



# CALTRANS HIGHWAY MAINTENANCE WORKER

Agency Code: 4499 – Class Code: 6287 Exam Code: 0PB29

**Department(s):** Department of Transportation  
**Final Filing Date:** Continuous  
**Type of Examination:** Departmental Open  
**Salary:** Monthly Ranged Salary - \$2,959.00 to \$3,374.00

## EEO

An equal opportunity employer to all regardless of race, color, religion, sex, gender identity or expression, national origin, age, ancestry, disability, marital status, political affiliation, sexual orientation, or genetic information.

## 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.

## WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as stated on this bulletin may apply for this examination at any time.

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

## FILING INSTRUCTIONS

**Final Filing Date:** Continuous

**Where to Apply:** Click the link at the bottom of this bulletin.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, please call the Department of Transportation at (916) 227-7858, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones and (800) 735-2922 from voice phones.

## ELIGIBLE LIST INFORMATION

An OPEN, MERGED eligible list will be established by the Department of Transportation. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 24 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

**PLEASE NOTE:** You must possess a valid and unrestricted Class "C" driver's license to compete in the

Caltrans Highway Maintenance examination.

**\*License is required at the time of application and online examination.**

### MINIMUM QUALIFICATIONS

Caltrans Highway Maintenance Worker class title requires possession of a valid and unrestricted Class "C" driver's license.

Either I

One year of experience in the California State Service performing the duties of a Service Assistant (Maintenance).

OR II

One year of experience in general laboring work in construction or maintenance. (Education equivalent to completion of the eighth grade may be substituted for the required experience.)

### POSITION DESCRIPTION

This is the entry and journey level in the highway maintenance specialty. Entry is typically from outside State service or from the Service Assistant (Maintenance) class. Incumbents operate specified vehicles requiring a Class C driver's license, such as light trucks, automobiles, highway maintenance, bridge maintenance, emergency service, construction, or landscape equipment; do miscellaneous laboring work in connection with the maintenance of the State highways and bridges including litter pickup, traffic control, tree maintenance, and maintenance of safety roadside rest areas; and do other related work.

May be required to work rotating or irregular shifts including weekends; may require work at considerable elevations over land or water from a swinging stage or platform (scaffolding); may require the safe installation and movement of scaffolding ; and may oversee the work of a group of non-State workers or community service workers.

Incumbents may also be assigned to perform non-equipment operation duties normally assigned to the class of Caltrans Landscape Maintenance Worker as part of their normal assignment.

### EXAMINATION INFORMATION

#### TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be attained. An applicant will receive his/her score upon completion of the Training and Experience Evaluation.

[Click here](#) to preview the Training and Experience Evaluation.

### KNOWLEDGE AND ABILITIES

Knowledge of:

1. Knowledge of minor construction, repair and maintenance work to ensure tools and facilities are in proper working condition.
2. Knowledge of arithmetic and its applications for simple measurements and ratios.

Ability to:

3. React quickly in unsafe situations to ensure well-being of self, co-workers, and the public.

4. Hear and see adequately to ensure personal safety and to successfully carry out work activities.
5. Diagnose and make minor repairs to equipment/vehicles to ensure they are in proper working condition.
6. Use various hand tools (e.g., picks, hoes, rakes, hoses, flag standard, cones, shovels) under various work/weather conditions to ensure successful completion of work activities.
7. Perform strenuous hand and mechanical labor following proper safety procedures to ensure successful completion of work activities.
8. Stand, walk or sit for long periods of time following proper safety procedures to ensure successful completion of work activities.
9. Use simple addition, subtraction, division and/or multiplication to calculate ratios, proportions and percentages.
10. Work in extreme weather conditions to ensure the successful completion of work tasks.
11. Understand written instructions/information to perform tasks required for job.
12. Communicate verbally in stressful situations (e.g., emergency situations, dealing with hostile/angry individuals).
13. Work well with others to complete a project/assignment.
14. Listen, understand and follow verbal instructions to ensure successful completion of job task.
15. Adapt to changes in priorities, work assignments and other interruptions that may impact pre-established courses of action for completing projects and assignments.

### VETERANS' PREFERENCE

Veterans Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

### CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

### ADDITIONAL DESIRABLE QUALIFICATION

**All Levels:** Equivalent to completion of 12<sup>th</sup> grade.

### CONTACT INFORMATION

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

California Department of Transportation  
Office of Examination and Recruitment Services  
P.O. Box 168036, MS 86  
Sacramento, CA 95816-8036  
916-227-7858

California Relay Service: 1-800-734-2929 (TTY), 1-800-735-2922 (Voice)

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

### SPECIAL REQUIREMENT

#### Drug testing Requirement

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.

## GENERAL INFORMATION

**For an examination with 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.

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

**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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** at <http://jobs.ca.gov/Profile/StateApplication> and local offices of the Employment Development Department.

**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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The Department of Transportation** reserves the right to revise the examination plan to better meet the needs of the service, should 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 contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may 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 plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification by [clicking here](#).

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

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 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 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. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs

## **TAKING THE EXAM**

**When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.**

**[Click here](#) to go to the Training and Experience Evaluation.**