

**DEPARTMENT OF TRANSPORTATION
OFFICE OF EXAMINATION SERVICES
DRAWBRIDGE OPERATOR- 6TR12A
TRAINING AND EXPERIENCE EVALUATION**

The DRAWBRIDGE OPERATOR examination is being given on an open basis. This examination will consist solely of this self-assessment Training and Experience Evaluation.

This questionnaire is the only phase of the exam and is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification. Candidates are responsible for reading all of the material provided prior to completing this questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered and/or assumed. *Resumes, letters of reference, and other materials **will not be evaluated or considered*** as responses to items in the Training and Experience Evaluation.

(NOTE: Failure to meet the entrance requirements and/or to complete this evaluation accurately will result in elimination from this examination.)

*Candidates who fail to follow the instructions and/or **who solicit input or assistance from others to complete this questionnaire** will be eliminated from the examination.*

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS TRAINING AND EXPERIENCE EVALUATION FOR YOUR RECORDS. Caltrans will NOT provide you a copy of your Training and Experience Evaluation.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me (without assistance from others) on this Training and Experience Evaluation is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment, and may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINT): _____

EXAMINATION TITLE: DRAWBRIDGE OPERATOR

The completed Training and Experience Evaluation can be mailed and/or personally hand delivered to:

**Caltrans
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

**File in person: Caltrans
1727 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227- 6854**

Facsimile (FAX) or electronically mailed (e-mailed) Training and Experience Evaluation **will not** be accepted



**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**



CONDITIONS OF EMPLOYMENT

Division of Human Resources – Exam and Recruitment Services
PM-EX-0631 (Rev. 01/2015)

EXAMINATION TITLE DRAWBRIDGE OPERATOR	
EXAMINATION CODE 6TR12	DATE
CANDIDATE NAME – (PLEASE PRINT – (Last Name, First Name, Middle Initial))	

PLEASE CHECK THE BOXES NEXT TO THE DISTRICT(S) WHERE YOU WISH TO WORK.

DISTRICT 3 – MARYSVILLE

DISTRICT 4 – OAKLAND

DISTRICT 7 – LOS ANGELES

DISTRICT 10 – STOCKTON

DISTRICT 3400 – SACRAMENTO

PLEASE CHECK ONE BOX ONLY NEXT TO THE TYPE OF APPOINTMENT YOU WILL ACCEPT.

A11 PERMANENT OR TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT

C55 PERMANENT OR TEMPORARY – FULL TIME ONLY

M44 PERMANENT OR TEMPORARY – PART TIME OR INTERMITTENT ONLY

D58 PERMANENT ONLY – FULL TIME ONLY

K85 TEMPORARY ONLY – FULL TIME ONLY

R41 PERMANENT – PART TIME OR INTERMITTENT OR TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT

Privacy Statement
Please notify the Caltrans promptly of any changes in your address or availability for employment.

**DRAWBRIDGE OPERATOR
Training and Experience Evaluation**

Name: _____

Date: _____

PART I - EMPLOYMENT HISTORY

Instructions: Please describe your work experience as it relates to the **DRAWBRIDGE OPERATOR** position. Begin with your most recent position. The *EXPERIENCE CODE* will be used in Part II to identify where you worked. You may include additional pages if necessary.

EXPERIENCE CODE A

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE B

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE C

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE D

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

DRAWBRIDGE OPERATOR Training and Experience Evaluation

PART II - WORK EXPERIENCE

INSTRUCTIONS

Step 1: In the *Experience Code* column, use the codes from PART I of this questionnaire to indicate where you performed the activity and/or acquired the task or knowledge. You may list more than one code per item, if applicable.

Step 2: For each item listed on pages 5 - 10, place an "X" in the column(s) that most accurately represents the Level of Experience you have AND the Amount of Time your experience represents.

SAMPLE

DRAWBRIDGE OPERATOR Training and Experience Evaluation

PART III-TECHNICAL

PRINT NAME _____		AMOUNT OF TIME				
<p>Level of Experience: In the <i>Experience Code</i> column, use the codes from <u>PART I</u> of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p>Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).</p>		I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
SECTION 1: TECHNICAL						
1. Performing per-operational and post-operational checks of equipment						
Experience Code (Part I)	Level of Experience					
	<i>I have had no training or experience with this task</i>					
A	<i>I have had training on this task, but no application on the job</i>			X		
B	<i>I have performed this task on the job under guidance and monitoring</i>				X	
A	<i>I have performed this task independently</i>					X

DRAWBRIDGE OPERATOR Training and Experience Evaluation

PART III-TECHNICAL SKILLS

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

AMOUNT OF TIME

SECTION 1: TECHNICAL SKILLS

1. Performing operational and post-operational checks of equipment.

	Experience Code (Part I)	Level of Experience
0		<i>I have had no training or experience with this task.</i>
1		<i>I have had training on this task, but no application on the job.</i>
2		<i>I have performed this task on the job under guidance and monitoring.</i>
3		<i>I have performed this task independently.</i>

2. Inspections on machinery and equipment.

	Experience Code (Part I)	Level of Experience
0		<i>I have had no training or experience with this task.</i>
1		<i>I have had training on this task, but no application on the job.</i>
2		<i>I have performed this task on the job under guidance and monitoring.</i>
3		<i>I have performed this task independently.</i>

