



HIGHWAY EQUIPMENT SUPERINTENDENT I DEPARTMENTAL PROMOTIONAL

Exam Code: 6TR16

Department:	Caltrans
Bulletin Release Date:	03/15/2016
Final Filing Date:	Continuous
Salary:	\$4,944.00 to \$6,136.00

INTRODUCTION

Caltrans is pleased to announce the posting of the Highway Equipment Superintendent examination. Employment from this examination may be offered in all Districts and Sacramento County.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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 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?

This is a Departmental Promotional examination for Caltrans. Applicants must be:

- 1) A permanent civil service appointment with Caltrans as of the final filing date in order to participate in the examination; or
- 2) Have been employed with Caltrans within the last three years, without a break in State civil service; or
- 3) A current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
- 5) A person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

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

***FILE IN PERSON:**

**Caltrans
Exam 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.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

POSITION STATEMENT

The Highway Equipment Superintendent series describes supervisory classes in the Department of Transportation responsible for the administration of shop, office, and parts activities and/or the development, implementation, and coordination of policies and procedures related to the activities of procurement, repair, maintenance, fabrication and disposal of heavy equipment and other vehicles.

The Highway Equipment Superintendent series describes work performed in the management of field repair shops, and the fabrication shops or specialized staff assignments overseeing fleet management, budgeting, operator training, maintenance and repair of equipment used in maintenance, traffic monitoring, highway safety and construction work on the State highway system, and other related work.

Under direction, the Highway Equipment Superintendent I either (1) has charge of all shop and office and parts activities of a small field shop; or (2) acts as a principal assistant at a large shop; or (3) serves as staff assistants in the Headquarters operation responsible for the statewide coordination of a specific activity.

ELIGIBLE LIST INFORMATION

A Departmental Promotional eligible list will be established for Caltrans in all Districts and Sacramento County. 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 by the final filing date. 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 an original 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.

MINIMUM QUALIFICATIONS

EITHER I

Two years of experience in the California state service performing the duties of a Highway Mechanic Supervisor II.

OR II

Three years of experience in the California state service performing the duties of a Highway Mechanic Supervisor I.

OR III

Five years of experience in the construction or repair of automotive and heavy construction equipment, two years of which shall have been in supervising the work of six or more journey level mechanics or machinists engaged in constructing or repairing a general line of automotive or construction equipment. (Experience used to meet this requirement must be comparable in level to two years as a Highway Mechanic Supervisor II or three years comparable in level to a Highway Mechanic Supervisor I in the California state service.) (Graduation from college with major work in mechanical engineering may be substituted for two years of the nonsupervisory experience.)

Please click on the link below to review the official California State Personnel Board class specification:

<http://www.calhr.ca.gov/state-hr-professionals/pages/6822.aspx>

EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

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

Applications will be processed on the last day of each month.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Types, models, costs, capacity, operative characteristics, principles, and practices employed in the construction, operation, maintenance, use, and repair of gas- and diesel-powered and alternative-fuel vehicles, and heavy construction and maintenance equipment
2. Approved methods, costs, tools, and equipment used for the repair and fabrication of the equipment used in the maintenance and construction of highways and appurtenant structures
3. Requirements of regulatory programs and mandates (including air quality and Facility Pollution Prevention Plan)
4. Safety regulations governing shop operation, including facility safety requirements, the Hazardous Materials Communications Program, the Lead Compliance Plan and other rules in the Injury & Illness Prevention Plan, Titles of the California Code of Regulations, and General Industry Safety Orders
5. Training and development practices
6. Principles of effective supervision
7. Methods of keeping records of equipment and perpetual inventory
8. Guidelines, techniques, and procedures for developing, adopting, implementing, and administering rules pertinent to the assembly, maintenance, and repair field
9. Electronic data collection systems
10. Caltrans' Equal Employment Opportunity Program objectives
11. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment objectives
12. Caltrans' health, safety, and labor relations program
13. The Progressive Discipline Process

Ability to:

1. Read and write English at a level required for successful job performance
2. Analyze situations accurately and take effective action
3. Locate trouble in equipment
4. Analyze causes of breakdown or excessive wear of equipment
5. Make estimates of the cost of repairing equipment and determine feasibility of repairs
6. Monitor expenditures and operate within a budget
7. Direct the work of others
8. Gather and analyze data
9. Reason logically, draw valid conclusions, and make appropriate recommendations
10. Work successfully with others to gain their respect and confidence.
11. Effectively contribute to Caltrans' Equal Employment Opportunity objectives
12. Direct the shop, office, and parts activities of a small field shop

13. Act as a principal assistant at a large shop
14. Operate a computer and utilize basic computer applications
15. Communicate effectively at a level required for successful job performance

VETERANS' PREFERENCE

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227- 4177.

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/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

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.

The testing department 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the California Department of Human Resources or <http://www.jobs.ca.gov/>.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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 Caltrans, Office of Examinations and Recruitment 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.