



MAINTENANCE WORKER, TUNNELS AND TUBES

Departmental Open, Non-Promotional

EXAM ID: 4TR95

Department: Caltrans

Bulletin Revision Date: 1/03/2019

Cut-off Date: Continuous

Salary: \$4,624.00 to \$4,855.00

INTRODUCTION

Caltrans is pleased to announce the posting of the Maintenance Worker, Tunnels and Tubes examination. Employment from this examination will be offered in Caltrans District 4 (Oakland). Candidates may only establish eligibility in Caltrans District 4 (Oakland).

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans strives to maintain a diverse workforce and to provide EEO to all applicants, employees, clients, and customers, without regard to 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 list eligibility, you may not reapply for 12 months from your eligibility date. Candidates that are unsuccessful in the examination must wait six (6) months from the testing date before reapplying to take the examination.

FILING INSTRUCTIONS

Candidates are required to submit: 1) [Standard State Application](#) (STD 678) and 2) [Training and Experience Evaluation](#).

Applications ([STD 678](#)) must be received or postmarked no later than the final filing date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Faxed or emailed applications will NOT be accepted. **THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

***FILE BY MAIL:**

Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

***FILE IN PERSON:**

Caltrans
Examination Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

***Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

POSITION STATEMENT

This is the learner and first working level of the series. Under supervision, incumbents do a variety of semiskilled manual tasks in the maintenance and repair of equipment used in the operation of tunnel and tube facilities for vehicular traffic including motors, ventilation fans, water pumping equipment, electronic systems, electrical systems and lighting; assist in the operation of such equipment; and do other related work.

ELIGIBLE LIST INFORMATION

An Open, Non-promotional spot eligible list will be established for Caltrans in District 4. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and applicant signature. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I,” “or II,” “or III,” etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional

experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements. 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/6710.aspx>

MINIMUM QUALIFICATIONS

Possession of a valid Class C driver license. Applicants who do not possess this license will be admitted to the examination, but must secure the license prior to appointment.

Either I

One year of experience as an assistant to an operator of vehicular traffic tunnels or tubes.

Or II

Two years of experience in semiskilled maintenance and repair of building or industrial heating, ventilating, or air conditioning systems.

EXAMINATION INFORMATION

This examination will consist of a Training and Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Please click [HERE](#) to access the Training and Experience Evaluation.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Common methods, practices, and materials used in the installation, operation, maintenance, and repair of vehicular traffic tunnel or tube equipment and facilities
2. Safety practices required in vehicular tunnel and tube operations

Ability to:

1. Do a variety of semiskilled electrical, mechanical, and electronic maintenance and repair tasks

2. Follow directions
3. Communicate at a level required to perform the essential functions of the job
4. Receive and relay information by radio, internet, or telephone

SPECIAL PERSONAL CHARACTERISTICS

1. Willingness to work day, swing and night shifts, or irregular shifts including weekends and holidays.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid and unrestricted Class A or Class B driver license.

SPECIAL REQUIREMENTS

Applicants for positions in these classes are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

VETERANS' 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.

CONTACT INFORMATION

For more information regarding this examination, please contact the examination analyst at (916) 227-7855.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at <https://jobs.ca.gov/Profile/StateApplication>, California Department of Human Resources (CalHR) offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does

not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

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.
3. 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 available at <https://jobs.ca.gov/CalHRPublic/Landing/Veterans.aspx>, 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).

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

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the Caltrans Office of Examinations and Executive Selection Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.