTEN TEST DATE. YOUR SIGNATURE ON THE APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

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

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Completion of a recognized apprenticeship program for stationary engineers. (Apprentices who are within six months of completion of their apprenticeship may be admitted to the examination, but must present evidence of completion of their apprenticeship before they may be appointed.)

Or II

Experience: Four years of experience performing duties which included the operation, maintenance and repair of boiler, heating, refrigeration, ventilation, and power equipment of large commercial, industrial, or institutional buildings including the operation and maintenance of air conditioning systems involving the use of automatic controls; **and,**

Education: Completion of 700 hours of formalized technical instruction relating to Stationary Engineering in training offered by such established programs as**:** Job Corps, Skill Centers, ROP, Trade Schools, Military, and JTPA (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 700 hours of technical instruction. Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment.

Two years of additional qualifying experience may be substituted for the required education.

THE POSITION

A Stationary Engineer performs a variety of skilled work in the operation, maintenance, and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems, normally found in a State hospital, institution, large office building, or complex of buildings; may instruct or lead other engineers and may instruct or lead resident workers, and do other related work.

Positions are located in the Department of General Services in various locations throughout the State.

SEE REVERSE FOR ADDITIONAL INFORMATION

***DGS does not use Range B**

STATIONARY ENGINEER — DP: continuous

BENEFITS

Depending on your appointment, the State of California offers an attractive benefits package that includes:

- PERS reciprocal
- PERS Member Home Loan Program
- Dental plan for employee and dependents
- Vision plan for employee and dependents
- Health plan for employee and dependents
- Vacation leave, sick leave and holidays
- Group Legal Services Plan
- Life Insurance Plan
- Deferred Compensation Plan or Savings Plus
- Flex Elect Program (a voluntary program which offers significant tax advantages and can increase your take home pay)
- Employee Assistance Program

EXAMINATION INFORMATION

WRITTEN EXAMINATION – Weighted 100%

This examination will consist of a 100% Written Examination only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. The written exam is anticipated to be held in Sacramento and Los Angeles. Additional locations will be scheduled if the need warrants.

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the written will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:
   1. Boilers and auxiliary boiler room equipment.
   2. Heating, lighting, ventilating, air conditioning, power, refrigeration, building electric and pneumatic controls, water treatment, and other mechanical or electrical equipment.
   3. The methods, tools, materials and equipment used in the operation, maintenance and repair of such equipment.

B. Ability to:
   1. Follow oral and written directions.
   2. Demonstrate mechanical ability.
   3. Keep accurate records.
   4. Install, operate and make repairs to the various types of equipment listed above in the knowledge requirements.
   5. Make written reports, read, interpret and work from plans.
   6. Lay out work for others and direct them in this work.
   7. Analyze situations accurately and take effective action.

ELIGIBLE LIST INFORMATION

An OPEN-STATEWIDE eligible list will be established for the Department of General Services. Names of successful candidates will be merged onto the list in order of final scores regardless of the date eligibility is established. Eligibility expires 24 months after it is established.

VETERAN'S PREFERENCE

Veterans' Preference Credit will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at *http://www.spb.ca.gov.*

If you meet the requirements stated on the reverse, 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 on the other side of this bulletin 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 General Services 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 the civil service law and rules and all competitors will be notified.

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 as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 from one to four years unless otherwise stated on this bulletin.

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. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent 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-level 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; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ⌖ OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 ⌖ WEST SACRAMENTO, CA 95798-90524 ⌖ TELEPHONE (916) 376-5400
STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR ⌖ WEST SACRAMENTO, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 ⌖ Voice 1-800-735-2922