



STATE OF CALIFORNIA  
**Department of Parks and Recreation**  
 EXAMINATION ANNOUNCEMENT  
**WATER AND SEWAGE PLANT SUPERVISOR**  
**OPEN**



**AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.**

QDIO-6723

9PR23

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.

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| <b>DEPARTMENTAL FOR</b>                               | Department of Parks and Recreation   |
| <b>POSITIONS EXIST</b>                                | Statewide  |
| <b>WHO SHOULD APPLY</b>                               | Applicants who meet the minimum qualifications as of <b>August 28, 2009</b> , the final filing date. This is an open examination, applications will not be accepted on a promotional basis.  |
| <b>WHERE TO APPLY</b>                                 | Applications are available and may be filed <b>in person</b> at <b>Department of Parks and Recreation, 1416 9<sup>th</sup> St, Rm. 1018, Sacramento, CA 95814</b> or <b>by mail</b> to the <b>Department of Parks and Recreation, Attention: Examination Unit, P.O. Box 942896, Sacramento, CA 94296-0001. YOU MUST INCLUDE EXAM CODE 9PR23 ON YOUR APPLICATION.</b> Do not submit applications to the State Personnel Board. For further information regarding this exam, please call (916) 654-9420.   |
| <b>FINAL FILING DATE</b>                              | Applications (Form 678) must be postmarked no later than <b>August 28, 2009</b> , the final filing date. Applications postmarked after the final filing date will not be accepted for any reason.  |
| <b>EXAMINATION DATES</b>                              | Qualifications Appraisal Interview: It is anticipated that interviews will be held during <b>October 2009</b> .  |
| <b>SALARY RANGE</b>                                   | \$4924 - \$4924<br>The Department of Parks and Recreation does not utilize alternate Range B for this classification.  |
| <b>SPECIAL TESTING ARRANGEMENTS</b>                   | 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.  |
| <b>ELIGIBLE LIST INFORMATION</b>                      | A departmental eligible list will be established for the Department of Parks and Recreation. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.   |
| <b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b> | All applicants must meet the education and/or experience requirements for this examination by <b>August 28, 2009</b> , the final filing date.<br><br><b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.<br><br>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.<br><br>Pursuant to Government Code 18935(b), candidates with <u>permanent</u> status at the Water and Sewage Plant Supervisor level or above, may not be eligible to apply for this examination. |

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**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, 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 the examination as meeting 100% of the overall experience requirement.

Three years of engineering or operating experience in a water filtration plant or a sewage treatment plant serving a population of at least 2,000.

**AND**

Possession of an appropriate State of California Certification for Sewage Treatment Plant Operator and/or Water Treatment Plant Operator is required at the time of appointment. Certificates are issued by the Department of Public Health and Water Resources Control Board. (Applicants who are within six months of obtaining the required certification will be admitted to the examination but must produce evidence of certification before they can be considered eligible for appointment.)

**CANDIDATES MUST PROVIDE EVIDENCE OR A STATEMENT THAT VERIFIES THE POPULATION SIZE REQUIRED IN THE MINIMUM QUALIFICATIONS.**

**POSITION DESCRIPTION**

The Water and Sewage Plant Supervisor supervises the operation of a water treatment and/or sewage treatment plant; directs the taking of daily tests of water and sewage in the various stages of treatment and personally makes the more involved analyses; interprets tests and determines necessary changes in dosage and treatment processes; supervises or performs the cleaning, painting, and upkeep of equipment; adjusts and repairs mechanical equipment such as pumps, chlorinators, gas engines, and metering devices; operates or directs the operation of related equipment at incinerators and swimming pools and other mechanical equipment; operates equipment as a relief operator when necessary; may supervise assistants; may perform minor plumbing duties in connection with water and sewage systems.

**EXAMINATION  
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

**SPECIAL PERSONAL  
CHARACTERISTICS**

Willingness to work in hazardous situations (i.e., contagious disease, physical demands) to properly perform duties related to job. Willingness to work outdoors in various environmental conditions (e.g., high altitude, desert) to properly perform duties related to job. Willingness to mentor and lead employees engaged in operating water and wastewater treatment plants. Willingness to work as a team member with various agency staff.

