

**DEPARTMENT OF TRANSPORTATION  
OFFICE OF EXAMINATIONS  
MAINTENANCE WORKER, TUNNELS AND TUBES  
TRAINING AND EXPERIENCE EVALUATION**

The Maintenance Worker, Tunnels and Tubes examination is being given on an Open, Non-promotional, continuous basis.

**This questionnaire is your entire exam** and is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Candidates are responsible for reading all of the material provided prior to completing this questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered and/or assumed. *Resumes, letters of reference, and other materials will not be evaluated or considered* as responses to items in the Training and Experience Evaluation.

**(NOTE:** Failure to meet the entrance requirements and/or to complete this evaluation accurately will result in elimination from this examination.)

*Candidates who fail to follow the instructions and/or who solicit input or assistance from others to complete this questionnaire will be eliminated from the examination.*

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS TRAINING AND EXPERIENCE EVALUATION FOR YOUR RECORDS. The Department of Transportation will NOT provide you a copy of your Training and Experience Evaluation.

**THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand that the information provided by me (without assistance from others) on this Training and Experience Evaluation is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment, and may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME (PRINT):** \_\_\_\_\_

**EXAMINATION TITLE:** \_\_\_\_\_

The completed Training and Experience Evaluation can be mailed and/or personally hand delivered to:

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

**File in person: Caltrans  
1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor  
Sacramento, CA 95816  
(916) 227- 7858**

Facsimile (FAX) or electronically mailed (e-mailed) Training and Experience Evaluation **will not** be accepted

**Failure to submit your Training and Experience Evaluation by 6/30/16 will result in elimination from the examination process.**

**MAINTENANCE WORKER, TUNNELS AND TUBES**  
**Training and Experience Evaluation**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**PART I - EMPLOYMENT HISTORY**

Instructions: Please describe your work experience as it relates to the **Maintenance Worker, Tunnels and Tubes** position. Begin with your most recent position. The *EXPERIENCE CODE* will be used in Part II to identify where you worked. You may include additional pages if necessary.

**EXPERIENCE CODE A**

Employer Name: \_\_\_\_\_

Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EXPERIENCE CODE B**

Employer Name: \_\_\_\_\_

Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EXPERIENCE CODE C**

Employer Name: \_\_\_\_\_

Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EXPERIENCE CODE D**

Employer Name: \_\_\_\_\_

Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

# MAINTENANCE WORKER, TUNNELS AND TUBES

## Training and Experience Evaluation

### PART II - WORK EXPERIENCE

#### INSTRUCTIONS

**Step 1:** In the *Experience Code* column, use the codes from PART I of this questionnaire to indicate where you performed the activity and/or acquired the task or knowledge. You may list more than one code per item, if applicable.

**Step 2:** For each item listed on pages 4, 5, and 6, place an "X" in the column that most accurately represents the Experience you have AND the Amount of Time your experience represents.

#### SAMPLE

		CODE	EXPERIENCE				AMOUNT OF TIME			
		Experience Code(s)	I have had no training or experience with this task.	I have had training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently	I possess less than one (1) year of experience with this task.	I possess one (1) to two (2) years of experience with this task.	I possess two (2) to three (3) years of experience with this task.	I possess more than three (3) years of experience with this task.
1.	<b>(Sample Item)</b> Maintaining records of maintenance work performed	<b>A &amp; C</b>			X			X		

# MAINTENANCE WORKER, TUNNELS AND TUBES

## Training and Experience Evaluation

### PART II-WORK EXPERIENCE

PRINT NAME: \_\_\_\_\_

		CODE	EXPERIENCE				AMOUNT OF TIME			
		Experience Code(s) (FROM PART I)	I have had no training or experience with this task.	I have had training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently.	I possess less than one (1) year of experience with this task.	I possess one (1) to two (2) years of experience with this task.	I possess two (2) to three (3) years of experience with this task.	I possess more than three (3) years of experience with this task.
1.	Performing a variety of semiskilled manual tasks used in the operation of tunnels and tubes facilities  <i>Semiskilled manual tasks may include: lubricating bearings and machinery, changing oil, replacing fuses and light bulbs, etc.</i>									
2.	Maintaining and repairing of building heating, ventilating, or air conditioning systems  <i>Buildings and facilities such as schools, hospitals, factories, stores, and commercial office buildings</i>									
3.	Maintaining and repairing of industrial heating, ventilating, or air conditioning systems									
4.	Maintaining and repairing of industrial electrical and mechanical equipment including but not limited to motors, ventilation fans, and water pumping equipment									

# MAINTENANCE WORKER, TUNNELS AND TUBES Training and Experience Evaluation

## PART II-WORK EXPERIENCE (CONTINUED)

PRINT NAME: \_\_\_\_\_

**INSTRUCTIONS:** In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Place an "X" in the column that most accurately represents the **experience** you have **AND** the **amount of time** your experience represents.

		CODE	EXPERIENCE				AMOUNT OF TIME			
		Experience Code(s) (FROM PART I)	I have had no training or experience with this task.	I have had training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently.	I possess less than one (1) year of experience with this task.	I possess one (1) to two (2) years of experience with this task.	I possess two (2) to three (3) years of experience with this task.	I possess more than three (3) years of experience with this task.
5.	Monitoring and operating electronic, electrical and lighting controls  <i>Such controls may include: fire alarm, telephone, remote television cameras, lighting systems, switches and breakers</i>									
6.	Performing routine maintenance and monitoring electronic, electrical, lighting, and mechanical systems to ensure equipment are functioning properly									
7.	Maintaining records of maintenance work performed									
8.	Operating commercial motor vehicles to provide emergency towing assistance									
9.	Utilizing radio, internet or telephone to receive and relay information									
10.	Performing building maintenance tasks including but not limited to cleaning buildings and restrooms, sweeping floors, stairs, hallways, landings, sidewalks, exhauster, blower ducts, sumps, tunnels and tubes to ensure facilities and equipment are free from debris									
11.	Wiping down and cleaning handrails, blowers, motors, pedestals, chain guards, and blower ducts to ensure facilities and equipment are free from debris									