



**EQUIPMENT MATERIEL SPECIALIST**

**Class Code: 1552 - Exam Code: 3TR17**

**Department(s): Department of Transportation**

**Opening Date: March 22, 2013 at 12:00 PM**

**Closing Date: Continuous**

**Type of Examination: Departmental Open**

**Salary: MONTHLY-RANGED-SALARY - \$3,534.00 to \$4,069.00**

**Tenure/Time-base: Permanent Full-time  
Permanent Part-time  
Permanent Intermittent  
Limited Term Full-time  
Limited Term Part-Time  
Limited Term Intermittent**

**Location(s): Dist. 01 Caltrans Eureka  
Dist. 02 Caltrans Redding  
Dist. 03 Caltrans Marysville  
Dist. 04 Caltrans Oakland  
Dist. 05 Caltrans San Luis Obispo  
Dist. 06 Caltrans Fresno  
Dist. 07 Caltrans Los Angeles  
Dist. 08 Caltrans San Bernardino  
Dist. 09 Caltrans Bishop  
Dist. 10 Caltrans Stockton  
Dist. 11 Caltrans San Diego  
Dist. 12 Caltrans Irvine  
Sacramento County**

**EEO**

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.

## WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Examination at any time.

**Once you have taken the Training and Experience 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, contact the California Department of Human Resources (CalHR), Examinations Unit at (866) 844-8671, 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

A departmental open, merged eligible list will be established for the Department of Transportation in all districts and Sacramento County. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. **Eligibility expires twelve (12) months after it is established.** Competitors must then retake the Training and Experience Examination 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.

## MINIMUM QUALIFICATIONS

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.)

### 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 journeyman 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 materiel 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 INFORMATION

### Training and Experience Examination – Weighted 100%

The examination will consist solely of a Training and Experience Examination. 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 Examination process.

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

## KNOWLEDGE AND ABILITIES

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.

## **VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 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.

## **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 QUALIFICATIONS**

Education equivalent to the 12th grade.

## **CONTACT INFORMATION**

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

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.

## GENERAL INFORMATION

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov) 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 California 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.

**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 Codes 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 <https://jobs.ca.gov/Public/Jobs/Veterans.aspx> and the Department of Veterans Affairs.

## TAKING THE EXAM

**When you click the link below, you will be directed to the Training and Experience Examination. At the end of the Training and Experience Examination, once you click on "Score My Exam", it will be instantly scored. You will not be able to go back to review and/or change your answers.**

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