3. Operating control devices of variable speed electric motors.

	Experience Code (Part I)	Level of Experience
0		<i>I have had no training or experience with this task.</i>
1		<i>I have had training on this task, but no application on the job.</i>
2		<i>I have performed this task on the job under guidance and monitoring.</i>
3		<i>I have performed this task independently.</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

**DRAWBRIDGE OPERATOR
Training and Experience Evaluation
PART III-TECHNICAL SKILLS (continued)**

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

AMOUNT OF TIME

SECTION 1: TECHNICAL SKILLS

4. Operating a generator or compressor.

	Experience Code (Part I)	Level of Experience
0		<i>I have had no training or experience with this task.</i>
1		<i>I have had training on this task, but no application on the job.</i>
2		<i>I have performed this task on the job under guidance and monitoring.</i>
3		<i>I have performed this task independently.</i>

5. Performing physical tasks at heights up to 140 feet or greater.

	Experience Code (Part I)	Level of Experience
0		<i>I have had no training or experience with this task.</i>
1		<i>I have had training on this task, but no application on the job.</i>
2		<i>I have performed this task on the job under guidance and monitoring.</i>
3		<i>I have performed this task independently.</i>

6. Operating levers to activate traffic signals, navigation lights, and alarms.

	Experience Code (Part I)	Level of Experience
0		<i>I have had no training or experience with this task.</i>
1		<i>I have had training on this task, but no application on the job.</i>
2		<i>I have performed this task on the job under guidance and monitoring.</i>
3		<i>I have performed this task independently.</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

DRAWBRIDGE OPERATOR Training and Experience Evaluation

PART III-TECHNICAL (continued)

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

AMOUNT OF TIME

SECTION 1: TECHNICAL SKILLS

7. Operating and accurately monitoring radio, mobile radio, and / or telephone systems.

Experience Code (Part I)	Level of Experience
0	<i>I have had no training or experience with this task.</i>
1	<i>I have had training on this task, but no application on the job.</i>
2	<i>I have performed this task on the job under guidance and monitoring.</i>
3	<i>I have performed this task independently.</i>

8. Directing the movements of vehicles or vessels using signals, telecommunication equipment, or loudspeakers.

Experience Code (Part I)	Level of Experience
0	<i>I have had no training or experience with this task.</i>
1	<i>I have had training on this task, but no application on the job.</i>
2	<i>I have performed this task on the job under guidance and monitoring.</i>
3	<i>I have performed this task independently.</i>

9. Performing minor preventative maintenance work on equipment and tools.

Experience Code (Part I)	Level of Experience
0	<i>I have had no training or experience with this task.</i>
1	<i>I have had training on this task, but no application on the job.</i>
2	<i>I have performed this task on the job under guidance and monitoring.</i>
3	<i>I have performed this task independently.</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

DRAWBRIDGE OPERATOR Training and Experience Evaluation

PART VI-GENERAL SKILLS

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 2: GENERAL SKILLS

AMOUNT OF TIME

			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
10. Accurately following a dedicated set of operational procedures and tasks to ensure safe operations.							
	Experience Code (Part I)	Level of Experience					
0		<i>Limited ability (would require training/exposure to perform task)</i>					
1		<i>Average ability (could perform activity with guidance)</i>					
2		<i>Very good ability (could perform activity independently)</i>					
3		<i>Excellent ability (could provide training or guidance to others)</i>					
11. Analyzing situations accurately and adopting an effective course of action to ensure safe operations.							
	Experience Code (Part I)	Level of Experience					
0		<i>Limited ability (would require training/exposure to perform task)</i>					
1		<i>Average ability (could perform activity with guidance)</i>					
2		<i>Very good ability (could perform activity independently)</i>					
3		<i>Excellent ability (could provide training or guidance to others)</i>					

DRAWBRIDGE OPERATOR Training and Experience Evaluation

PART VI-GENERAL SKILLS (continued)

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

AMOUNT OF TIME

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
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SECTION 2: GENERAL SKILLS

12. Preparing clear and concise reports concerning task operations.

	Experience Code (Part I)	Level of Experience
0		<i>Limited ability (would require training/exposure to perform task)</i>
1		<i>Average ability (could perform activity with guidance)</i>
2		<i>Very good ability (could perform activity independently)</i>
3		<i>Excellent ability (could provide training or guidance to others)</i>

13. Working independently for extended periods of time without close supervision.

	Experience Code (Part I)	Level of Experience
0		<i>Limited ability (would require training/exposure to perform task)</i>
1		<i>Average ability (could perform activity with guidance)</i>
2		<i>Very good ability (could perform activity independently)</i>
3		<i>Excellent ability (could provide training or guidance to others)</i>

14. Reading and interpreting complex operations manuals.

	Experience Code (Part I)	Level of Experience
0		<i>Limited ability (would require training/exposure to perform task)</i>
1		<i>Average ability (could perform activity with guidance)</i>
2		<i>Very good ability (could perform activity independently)</i>
3		<i>Excellent ability (could provide training or guidance to others)</i>

DRAWBRIDGE OPERATOR Training and Experience Evaluation

PART VI-GENERAL SKILLS (continued)

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 2: GENERAL SKILLS

15. Performing safe operational practices and procedures in the work place.

			AMOUNT OF TIME				
Experience Code (Part I)	Level of Experience						
0		<i>Limited ability (would require training/exposure to perform task)</i>	I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
1		<i>Average ability (could perform activity with guidance)</i>					
2		<i>Very good ability (could perform activity independently)</i>					
3		<i>Excellent ability (could provide training or guidance to others)</i>					

