



# REGIONAL CONSTRUCTION AND MAINTENANCE SUPERINTENDENT, DEPARTMENT OF MOTOR VEHICLES

**Exam Code: 3MV01**

**Department:** Department of Motor Vehicles

**Exam Type:** Departmental Open

**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

Salary Range: \$5,787.00 to \$7,187.00 per month.

[View the Regional Construction and Maintenance Superintendent, Department of Motor Vehicles specification](#)

## APPLICATION INSTRUCTIONS

**Final Filing Date:** Continuous

If you have taken the test for the Regional Construction and Maintenance Superintendent, Department of Motor Vehicles (DMV) classification in the previous 12 months, it may be too early for you to take this examination.

Please check your previous Final Results Notification letter to determine the date you may retake this examination **BEFORE** continuing this examination process. Retaking this examination under a different name or last four digits of Social Security number is not allowed.

### Who Should Apply:

This is a departmental open examination administered by the Department of Motor Vehicles (DMV). Positions may exist in various counties throughout California.

Applicants who meet the minimum qualifications as stated on this examination bulletin may apply for and take this examination. Applications will not be accepted on a promotional basis.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

## How To Apply:

Applications for this online examination must be submitted online only. The link to connect to the online examination is under the “TAKING THE EXAMINATION” section of this examination bulletin.

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this examination bulletin to be accepted into the examination. Applicable part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Per California Code of Regulations (CCR) Section 171.1, when calculating part-time equivalent experience toward satisfying the minimum amounts of full-time experience, 173.33 hours of actual time worked equals one (1) month. Twelve (12) months equal one (1) year.

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, 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 an examination as meeting 100% of the overall experience requirement.

### Either I

Two years performing structural inspection duties in the class of Construction Inspector, or two years as a project engineer performing technical field inspection or supervision on major construction projects, or two years as general mechanical trades supervisor or Chief Engineer I in the California State service.

### Or II

Three years of experience as a general mechanical contractor.

### Or III

Four years of experience at the journeyman level as a Stationary Engineer in California state service.

## DEFINITIONS

“**performing...duties in the class of...**” To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment, out-of-class assignment or Temporary Authorization appointment to the class) specified.

## POSITION DESCRIPTION

Under general direction, a Regional Construction and Maintenance Superintendent, DMV plans, coordinates, and budgets for the building maintenance and construction program; inspects the work of all building trades personnel assigned to accomplish building maintenance and construction projects and programs; supervises a small staff of tradespersons; and performs other related work.

## EXAMINATION SCOPE

This examination consists of the following components:

**Experience Questionnaire** – Weighted 100% of the final score.

The examination will consist solely of an **Experience Questionnaire (EQ)**. To obtain a position on the eligible list, a minimum score of 70% must be received. Your Final Results Notification letter will be sent to you by email or by postal mail per your selection in the EQ, and your examination results will appear in your CalCareer account within 30 calendar days of completion of the EQ.

## KNOWLEDGE AND ABILITIES

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of experience, emphasis in each examination component will be measuring competitively, relative job demands, each applicant's:

### A. Knowledge of:

1. Methods, materials, tools, and equipment used in construction, maintenance, and repair work including carpentry, electrical, plumbing, painting, paving, and concrete work with major emphasis in refrigeration, heating, ventilation, and air conditioning.
2. Basic purchasing techniques and practices including proper use of various materials and supplies and their acceptable substitutes.
3. Building codes, industrial safety orders, and provisions of the California Occupational Safety and Health Act.
4. Rules and regulations affecting construction and repair work.
5. Cost and materials estimating, budgeting, and basic contract requirements.
6. Principles of effective supervision.
7. The Department's Equal Employment Opportunity Program objectives.
8. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

### B. Ability to:

1. Read, interpret, and write technical reports.
2. Schedule, assign, supervise, coordinate, oversee, and inspect the work of craftspersons of various construction specialties and maintenance personnel engaged in new construction, repair, and maintenance of existing structures and facilities.
3. Communicate effectively, both verbally and in writing.
4. Act as an advisor to managers on all phases of proper preventive maintenance and construction procedures.
5. Read and interpret blueprints.
6. Do simple drafting and work from plans and specifications.
7. Draft specifications.
8. Keep accurate records and reports.
9. Effectively contribute to the Department's equal employment opportunity objectives.

