



STATE OF CALIFORNIA

Supervisor of Building Trades

OPEN EXAMINATION

www.dsh.ca.gov

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

It is the 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.

EXAMINATION TYPE AND POSITION LOCATIONS

This is an open statewide examination administered by the Department of State Hospitals (DSH).
Positions may exist in various counties and Departments throughout California.
State Applications (STD. 678) will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Click on the link in the “**Examination Link**” section to take the online Training and Experience examination. The required application is contained in the online examination process. Prior to starting the examination, it is recommended to have your relevant work history readily accessible.

If you have any questions regarding the online examination process, please contact:

Department of State Hospitals – Sacramento
Selection Services Unit
1600 9th Street, Room 121
Sacramento, CA 95814
(916) 651-8832

California Relay for the hearing impaired:
From a TDD Phone (800) 735-2929
From a Voice Phone (800) 735-2922

DO NOT SUBMIT A STATE APPLICATION (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification for all state agencies within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE

Continuous Testing – No Final File Date. Testing is considered continuous as dates can be set at any time.

SPECIAL TESTING ARRANGEMENTS

You will have an opportunity during the online application process to indicate if you have a disability and need special testing arrangements. The Selection Services Unit will contact you to make special testing arrangements.

SALARY RANGE

\$4,870- \$6,342*

*Salary reflects the increase effective 7/01/2018.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

Either I

1. Two years of experience as a building trades supervisor. or
2. Three years of experience as a lead journeyman (II level) in one of the building trades. or
3. Four years of experience as a journeyman in one of the building trades.

Or II

Experience: Four years of experience as a journeyman in one of the building trades, at least two years of which shall have been in a supervisory capacity over journeyman crews engaged in building construction or maintenance and the repair of large buildings such as hospitals, schools, or industrial buildings. **and**

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

JOB DESCRIPTION

Under general direction, to coordinate and supervise the repair, maintenance, and minor construction work of buildings and structures at a State institution or group of State buildings; may instruct, lead or supervise inmates, wards or resident workers; and do other related work.

EXAMINATION INFORMATION

A Training and Experience examination is used to evaluate each candidate's education, training, and experience related to the duties of this classification; and will account for 100% of your weighted score.

EXAMINATION SCOPE

Knowledge of:

1. Methods, materials, tools, and equipment used in building construction, maintenance, and repair work.
2. Methods used in requisitioning, receiving, checking, storing, and issuing materials and supplies.
3. Principles of effective supervision.
4. Codes, rules, regulations, safety orders and safety practices applying to the various building trades.
5. A 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. Assign, supervise, and inspect the work of building trades journey person, lead persons, or supervisors.
2. Schedule and coordinate the work of the various trade groups required on a job
3. Read and interpret blueprints and work from plans and specifications.
4. Estimate material and labor requirements.
5. Analyze situations accurately and adopt an effective course of action.
6. Keep accurate records and prepare reports.
7. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION

An open, MERGED eligible list will be established for use by all state agencies. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility will expire 12 months after it is established.

Positions may exist in various counties throughout California. Select tenure, time base, and all locations where you are willing to be considered for employment during the online application process.

VETERANS' PREFERENCE

Veterans' preference will be granted in this examination.

EXAMINATION LINK

[CLICK HERE TO TAKE THE ONLINE TRAINING AND EXPERIENCE EXAMINATION.](#)

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

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

State Applications (STD. 678) are available at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at www.CalHR.ca.gov.

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. Competitors who pass will be ranked according to their scores.

The Department of State Hospitals 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 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 competitors and 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 in one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors 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 examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th 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.

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 requirements 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 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 civil service status in the appropriate section of the State Applications (STD. 678). (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)

DEPARTMENT OF STATE HOSPITALS

Selection Services Unit
1600 9th Street, Room 121
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922