

**DEPARTMENT OF TRANSPORTATION (Caltrans)
OFFICE OF EXAMINATIONS
OPERATOR, TUNNELS AND TUBES
TRAINING AND EXPERIENCE EVALUATION**

The Department of Transportation (DOT) Operator, Tunnels and Tubes examination is being given on an Open Non-promotional continuous basis. This examination will consist solely of this self-assessment Training and Experience Evaluation.

This questionnaire is your entire examination 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 questionnaire 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. Caltrans 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: OPERATOR, TUNNELS AND TUBES

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 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227- 7858**

Facsimile (FAX) or electronically mailed (e-mailed) training and experience evaluations **will not** be accepted

Failure to submit your Training and Experience Evaluation along with your STD 678 State Application by the cutoff date listed on the bulletin will result in elimination from the examination.

OPERATOR, TUNNELS AND TUBES Training and Experience Evaluation

Name: _____

Date: _____

PART I - EMPLOYMENT HISTORY

Instructions: Please describe your work experience as it relates to the **Operator, 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: _____

OPERATOR, 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 and 5, 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 between one to two (1) to (2) years of experience with this task.	I possess between two to three (2) to (3) years of experience with this task.	I possess more than three (3) years of experience with this task.
1.	(Sample Item) Maintaining records of maintenance work performed	A & C				X		X		

OPERATOR, TUNNELS AND TUBES Training and Experience Evaluation

PART II-WORK EXPERIENCE

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 between one (1) to two (2) years of experience with this task.	I possess between 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 maintenance and repair of equipment used in the operation of tunnels and tubes facilities <i>Semiskilled manual tasks may include: lubricating, changing oil, replacing fuses, and light bulbs, etc.</i>									
2.	Assisting in the operation of the control room console and communication equipment used in tunnels and tubes facilities									
3.	Monitoring all controls, lighting, fire alarm systems, telephones, carbon monoxide analyzer systems, and remote television cameras used in tunnels and tubes facilities									
4.	Maintaining records of maintenance work performed									
5.	Operating communication equipment to accurately transmit information about tunnels and tubes related problems and/or emergencies									
6.	Maintaining buildings, restrooms, sumps, sump pumps in buildings, roadway sumps, tunnels and tubes to ensure equipment is free from debris									
7.	Cleaning and wiping down of handrails, blowers, motors, pedestals, chain guards, and blower ducts to ensure facilities and equipment are free from debris									

OPERATOR, TUNNELS AND TUBES Training and Experience Evaluation

PART II-WORK EXPERIENCE

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 between one (1) to two (2) years of experience with this task.	I possess between two (2) to three (3) years of experience with this task.	I possess more than three (3) years of experience with this task.
8.	Sweeping of floors, stairs, hallways, landings, sidewalks, exhauster and blower ducts to ensure facilities and equipment are free from debris									
9.	Identifying problem and location of an emergency to prevent property damage, possible injury, delays, and inconvenience to workers and the traveling public									



STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION

CONDITIONS OF EMPLOYMENT

Division of Human Resources – Exam and Recruitment Services
PM-EX-0631 (Rev. 01/2015)

EXAMINATION TITLE

OPERATOR, TUNNELS AND TUBES

EXAMINATION CODE

5TR16

EXAMINATION DATE

CANDIDATE NAME – (PLEASE PRINT – (Last Name, First Name, Middle Initial))

If you are successful in this examination, your name will be placed on an active employment list for the location you select and referred to fill vacancies according to the conditions you specify on this form.

PLEASE CHECK THE BOXES NEXT TO THE DISTRICT(S) WHERE YOU WISH TO WORK.

DISTRICT 4 – OAKLAND

DISTRICT 5 – SAN LUIS OBISPO

DISTRICT 8 – SAN BERNARDINO

PLEASE CHECK ONE BOX ONLY NEXT TO THE TYPE OF APPOINTMENT YOU WILL ACCEPT.

A11 PERMANENT OR TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT

C55 PERMANENT OR TEMPORARY – FULL TIME ONLY

M44 PERMANENT OR TEMPORARY – PART TIME OR INTERMITTENT ONLY

D58 PERMANENT ONLY – FULL TIME ONLY

K85 TEMPORARY ONLY – FULL TIME ONLY

R41 PERMANENT – PART TIME OR INTERMITTENT OR TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT

Privacy Statement

Please notify the Department of Transportation promptly of any changes in your address or availability for employment.