**VETERANS'  
PREFERENCE CREDITS**

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

**CAREER CREDITS**

Career credits are not granted in open examinations.

**CONFIDENTIALITY AND  
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

**QUALIFICATIONS  
APPRAISAL INTERVIEW  
(WEIGHTED 100%)**

Scope:

- A. Knowledge of:
1. Water/wastewater-related professional ethics (e.g., reporting honest and accurate test results) to effectively perform duties related to job.
  2. Basic mathematics (e.g., addition, subtraction, multiplication, division) to maintain inventory, calculate amounts of materials needed, etc.
  3. Pertinent federal, state, and local regulations pertaining to water systems.
  4. Mechanical equipment related to water and wastewater such as pumps, chemical feed pumps, data loggers, etc. to effectively operate and maintain water and wastewater treatment facilities and water distribution facilities.
  5. The basic rules of grammar, spelling, and punctuation in the English language to write reports, logs, memorandums, letters, etc., that are easily understood and clear to the reader/audience.
  6. Safety regulations (e.g., OSHA; departmental) to ensure proper following of safety standards.
  7. Basic computer operation to effectively perform tasks related to the job.
  8. Basic algebra to calculate equations necessary for hydraulic formula, chemical testing, etc.
  9. Appropriate work-related terminology (e.g., vocabulary, word usage, jargon, etc.) to effectively communicate with coworkers, other departmental personnel, members of regulatory agencies, members of the public, etc.
  10. The principles of lead-person supervision to effectively manage a group of assigned staff in both team and non-team settings.
- B. Skill to:
1. Conduct a chlorine disinfection process of water/wastewater to ensure the cleanliness of the water.
  2. Perform basic arithmetic operations of addition, subtraction, multiplication, and division to calculate amount of materials needed, total amounts of chemical used, hours passed, dosage rates, volume, etc.
  3. Obtain licenses and certifications necessary to legally perform duties related to job
  4. Maintain accurate and detailed records/note/logs to document work related activities and to use in the preparation of more formal reports.
  5. Read and follow written directions related to work assignments/tasks needing to be completed to perform job related tasks.
  6. Operate a motor vehicle in various weather and road conditions to travel to locations across district.
  7. Operate a wastewater collection system to ensure efficient, safe, and effective collection of waste materials according to written policies and procedures.
  8. Apply monitoring requirements for a water/wastewater treatment facility to effectively examine quality of output.
  9. Review and interpret laboratory results to recognize abnormal analytical results.
  10. Read and interpret engineering drawings, blueprints, and maps to determine locations of systems, system parts, etc.
  11. Apply geometric formulas to the calculation of areas, volumes, mass, etc.
  12. Apply basic chemistry as it applies to water/wastewater treatment to ensure an effective treatment process.
  13. Apply the basic principles of hydraulics to ensure the proper operation of water distribution facilities, treatment operations, etc.
  14. Calculate intermediate algebraic equations to calculate hydraulic formulas, conduct chemical testing, etc.
- C. Ability to:
1. Make sound decisions given available information and situational parameters.
  2. Recognize or identify the existence of problems in order to offer proposed solutions.
  3. Work quickly and accurately in situations where there is time pressure or emotional strain to properly perform duties related to job.
  4. Perform manual labor (e.g., digging, trenching, lifting, carrying, loading) to perform the tasks associated with the job.
  5. Share information and mentor new staff.

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### **GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Department of Parks and Recreation, (916) 654-9420, three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 654-9420, three weeks after the final filing date if he/she has not received a progress notice.

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

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Parks and Recreation.

**If you meet the requirements**, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on 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 Parks and Recreation** reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws 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. In addition, locations of oral 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 in 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 examinations, investigation may be made of employment records and personal history, and 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 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 recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans' Preference Credits:** California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**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 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.

#### **DEPARTMENT OF PARKS AND RECREATION**

Personnel Office/Examination Unit 1416 9<sup>th</sup> Street, Room 1018, Sacramento, CA 95814 (916) 654-9420

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)