



## **Equipment Materiel Manager II**

**Departmental Promotional**

**Exam Code: 6TR63**

**Department: Caltrans**

**Bulletin Release Date: July 19, 2016**

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

**Monthly Salary: \$4,769.00 - \$5,919.00**

### **INTRODUCTION**

Caltrans is pleased to announce the posting of the Equipment Materiel Manager II 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).

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 twelve (12) months from your eligibility date.

## FILING INSTRUCTIONS

Candidates are required to submit: 1) [Standard State Application](#) (STD.678) and 2) [Conditions of Employment Form](#).

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 30<sup>th</sup> Street, 1<sup>st</sup> 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 second supervisory level of this series. Incumbents typically plan, organize, and direct the larger, more diverse and more complex equipment materiel operations in a district shop; or administer one of the most difficult Headquarters equipment materiel programs, such as the Equipment Fabrication Master Schedule program.

## **ELIGIBLE LIST INFORMATION**

A Departmental Open 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 an Equipment Materiel Manager I.

### **Or II**

Two years' experience in the California state service as a Senior Equipment Materiel Specialist.

### **Or III**

Four 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 two years 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 an Equipment Materiel Manager I or two years' 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 utilize an evaluation of each candidate's experience and education/training 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.

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.

## **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 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 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.

**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.*