



Equipment Materiel Manager I

Open Non-Promotional

Exam Code: 6TR61

Department: Caltrans

Bulletin Release Date: July 19, 2016

Cut-off Date: Continuous (cut-off: Last business day of each month)

Monthly Salary: \$4,608.00 - \$5,211.00

INTRODUCTION

Caltrans is pleased to announce the posting of the Equipment Materiel Manager I 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?

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination. Once you have taken the examination, you may not reapply for twelve (12) months.

FILING INSTRUCTIONS

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

Applications (STD 678) must be received or postmarked no later than the cut-off date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. 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

The Equipment Materiel Specialist series describes work concerned with the equipment materiel and related assets and services for the procurement, fabrication, maintenance, repair, and disposal of mobile equipment and support operational materiel and services. Incumbents receive and license new mobile equipment and prepare equipment check sheets. Incumbents prepare specifications for materiel and services; solicit bids; negotiate with vendors on price, delivery, or quality; award sub-purchase orders and service contracts; establish and maintain vendor price files; work with shop personnel in determining exact materials needed; provide estimates; examine defective parts and process warranty adjustments; recommend substitutions; maintain, issue, and take inventory; audit field inventories; check and issue construction and mobile equipment; are responsible for property and forms management, telecommunications equipment, and asset audits and security; maintain/oversee accountability of property and equipment; provide accurate records of acquisition, maintenance, control, and disposition of such property and equipment; ensure prompt vendor performance; resolve receiving problems and ensure proper quality of merchandise received; coordinate shipments of materiel and mobile

equipment; ensure the proper handling and documentation of records regarding hazardous substances, i.e., materials and waste; provide advice and consultation to Shop Superintendents, supervisors and other field personnel involved with procurement, accountability of equipment and property management; and perform other related work. Incumbents in the higher levels may act in a supervisory capacity.

This is the first supervisory level of this series. Incumbents (1) perform the more difficult staff responsibilities and supervise a staff engaged in equipment materiel operations; or (2) administer one of the more difficult Headquarters equipment materiel programs, such as the Equipment Transportation Program.

ELIGIBLE LIST INFORMATION

An Open, Non-promotional statewide 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 24 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 cut-off 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, and the duties performed. 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 possessing 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

One year of experience in the California state service performing the duties of a Senior Equipment Materiel Specialist.

Or II

Two years of experience in the California state service as an Equipment Materiel Specialist.

Or III

Three years of experience in a construction equipment repair shop parts department or an automotive repair shop or parts house performing equipment parts duties, at least one year of which shall have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include at least one year of experience as a Senior Equipment Materiel Specialist.)

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/1552.aspx>

EXAMINATION INFORMATION

This examination will consist of a Training & Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. Click [HERE](#) to access the Training and Experience Evaluation.

Applications will be accepted on a continuous basis. The cutoff date will be the last business day of each month. The first cutoff will occur on August 31, 2016

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Types, specifications, and identification of specialized construction and mobile equipment, tools, parts, accessories, and supplies
2. Purchasing methods, ordering, receiving, storing, and issuing practices and procedures including the keeping of receiving, shipping, inventory, and disposal records
3. The State of California and departmental purchasing, storing, record-keeping, shipping, and safety regulations and procedures, including those for hazardous materials
4. Parts interchangeability
5. The Division of Equipment's inventory accountability systems (e.g., Fleet Anywhere)
6. California Department of Motor Vehicle and California Air Resources Board registration procedures
7. Hazardous materials laws and regulations
8. Contract procedures
9. Inventory management, records retention, auditing procedures, and internal controls
10. Principles of effective supervision
11. Supervisor's role in the Equal Employment Opportunity Program and the processes available to meet program objectives

12. Safe work practices and safety regulations governing shop operation, including facility safety requirements, and a supervisor's role in maintaining an effective Injury and Illness Prevention Program
13. On- and off-line research methods
14. The Progressive Discipline Process

Ability to:

1. Communicate effectively at a level required for successful job performance
2. Use and interpret manufacturers' catalogs and parts lists
3. Prepare transaction documents for tools, parts, accessories, and supplies
4. Keep accurate records
5. Meet and deal effectively with those contacted in the course of business
6. Understand and carry out oral and written directions
7. Work with electronic inventory accountability systems (e.g., Fleet Anywhere)
8. Analyze situations accurately and take effective action
9. Forecast inventory requirements for parts and materiel
10. Establish economic order points for inventory control and stock reordering
11. Reason logically, draw valid conclusions, and make appropriate recommendations
12. Work successfully with others to gain their respect and confidence
13. Prepare reports
14. Plan, develop, implement, and monitor the work of others
15. Schedule and audit physical inventories
16. Negotiate with vendors on price, delivery, and quality of equipment materiel, components and shop tools and equipment
17. Effectively contribute to Caltrans' Equal Employment Opportunity Program objectives
18. Operate a computer and utilize basic computer applications
19. Handle multiple priorities

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

An Associate of Arts Degree in General Business, Purchasing, Materiel Management, or another closely related subject area.

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 exam, please contact the examination analyst at (916) 227-7397.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the cut-off 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.

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.

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

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/Jobs/VeteransInformation.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 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.