## SPECIAL PERSONAL CHARACTERISTICS

Good interpersonal skills and willingness to travel.

## ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

## ELIGIBLE LIST INFORMATION

A departmental open eligible list for the Regional Construction and Maintenance Superintendent, DMV classification will be established for the Department of Motor Vehicles.

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of examination 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 Code Sections 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, they shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference for Examinations (CalHR 1093) form is available online at <https://www.calhr.ca.gov/Documents/CalHR-1093.pdf>.

Additional information regarding eligibility requirements for Veterans' Preference, and how to apply for Veterans' Preference is available at <http://exams.spb.ca.gov/exams/examdocs/vets.cfm>, and at the U.S. Department of Veterans Affairs website at <https://benefits.va.gov/benefits/>.

Career Credits will **not** be added to the final score of this examination.

## EXAMINATION INFORMATION

[Click here](#) to preview the Regional Construction and Maintenance Superintendent, DMV, Experience Questionnaire

Alternatively, you may enter the following URL into your web browser:

[https://www.surveymonkey.com/r/Preview\\_RCMS\\_Questionnaire](https://www.surveymonkey.com/r/Preview_RCMS_Questionnaire)

## PREPARING FOR THE EXAMINATION

Below is a list of suggested resources to have available prior to taking the examination.

**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, resume, and a list of your professional references.

## TAKING THE EXAMINATION

[Click here](#) to take the Regional Construction and Maintenance Superintendent, DMV, Experience Questionnaire

Alternatively, you may enter the following URL into your web browser:

<https://www.surveymonkey.com/r/RCMSExamination>

## **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a verified disability or medical condition, please select the Reasonable Accommodation request in the Experience Questionnaire. For questions, please contact the testing department using the "CONTACT INFORMATION" section of this examination bulletin.

## **TESTING DEPARTMENT**

Department of Motor Vehicles

## **CONTACT INFORMATION**

If you have any questions concerning this examination, please contact:

Department of Motor Vehicles  
Talent Assessment Unit  
P.O. Box 932315, MS E678  
Sacramento, CA 94232-3150

Phone: (916) 657-7553  
Email: [DMV\\_Exams@dmv.ca.gov](mailto:DMV_Exams@dmv.ca.gov)

California Relay Service: 711 (TTY and voice) TTY is a Telecommunications Device for the deaf or hard of hearing and is reachable only from phones equipped with a TTY Device.

You will be provided with your Final Results Notification letter and employment inquiry notices using electronic communication unless you specifically request communication by postal mail in the Experience Questionnaire.

## **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 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.

## **GENERAL INFORMATION**

Examination/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 at [www.calcareers.ca.gov](http://www.calcareers.ca.gov).

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 examination bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of Motor Vehicles 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.

**Temporary Assignments/Loans:** Experience from Temporary Assignments/Loans may be counted toward meeting the minimum qualifications for this examination if the experience qualifies as out-of-class experience in accordance with the California Code of Regulations, Section 212.

Experience from approved out-of-class assignments to specific classifications may be counted toward satisfaction of the minimum qualifications for this examination per Government Code Section 19050.8.

For consideration of experience from an approved out-of-class assignment, submit a copy of the approval to the Talent Assessment Unit at the address provided under the "CONTACT INFORMATION" section of this examination bulletin, or send it by email with the subject Regional Construction and Maintenance Superintendent, DMV Examination to [DMV\\_Exams@dmv.ca.gov](mailto:DMV_Exams@dmv.ca.gov).

**General Qualifications:** All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.

Where the position requires the driving of an automobile, the employee must have a valid state driver's license, a good driving record and is expected to drive the car safely.

**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 examination 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.

**Criminal Record Clearance Information:** Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Applicants will be notified during the hiring process if the position is

affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Veterans' Preference:** 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. (3) Veterans' Preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.calcareers.ca.gov](http://www.calcareers.ca.gov) and on the Veterans' Preference for Examinations (CalHR 1093) form at <https://www.calhr.ca.gov/Documents/CalHR-1093.pdf>. Additional information regarding eligibility requirements for Veterans' Preference, and how to apply for Veterans' Preference is also available at <http://exams.spb.ca.gov/exams/examdocs/vets.cfm> and at the U.S. Department of Veterans Affairs website at <https://benefits.va.gov/benefits/>.

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR  
LARGE PRINT.