



CALTRANS HEAVY EQUIPMENT MECHANIC

Departmental, Open Non-Promotional

Exam Code: 2TR99

Department: Transportation (Caltrans)

Bulletin Revised Date: April 9, 2019

Cut-off Date: Continuous

Salary: \$4,709.00 - \$5,428.00

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status.

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?

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

Once you have taken the examination, you may not retake for 12 months.

HOW TO APPLY

The link to connect to the Training and Experience Evaluation is located in the "Taking the Examination" section.

SPECIAL TESTING ARRANGEMENTS

If you require assistance or alternative testing arrangements due to a disability, please contact the Department of Human Resources (CalHR) listed in the "Contact Information" section.

POSITION STATEMENT

Under direction, an incumbent inspects equipment to locate and determine the extent of necessary repairs and the corrective action necessary; maintains and repairs automobiles, trucks, tractors, personnel hoists, graders, snowplows, pumps, air compressors, diesel and gasoline engines and similar equipment; constructs new special equipment or modifies

existing equipment including body frames and running gear; makes installation of, or repairs to, special equipment; operates and maintains tools and machinery used in the repair and maintenance of heavy maintenance and construction equipment; advises in the selection of parts and equipment; estimates repair costs; instructs operators in the proper operation and servicing of equipment; performs welding and brazing work; keeps simple records and completes reports; uses computer equipment to input time spent and tasks performed; may assist in instructing or giving direction to helpers, apprentices, Service Assistants (Automotive), or other employees; and performs other related work.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

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

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

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

MINIMUM QUALIFICATIONS

Possession of a valid Class C driver license. (Applicants who do not possess the license will be allowed to compete in the examination, but the license must be obtained prior to appointment.) **And**

Either 1

Completion of a recognized apprenticeship as a gas- and diesel-powered truck mechanic, or a heavy construction equipment mechanic. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but they must present evidence of completion of a recognized apprenticeship before they may be appointed.)

Or 2

Four years of varied mechanical experience consisting of diagnosis, repair and overhaul of major components on gas- and diesel-powered trucks or heavy construction equipment. An Associate of Arts Degree in Heavy Equipment Maintenance, Diesel Mechanics, or Heavy Equipment Mechanics or a certificate of completion from an accredited community college or equivalent degree or certificate approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 may be substituted for two years of the required experience. (Students who are within six months of completing their degree will be admitted to the examination but must present evidence of completion prior to appointment.)

ADDITIONAL DESIRABLE QUALIFICATIONS

A valid Class A or Class B driver license.

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

[Preview the Training and Experience Evaluation](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Diagnostic methods and systems (e.g., steering, suspension systems, transmissions, brakes, hydraulics, fuels, ignitions, emission controls, cooling and air conditioning) used in the construction, assembly, overhaul, repair, and adjustment of gas- and diesel-powered equipment and highway construction and maintenance equipment
2. Repair methods (e.g., steering, suspension systems, transmission, brake, hydraulic, fuel, ignition, emission control, cooling and air conditioning) used in the construction, assembly, overhaul, repair, and adjustment of gas- and diesel-powered equipment (e.g., buses, automobiles/trucks) and highway construction and maintenance equipment to ensure the maintenance and safe operation of equipment
3. Preventive maintenance methods and systems (e.g., steering, suspensions, transmissions, brakes, hydraulics, fuels, ignitions, emission controls, cooling and air conditioning) used in the construction, assembly, overhaul, repair, and adjustment of gas and diesel-powered equipment and highway maintenance and construction equipment to ensure the maintenance and safe operation of equipment
4. The procedures to jack, crib, and suspend highway equipment in compliance with maintenance plans, departmental codes of safe practices and the State and Federal Occupation Safety and Health Administration (OSHA)
5. The operation and diagnosis of computerized vehicle management systems (e.g., antilock brakes, engines, transmissions, controls) and use of diagnostic tools (e.g., scanners, laptops, meters, digital volt ohm meter used in the construction and maintenance of highways
6. The proper care, accountability and usage of equipment and electronic and computerized tools (e.g., hand, pneumatic, hydraulic) used for diagnostic, preventive maintenance, repair, construction, assembly, overhaul, and adjustment of all gas- and diesel-powered equipment (e.g., buses, automobiles/trucks), highway maintenance and construction equipment to ensure the maintenance and safe operation of equipment
7. Safety regulations and practices (e.g., Department of Transportation (DOT) Division of Equipment's (DOE) Code of Safe Practices, Material and Safety Data Sheets (MSDS), Operators Manuals, Injury and Illness Prevention Programs, California Vehicle Code: Title 13) to protect and maintain the safety of persons and property
8. Materials (e.g., fuel, oils, filters, metals, cleaning chemicals/solvents, welding rods, replacement parts) used for preventive maintenance and repair, construction, assembly, overhaul, and adjustment of gas- and diesel-powered equipment (e.g., buses, automobiles/trucks) and highway maintenance and construction equipment to ensure safe operating and well-maintained equipment

9. Highway maintenance and construction equipment and vehicle construction and repair (e.g., identification of component parts, collision repair techniques, frame repairs, and painting and refinishing applications)
10. Metal welding, fabricating, and cutting techniques and processes for various equipment and systems (e.g., highway maintenance and construction equipment, marine vessels, gas and diesel-powered and alternative-fuel automobiles and trucks, and electronic systems) in compliance with departmental codes of safe practices and the State and federal Occupation Safety and Health Administration (OSHA)

Ability to:

1. Use advanced electronic and computerized diagnostic equipment (e.g., scanners, laptops, meters, digital volt ohm meters for the diagnosis, testing, and repair of highway maintenance and construction equipment)
2. Operate powered materials handling equipment (e.g., forklifts, cranes, lifts) used in the diagnosis, preventive maintenance, repair, and construction of highway maintenance and construction equipment
3. Use machine shop equipment (e.g., brake lathes, engine lathes, milling machines, and welding equipment) used in the preventive maintenance repair, and construction of highway maintenance and construction equipment

ELIGIBLE LIST INFORMATION

A Departmental, Open Non-promotional eligible list for the **Caltrans Heavy Equipment Mechanic** classification will be established by the California Department of Human Resources (CalHR) for use by: Caltrans

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

VETERAN'S PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will be granted in this examination.

PREPARING FOR THE EXAMINATION

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

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 Heavy Equipment Mechanic** classifications.

CONTACT INFORMATION

Questions regarding this examination bulletin should be directed to:

California Department of Transportation
Office of Examination & Executive Selection Services
(916) 227-7858
California Relay Service: Voice (800) 735-2922
TTY: (800) 734-2929

Technical questions regarding the online examination or questions regarding special testing arrangements should be directed to:

California Department of Human Resources (CalHR)
Office of Examination Services
1-866-844-8671
California Relay Service: (7-1-1)
TTY: (916) 654-6336

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

GENERAL INFORMATION

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.

Caltrans 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.

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.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.

Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application ([CalHR Form 1093](#)) which is also available at CalHR, and the Department of Veterans Affairs.

Career Credits: In Open, Non-promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).