

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin and click the examination link.*****

Training and Experience Examination

CalTrans Highway Maintenance Worker

Department of Transportation

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Section 1: Task Ratings for Highway Maintenance Worker

Instructions:

Using the rating scale(s) provided below, you will rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and WORK EXPERIENCE whether paid or volunteer.

Tasks:

1. Shoveling snow, dirt, leaves, woodchips, litter, etc., to clear way and ensure facilities are suitable for other activities.
2. Mowing landscape and non-landscape areas using proper manual and mechanical equipment to ensure aesthetic and safety standards.
3. Performing minor adjustments and repairs to vehicles to maintain upkeep and functionality (e.g., lube and oil changes, tire changes, repairs to window wipers).
4. Performing minor adjustments and repairs to tools and equipment to maintain upkeep and functionality.
5. Performing pre/post operation inspections of vehicles to ensure they are in working condition and meet safety standards and vehicle codes.
6. Performing pre/post operation inspections of tools and equipment to ensure they are in working condition and meet safety standards.
7. Cleaning vehicles to ensure they are in working condition in accordance with appropriate rules and regulations.
8. Cleaning tools and equipment to ensure they are in working condition in accordance with appropriate rules and regulations.
9. Transporting materials and equipment to and from work sites.
10. Hooking trailers to vehicles to enable the towing of materials/equipment to work destinations.
11. Towing trailers to destination to facilitate the successful completion of job tasks.
12. Cleaning and maintaining facilities to ensure proper working condition and presentability.
13. Maintaining good relations with members of the public and co-workers to facilitate communication and ensure the completion of job tasks.

14. Providing verbal/non-verbal instructions and/or directions to individuals to ensure information is disseminated to appropriate places and individuals are aware of their respective responsibilities.
15. Applying chains to vehicles and/or equipment in accordance with rules and regulations.

Section 2: KSA Ratings for Highway Maintenance Worker

Instructions:

Using the rating scale provided below, you will rate your experience in accordance to specific job-related knowledge and abilities.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and WORK EXPERIENCE whether paid or volunteer.

16. Ability to diagnose and make minor repairs to equipment/vehicles to ensure they are in proper working condition.
17. Ability to use various hand tools (e.g., picks, hoes, rakes, hoses, flag standard, cones, shovels) under various work/weather conditions.
18. Ability to use various pneumatic and power tools (e.g., jackhammers, chainsaws) under various work/weather conditions.
19. Ability to perform strenuous hand and mechanical labor following proper safety procedures.
20. Ability to stand, walk or sit for long periods of time following proper safety procedures to ensure successful completion of work activities.
21. Ability to lift and carry heavy objects in accordance with proper safety procedures.
22. Knowledge of minor construction, repair and maintenance work to ensure tools and facilities are in proper working condition.
23. Ability to use simple addition, subtraction, division and/or multiplication to calculate ratios, proportions and percentages.
24. Knowledge of arithmetic and its applications for simple measurements and ratios.
25. Ability to work in extreme weather conditions to ensure the successful completion of work tasks.
26. Ability to understand written instructions/information to perform tasks required for job.
27. Ability to communicate verbally in stressful situations (e.g., emergency situations, dealing with hostile/angry individuals).

28. Ability to work well with others to complete projects and assignments.
29. Ability to listen, understand and follow verbal instructions to ensure successful completion of job tasks.
30. Ability to work under the pressure of deadlines to ensure responsibilities are met.
31. Ability to adapt to changes in priorities, work assignments, and other interruptions that may impact pre-established course of action for completing projects and assignments.
32. Ability to crawl underneath equipment while checking and servicing equipment.
33. Ability to work in confined spaces to ensure the successful completion of work tasks.