



BUILDING MAINTENANCE WORKER, CORRECTIONAL FACILITY (CF)

Department of Corrections and Rehabilitation

Departmental Open Examination
Examination Code: 9CE07
Final Filing Date: Continuous

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.

DIVERSITY, EQUITY AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

CLASSIFICATION DETAILS

Salary Range:

\$4,342.00- \$4,991.00 per month

View the [classification specification](#) for the Building Maintenance Worker, CF classification.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

Once you have taken the Qualifications Assessment Examination, you may not retake it for twelve (12) months.

HOW TO APPLY

In order to apply and view your results for this examination, you will need to have created a profile previously on the California Department of Human Resources (CalHR's) website at [CalCareer Website](#). If you have not created a profile, click "NEW USER" in order to set up your profile. Once your profile is set up, you must then return to the bulletin, click "Apply Online" and click on the "I have REGISTERED PREVIOUSLY" button.

You must also create an account at [calpia.ca.gov](#) to apply for this examination. Once your profile is set, up you can take the "self-assessment" and obtain list eligibility for Building Maintenance Worker, CF classification.

The Training and Experience examination is available on the internet at [www.calpia.ca.gov](#). Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Self-Assessment examination by clicking the link in the TAKING THE EXAM section of this bulletin.

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located, and the policies related to usage.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Office of Workforce Planning at (916) 322-2545.

APPLICATION DEADLINES/REQUIREMENTS

Applications will be accepted on a continuous basis.

It is your responsibility to make sure you meet the experience requirements as stated on this announcement as of the date this examination is taken.

The resulting eligible list will be established to fill vacancies for CDCR.

Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

MINIMUM QUALIFICATIONS

Either 1

One year of experience as a corps member in the California Conservation Corps.

Or 2

One year of experience in general semiskilled maintenance and repair work, or as a building maintenance or construction trades helper.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

SPECIAL PERSONAL CHARACTERISTICS

Mechanical aptitude.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

POSITION DESCRIPTION AND LOCATION(S)

A Building Maintenance Worker, CF, under supervision in a State correctional facility does a variety of semiskilled manual tasks in the alteration, maintenance, and repair of buildings and building facilities; maintains order and supervises the conduct of inmates and/or youthful offenders; protects and maintains the safety of persons and property; may lead, instruct or supervise inmates and/or youthful offenders; and does other related work.

Position exist statewide with CDCR.

EXAMINATION PLAN

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Training & Experience Self-Assessment (T&E) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The T&E Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list.

T&E Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Common methods, practices, and materials used in maintenance and repair work, of buildings and building facilities.
2. Various tools used in building maintenance and repair work and their proper employment and care.

Ability to:

1. Do a variety of semiskilled maintenance and repair tasks.

BUILDING MAINTENANCE WORKER, CF
BULLETIN RELEASE DATE: 7/30/2019

2. Follow written and verbal directions.
3. Prepare a variety of reports of work done.
4. Communicate effectively (written and verbally) at a level required for successful job performance.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Building Maintenance Worker, CF is available on the CDCR website at: [CDCR Job Analysis](#).

TAKING THE EXAM

Click the link below and you will be directed to the Training and Experience Self-Assessment examination or visit www.calpia.ca.gov. Once you have completed the Training and Experience Self-Assessment examination, you will receive your examination results.

[Click here to go to the Training and Experience Self-Assessment examination for Building Maintenance Worker \(Correctional Facility\)](#)

VETERANS' PREFERENCE/CAREER CREDITS

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

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

Applications are available at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 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% disabled veteran, who achieves a passing score in an open 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) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [CalCareer Veterans](#). Additional information can also be found at the California Department of Veterans Affairs at [CalVet Veterans](#).

The Department of Corrections and Rehabilitation 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.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

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.

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 and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

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.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

OFFICE OF WORKFORCE PLANNING

EXAMINATION SERVICES UNIT

1515 S STREET, SACRAMENTO, CA 95811

EMAIL: ExamHelpDesk@cdcr.ca.gov

PHONE: (916) 322-2545

Telecommunications Relay Service: 711

REVISION DATE: 12/20/2021- RW