



Construction Supervisor 3

Exam Code: 8PB58

Department: Department of General Services

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Construction Supervisor 3 – \$11,609.00 - \$14,531.00 per month.

View the [classification specification](#) for the Construction Supervisor 3 classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

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**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

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

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.

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Possession of [a valid driver license of the appropriate class issued by the Department of Motor Vehicles.](#)

(Applicants who do not possess the required license may be admitted to the examination, but must obtain the license before they will be considered eligible for appointment.) **and**

Either I

Experience: Two years of experience performing the duties of a [Construction Supervisor II](#) in the California state service.

Or II

Experience: Broad and extensive (more than five years) experience: (1) [as an owner's, architect's, engineer's, or construction manager's representative in full-time charge of inspection or supervision on construction of major buildings such as schools, hospitals, prisons, institutions, high-and mid-rise office buildings, or other comparable institutional or commercial buildings](#); and (2) two years of which shall have included responsibility for supervision of other inspectors, supervisors, or construction managers, and for coordination and management of the various parties to the contract.

(Experience as a construction superintendent on projects of the type mentioned above may be substituted for the three years of nonsupervisory experience on a year-for-year basis.)

(Experience in the California state service applied toward this requirement must include at least two years performing duties of a Construction Supervisor II.) **and**

Education: [Equivalent to graduation from college with major work in engineering or architecture.](#)

(Additional qualifying experience may be substituted for the required education on the basis of two years of qualifying experience equaling one academic year of education.)

POSITION DESCRIPTION

Construction Supervisor 3

This is a supervisory position under the general direction of the Division of the State Architect, Office of Construction Services, Chief or Assistant Chief to: (1) take administrative charge of and supervise one of the designated construction areas of the State, or of a very large project of value, staffing requirements, and complexity, comparable to that of a construction area, and be responsible for coordinating, scheduling, and reviewing the activities of supervision and inspection of construction in

the area or for the very large project; or (2) supervise and/or coordinate difficult and complex statewide policy execution functions at headquarter's level requiring extensive knowledge and experience in construction methods, materials, and processes, industry practices, client relations, and departmental/office policies; and to do other related work.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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:

Knowledge of:

1. Materials, methods, and processes used in the construction of wood, steel frame, masonry, and concrete buildings.
2. Work of the various building trades.
3. Proper methods of mixing, placing, and curing plain and reinforced concrete.
4. Methods of steel frame erection and reinforced concrete construction.
5. Various codes and safety orders applicable to building construction.
6. Personal computers and related software programs.
7. Principles of various scheduling techniques including critical path scheduling.
8. Structural engineering designs.
9. Principles of construction management and construction industry business and accounting methods.
10. Quality control methods and procedures.
11. Principles, techniques, and processes of dispute resolution.
12. Principles of effective supervision.
13. The department's Equal Employment Opportunity Program objectives.
14. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

Ability to:

1. Detect faulty and improper materials and workmanship utilizing visual inspection with knowledge of industry standards, code requirements, and test results in building and allied construction.
2. Estimate quantities and costs.
3. Analyze situations accurately and take effective action.
4. Direct the work of others.
5. Dictate correspondence and write clear and comprehensive reports.
6. Organize and control complex programs.
7. Gain and maintain the confidence of those contacted during the course of the work.
8. Effectively contribute to the department's equal employment opportunity objectives.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Construction Supervisor 3** classification will be established by the California Department of Human Resources for use by:

Department of General Services

The 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. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits do not apply.

EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

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.

TAKING THE EXAMINATION

Take the examination for the [Construction Supervisor 3](#) classification.

TESTING DEPARTMENTS

Department of General Services

CONTACT INFORMATION

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **Exam Unit at (916) 376-5401**

DEPARTMENT OF GENERAL SERVICES

OFFICE OF HUMAN RESOURCES

ATTN: Exam Unit

MAILING ADDRESS: P.O. BOX 989052

WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 3RD STREET, 7TH FLOOR

WEST SACRAMENTO, CA 95605

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 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.

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 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.