



## Maintenance Mechanic

Exam Code: 4PB15

Department: State of California  
Opening Date: 8/27/2014  
Final Filing Date: Continuous  
Type of Examination: Servicewide, Open

### CLASSIFICATION DETAILS

**Maintenance Mechanic** – \$4,379.00 - \$5,541.00 per month

#### Who Should Apply:

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

#### How to Apply:

Self-scheduling for this examination is offered on a first-come-first-served basis for each written exam date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific written exam date, additional self-scheduling dates and exam locations will be posted. If you schedule an exam date and do not appear, you will not be able to re-schedule for at least 6 weeks.

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

Check this bulletin regularly for future exam dates.

**ON THE SELF-SCHEDULING DATE, PLEASE GO TO THE “Taking the Exam” SECTION OF THIS BULLETIN TO BEGIN THE SCHEDULING PROCESS.**

### 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.

## **Maintenance Mechanic**

### **EITHER 1**

Completion of a [recognized apprenticeship in a mechanical trade](#). (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but must present evidence of completion prior to appointment.)

### **OR 2**

Three years of varied experience as a [Building Maintenance Worker](#) in California state service which must have included working in at [least three of the following areas: electrical, plumbing heating, water and power systems, repairing various mechanical and automotive equipment, and performing minor building construction, repair and painting](#).

### **AND**

Education: [Completion of 576 hours of formalized technical instruction](#) relating to Maintenance Mechanic offered by such established programs as Job Corps, Skills Center, ROP, Trades Schools, Military and JTPA (Joint Training Partnership Act). (An Associate of Arts or Certificate in Mechanical Technology from a California Community College, which must have included at least 12 semester units of mechanical trades courses may be substituted for the 576 hours of the technical instruction.) Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment. (Two additional qualifying years of experience may be substituted for required education.)

### **OR 3**

Four years of varied experience in the Mechanical Trades which must have included experience working [in at least three of the following areas, electrical, plumbing, heating, water and sewer systems, repairing various mechanical and automotive equipment, and performing minor construction, repair and painting](#).

### **AND**

Education: [Completion of 576 hours of formalized technical instruction](#) relating to Maintenance Mechanic offered by such established programs as Job Corps, Skills Center, ROP, Trades Schools, Military and JTPA (Joint Training Partnership Act). (An Associate of Arts or Certificate in Mechanical Technology from a California Community College, which must have included at least 12 semester units of mechanical trades courses may be substituted for the 576 hours of the technical instruction.) Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment. (Two additional qualifying years of experience may be substituted for required education.)

## POSITION DESCRIPTION

### **Maintenance Mechanic**

Under general direction to perform miscellaneous skilled work in the maintenance, alteration, and repair of buildings and mechanical systems may instruct, lead, or supervise inmates, wards or resident workers; and to do other related work.

Positions in this class require the independent performance of a wide variety of skilled maintenance tasks. Technical supervision at the supervisor level is rarely available. Positions generally exist at small institutions or in agencies where technical supervision is rarely available.

Inspects, maintains, and repairs plumbing, heating, water and sewer systems; does electrical maintenance and repair work, repairs laundry, farm, shop, and automotive equipment, does miscellaneous minor building construction and repair work, does miscellaneous interior and exterior painting, refinishes furniture, estimates and requisitions materials and supplies; keeps tools and equipment in good condition, keeps records and prepares reports.

Positions exists throughout the State of California.

## EXAMINATION SCOPE

This examination consists of the following components:

**Multiple Choice Written Examination** – Weighted 100% of the final score

A final score of 70% must be attained to be placed on the eligible list.

The examination for Maintenance Mechanic consists of the following three test sections:

1. Carpentry Knowledge
2. Plumbing Knowledge
3. Electrical Knowledge

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 on measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Construction process and methods used in the fabrication, maintenance and repair of structures (e.g., furniture, cabinets, wood and steel framing, concrete work, roofing) and fixtures to accomplish work assignments, and to provide direction/information and training.

