



## **Caltrans Heavy Equipment Mechanic Leadworker**

**Departmental Promotional**

**EXAM ID: 6TR60**

<b>Department:</b>	<b>Caltrans</b>
<b>Bulletin Release Date:</b>	<b>April 22, 2016</b>
<b>Cut-off Date:</b>	<b>Continuous (cut-off: Last business day of each month)</b>
<b>Monthly Salary:</b>	<b>\$4,229.00 to \$4,874.00</b>

### **INTRODUCTION**

Caltrans is pleased to announce the posting of the Heavy Equipment Mechanic Leadworker examination. Employment from this examination may be offered in all Districts and Sacramento County.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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 work place. All applicants will be expected to behave in accordance with this objective, as 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.

## WHO SHOULD APPLY?

This is a Departmental Promotional examination for Caltrans.

Applicants must be:

- 1) A permanent civil service appointment with the Caltrans as of the cut-off date in order to participate in the examination; or
- 2) Been employed with Caltrans within the last three years, without a break in State civil service; or
- 3) Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
- 5) Be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait six (6) months from the testing date before reapplying to take the exam.

## FILING INSTRUCTIONS

Candidates are required to submit: 1) [Standard State Application](#) (STD.678) and 2) [Training and Experience Questionnaire](#).

Applications (STD 678) must be received or postmarked no later than the cut-off date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

**\*FILE BY MAIL:**

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

**\*FILE IN PERSON:**

Caltrans  
Exam Services (MS 86)  
1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor  
Sacramento, CA 95816

**\*Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

## **POSITION STATEMENT**

Under direction, incumbents typically perform difficult work or coordinate the repair or assembly of Caltrans' mobile equipment in shop locations; establish work priorities; promote shop safety; make decisions regarding difficult mechanical problems related to the construction, repair and maintenance of automotive and highway maintenance and construction equipment; may act in a lead capacity in assigning tasks, giving instructions, making recommendations regarding training needs, and may be asked to provide input to supervisors on the work performance of mechanics, machinists, apprentices, fusion welders, helpers and other workers; may act as advisor and provide direction for apprentices in the Heavy Equipment Mechanic Apprentice Program; analyze complex mechanical, hydraulic and electronic problems; input and retrieve data from the Equipment Management System (EMS) on main frame and personal computers; monitor hazardous waste storage areas and time intervals for handling and disposal; may serve as a trainer at the Motorized Equipment Training Academy (META) in Headquarters or field shops; and do other related work.

## **ELIGIBLE LIST INFORMATION**

A Departmental Promotional statewide eligible list will be established for Caltrans in all Districts and Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected.

**NOTE:** 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,” “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 an examination as meeting 100% of the overall experience requirements.

## MINIMUM QUALIFICATIONS

### Either I

Two years' experience comparable to a Caltrans Heavy Equipment Mechanic in the California state service.

### Or II

Five years' experience as a journeyman mechanic, at least two years of which shall have been within the last five years. (This time limitation is extended for a period equivalent to that spent in recognized military service during the last five years.) Two years of the five total years of experience shall have been spent in major repair and construction of gasoline- and diesel-powered highway maintenance and construction equipment. (Experience in the California state service applied toward this requirement must include at least two years' experience comparable to a Caltrans Heavy Equipment Mechanic. Experience outside of California state service used to meet this requirement must be comparable in level to two years as a Caltrans Heavy Equipment Mechanic in the California state service.)

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://www.calhr.ca.gov/state-hr-professionals/pages/3713.aspx>

## EXAMINATION INFORMATION

This examination will consist of a Training & Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. Click [HERE](#) to access the Training and Experience Evaluation.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

1. Methods, materials, tools, maintenance and shop equipment used in construction, assembly, overhaul, repair, and adjustment of gas- and diesel-powered automobiles, trucks, heavy construction, and highway maintenance equipment

2. Construction, operation, and repair of gas- and diesel-powered automobiles, trucks, tractors, loaders, graders, personnel hoists, hydraulic cranes, snowplows, pumps, motors, and other equipment used in the construction and maintenance of highways
3. Basic occupational safety and health work practices and regulations contained in Title 8 Industrial Relations, General Industry Safety Orders, and safety and health policies and procedures as contained in the Department's Code of Safe Practices and Injury and Illness Prevention Program, including requirements of the Personal Protective Equipment (PPE) Program, the Hazardous Materials Communications Program, and the Lead Compliance Plan
4. Laws and regulations pertaining to the construction, operation, and repair of highway construction and maintenance equipment, such as emissions programs, crane and personnel hoist inspections, Biennial Inspection of Terminals (BIT), and hazardous waste handling and disposal
5. Computer systems and electronic data collection systems and programs used in the maintenance and repair of equipment
6. Requirements of air quality programs and mandates
7. Industry preventive maintenance concepts and the Department's Preventive Maintenance (PM) Program

**Skill in:**

1. Mechanical repair, adjustment, overhaul, and fabrication of special equipment

**Ability to:**

1. Communicate effectively at a level required for successful job performance, including effectively communicating technical instructions, and providing on-the-job training to shop staff and communicating effectively with the functional units, supervisors, and the public
2. Fabricate, inspect, diagnose, repair, and make adjustments to various equipment and systems (e.g., heavy construction and maintenance equipment, gas- and diesel-powered automobiles and trucks, and electronic systems)
3. Install and test various types of pumps, motors, and similar equipment
4. Determine the condition of highway equipment and estimate the time and cost of repairs
5. Read, interpret, and work from plans, manuals, drawings, sketches, and specifications and make sketches of broken parts for replacement
6. Work independently and make repairs in the field without supervision
7. Learn the operation of computer systems used for the Equipment Management System (EMS) and Fleet Management System (FMS)
8. Establish realistic completion dates
9. Prioritize and schedule work in cooperation with the functional units to best meet their needs

10. Operate computer equipment, shop equipment and test various types of Caltrans equipment to diagnose electronic fuel injection systems and computer-controlled engine components
11. Plan and coordinate the work of other staff
12. Act in a lead person capacity
13. Analyze situations accurately and take effective action
14. Apply laws and regulations pertaining to the construction, operation and repair of highway construction and maintenance equipment, such as emissions programs, Biennial Inspection of Terminals (BIT) and hazardous waste handling and disposal
15. Use tact and good judgment in directing highway equipment construction, repair, and maintenance
16. Work safely in an equipment repair/assembly environment (indoors or outdoors)
17. Operate a computer and utilize basic computer applications
18. Keep accurate records
19. Diagnose malfunctioning equipment and determine corrective action to be taken

#### **ADDITIONAL DESIRABLE QUALIFICATIONS**

A valid Class A or Class B driver license.

#### **SPECIAL REQUIREMENTS**

Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

#### **VETERANS' PREFERENCE**

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

#### **CAREER CREDITS**

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

#### **CONTACT INFORMATION**

For more information regarding this exam, please contact the exam analyst at (916) 227-7397.

#### **GENERAL INFORMATION**

**For an examination without a written feature**, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, 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 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 testing department 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 competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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) service-wide 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.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the California Department of Human Resources (CalHR), or <http://www.jobs.ca.gov/>.

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*