



Equipment Materiel Specialist

Exam Code: 3TR17

Department: Department of Transportation

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Equipment Materiel Specialist – \$3,919.00 - \$4,511.00 per month.

View the [classification specification](#) for the Equipment Materiel Specialist 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.

Equipment Materiel Specialist requires 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.)

Equipment Materiel Specialist

Either 1

One year of experience in the California state service performing the duties of a Service Assistant (Equipment Parts Operations).

Or 2

One year of experience in a construction equipment repair shop parts department, or two years of experience in an automotive repair shop or parts house performing journey person equipment parts duties that require the ordering, receiving, storing, selling and accountability of parts, materials, supplies, or equipment.

Or 3

Equivalent to an Associate of Arts Degree in General Business, Purchasing, Materiel Management, or another closely related subject area, with a minimum of 15 units of course work in Automotive Parts and Service, Automotive/Truck Mechanical/Electrical Repair or Automotive Technology.

POSITION DESCRIPTION

Equipment Materiel Specialist

This is the entry and journey person level of this series. Incumbents are responsible for purchasing, receiving, storing, issuing, shipping and disposing of construction and mobile equipment and materiel in a repair or fabrication shop for mobile equipment and ensuring compliance with Purchasing Delegation and other programs.

The Equipment Materiel Specialist series describes work concerned with the equipment materiel and related assets and services for the procurement, fabrication, maintenance, repair, and disposal of mobile equipment and support operational materiel and services. Incumbents receive and license new mobile equipment and prepare equipment check sheets. Incumbents prepare specifications for materiel and services; solicit bids; negotiate with vendors on price, delivery, or quality; award sub-purchase orders and

service contracts; establish and maintain vendor price files; work with shop personnel in determining exact materials needed; provide estimates; examine defective parts and process warranty adjustments; recommend substitutions; maintain, issue, and take inventory; audit field inventories; check and issue construction and mobile equipment; are responsible for property and forms management, telecommunications equipment, and asset audits and security; maintain/oversee accountability of property and equipment; provide accurate records of acquisition, maintenance, control, and disposition of such property and equipment; ensure prompt vendor performance; resolve receiving problems and ensure proper quality of merchandise received; coordinate shipments of material and mobile equipment; ensure the proper handling and documentation of records regarding hazardous substances, i.e., materials and waste; provide advice and consultation to Shop Superintendents, supervisors and other field personnel involved with procurement, accountability of equipment and property management; and perform other related work. Incumbents in the higher levels may act in a supervisory capacity.

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. Types and specifications of specialized construction equipment, tools, parts, accessories, and supplies.
2. Types and specifications of mobile equipment, tools, parts, accessories, and supplies.
3. Purchasing and ordering practices and procedures to procure parts and supplies.
4. Parts interchangeability to expedite the procurement of parts.
5. Electronic inventory accountability systems to aid the accuracy of inventory.
6. Stocking/inventory methods and procedures for parts, supplies and/or equipment.
7. Methods and practices used in receiving parts, supplies and equipment.
8. Methods and practices used in shipping parts, supplies and equipment.

9. Basic safe work practices to protect self and others in the workplace.
10. Proper filing techniques to create and maintain an organized series of necessary files of varying types to store and retrieve hardcopy/electronic information.
11. Different units of measurement (e.g., cases, individual units) for checking, counting, shipping, and tracking material.
12. Basic mathematical operations (e.g., addition, subtraction, multiplication, division, percentages, order of operations) for checking, counting, shipping, and tracking material.
13. Common forms and documents used in receiving and shipping parts, supplies, and/or equipment.

Ability to:

1. Use electronic inventory accountability systems to aid the accuracy of inventory.
2. Use and interpret manufacturers' catalogs, parts lists, and web based listings to procure the proper parts and supplies.
3. Store parts, supplies, and equipment in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
4. Determine and execute proper storage methods, identification, and stock location based on shelf life and space availability.
5. Practice personal safety and vigilance in the identification of safety or security hazards to actively support a safe and hazard free working environment.
6. Organize information from various sources in a semantically or categorically functional order.
7. Operate a personal computer (PC) in order to perform daily job duties.
8. Verbally communicate with others to convey information effectively.
9. Establish and maintain effective working relationships with others (e.g., employees, vendors, truck drivers, the public) to create a productive environment.
10. Read and comprehend written materials (e.g. references, summaries, memos, letters) in order to apply information and determine appropriate courses of action.
11. Prepare transaction documents [e.g., Materiel Transaction Document (MTD), Purchase Order (PO), Credit Card Purchase Order (CPO), Bill of Lading, freight labels] for parts, supplies and accessories.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Equipment Materiel Specialist** classification will be established by the California Department of Human Resources for:

California 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 **twelve (12) 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.

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](#).

TESTING DEPARTMENTS

California Department of Transportation

CONTACT INFORMATION

Questions regarding this examination should be directed to:

California Department of Transportation
Office of Examinations and Recruitment Services

P.O. Box 168036, MS 86
Sacramento, CA 95816-8036
(916) 227-7858

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

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

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 12th 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.