2. Construction materials (e.g., grades and types of lumber, piping, design mix of concrete, shingles, weather proofing) used in the maintenance and repair of structures and fixtures (e.g., concrete, wood and metal framework, roofing, woodworking) to accomplish work assignments and to provide direction/information and training.
3. General construction practices and procedures involved in the maintenance and repair of building structures and fixtures.
4. Structural hardware and seismic hold downs to secure structures in compliance with building codes.
5. Title 24 of the Americans with Disability Act (ADA) to ensure building structures are in compliance.
6. The principles, methods, tools, and equipment used in plumbing to ensure adherence to departmental quality standards and the Uniform Plumbing Code.
7. The processes for conducting inspections of standard plumbing installations concerned with various applications (e.g., water, gas, sewage) to ensure proper function, safety, and maximum efficiency.
8. Various types of pipe (e.g., galvanized, copper, plastic) and their uses/properties in order to properly plan, conform to the Uniform Plumbing Code, and complete plumbing projects.
9. Plumbing design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models
10. The principles and methods (e.g., conduit bending, wire pulling, rating of equipment) used in the maintenance and repair of electrical systems and components (e.g., wiring, switches, lighting, transformers, high voltage, switchboards, motor control centers) to accomplish work assignments.
11. Materials, tools, and equipment (e.g., cable reels, conduit benders, stripping tools, voltage or current meters, wire or cable cutters) used in the installation, maintenance, and repair of electrical systems and components (e.g., wiring, switches, lighting, transformers, high voltage, switchboard, motor control centers) to accomplish work assignments.
12. Components of heating, ventilation, and air conditioning (HVAC) equipment (e.g., refrigerant, compressor, condenser coil, expansion valve, evaporator coil) to assess HVAC operation and repair malfunctioning systems
13. Tools (e.g., drill driver, table saws, band saw, welding machines) used in the fabrication, maintenance and repair of structures and fixtures (e.g., concrete, tile, wood and metal framework, roofing, woodworking) to accomplish a work assignment, and to provide

direction/information and training.

14. Construction equipment (e.g., forklift, scissor lifts, compressors, generator) used in the maintenance and repair of structures and fixtures to accomplish work assignments, and to provide direction/information, and training.

15. The functions of meters, gauges, and pressure indicators to ensure building systems are functioning properly.

16. Manual hand tools used in the completion of electrical, plumbing, mechanical and construction work.

17. Drain or pipe clearing/cleaning equipment (e.g., sewer auger machine, hand spinners, handheld electric snake, toilet augers) to facilitate plumbing activities.

18. Personal Protective Equipment (PPE) to safely complete work assignments.

19. Safe and responsible operation, maintenance, and organization required for tools and equipment used in carpentry, plumbing, mechanical and electrical work to protect self and others in the work place.

20. Safe lifting and handling procedures when transporting building materials, tools, and other items used at project work sites to avoid injuries and comply with safe handling procedures.

## ELIGIBLE LIST INFORMATION

A service-wide, open eligible list for the **Maintenance Mechanic** classification will be established for:

State of California (all State of California departments, statewide)

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **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.

Veteran 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 are not granted for examinations administered on an Open basis or Promotional basis.

## EXAMINATION INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to print his/her "Notice to Appear" and present the notice on the date, time, and location of the test date.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available at** [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [classification specification](#).

**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.

**Security and Confidentiality of Examination:** Pursuant to Government Code Section 19860. "It is unlawful for any person: (a) Willfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination, application, or employment under this part or board rule. (b) Willfully and falsely to mark,

grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined. (c) Willfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule.”

Pursuant to Government Code 19681. “It is unlawful for any person: (a) To practice any deception or fraud with regard to his identity in connection with any examination, application, or request to be examined. (b) To obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination questions or materials for the purpose of instructing or coaching or preparing candidates for examinations. (c) To use any unfair means to cause or attempt to cause any eligible to waive any rights obtained under this part.”

## 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 offices 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 EXAM

**You must schedule yourself to participate in this written examination.** Self-scheduling for this examination is offered on a first-come-first-served basis for each written date. Although seating is limited and scheduling will conclude once all the available seats are filled for a specific written exam date, additional self-scheduling dates and test locations will be posted in the future.

## Self-Scheduling Opens

## Written Exam Date(s)

## Exam Location(s)

Test dates are posted here as needs warrant. Please check this area periodically for open testing.

[Schedule](#) a written exam for the Maintenance Mechanic classification.

**Please note: If you have a disability and need special testing arrangements, please select the Reasonable Accommodation box during the self-scheduling process.**

### TESTING DEPARTMENTS

State of California (all State of California departments)

### CONTACT INFORMATION

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
[CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)  
TTY is a Telecommunications Device for the Deaf, 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

The Examination/Employment Application (STD 678) is available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer account ([www.CalCareers.ca.gov](http://www.CalCareers.ca.gov)).

**If you meet the requirements** stated on this examination bulletin, you may take this competitive examination. 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 scores.

**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 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 exam bulletin.