



## Caltrans Highway Maintenance Worker

**Exam Code: 0PB29**

**Department:** Department of Transportation

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

**Caltrans Highway Maintenance Worker** – \$3,746.00 - \$4,270.00 per month. View the [classification specification](#) for the Caltrans Highway Maintenance Worker classification.

### APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

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

#### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

#### **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

## MINIMUM QUALIFICATIONS

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

### **Caltrans Highway Maintenance Worker**

Caltrans Highway Maintenance Worker class title requires possession of a valid and unrestricted Class "C" driver's license. **License is required at the time of application and online examination.**

#### **Either 1**

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

#### **Or 2**

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

### **Caltrans Highway Maintenance Worker**

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 SCOPE

This examination consists of the following components:

**Training and Experience Evaluation – Weighted 100% of the final score.**

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 received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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

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:

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

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Caltrans Highway Maintenance Worker** classification will be established by the California Department of Human Resources for use by:

### Department of Transportation

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

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

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 12th grade.

## EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**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.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

Take the online [Training and Experience Evaluation](#) for the **Caltrans Highway Maintenance Worker** classification.

## TESTING DEPARTMENTS

Department of Transportation

## CONTACT INFORMATION

Questions regarding this examination should be directed to:

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.

## 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 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

Examination and/or 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](#).

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.

The California Department of Human Resources (CalHR) 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.

**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 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) 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.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> 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.