



Caltrans Highway Mechanic Supervisor
Departmental Promotional
Exam Code: 6TR67

Department: Caltrans
Bulletin Release Date: August 10, 2016
Cut-off Date: Continuous (Last business day of each month)
Monthly Salary: \$5,285.00 - \$6,256.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Caltrans Highway Mechanic Supervisor** 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. Candidates that are unsuccessful in the exam must wait six (6) months from the testing date before reapplying to take the exam.

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

Under general direction, incumbents typically are either (1) in charge of an equipment repair or fabrication operation or directly supervise skilled workers in the repair facility and in the field; or (2) serve as a staff assistant to a Highway Equipment Superintendent in the Headquarters operation responsible for the statewide coordination of a specific activity.

Incumbents plan, assign and prioritize work within the limits of the resources available; maintain discipline; interact with the functional units to determine their service needs; ensure compliance with Biennial Inspection Terminals (BIT) Program, the Bureau of Automotive Repair's (BAR) Smog Programs and the Department's Preventive Maintenance (PM) Program; schedule preventive maintenance inspections of equipment; administer crane inspections; arrange for and act as contract administrator for various contracts pertaining to shop operations; monitor shop expenditures to assure they do not exceed allocations; compile estimates of cost and completion dates on proposed repairs; maintain good working relationships with vendors; and do other related work.

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 experience as a Caltrans Heavy Equipment Mechanic Leadworker (formerly Highway Mechanic Supervisor I) in the California state service.

Or II

Five years' experience as a journeyman mechanic. [Three years of the experience applied to this pattern must include: (a) two years' experience in the major repair and construction of gasoline-and diesel-powered highway maintenance and construction equipment experience, and (b) one year experience supervising the work of three or more journeyman mechanics.] [Experience in the California state service applied toward this requirement must include one year experience as a Caltrans Heavy Equipment Mechanic Leadworker (formerly Highway Mechanic Supervisor I). Outside experience used to meet this requirement must be comparable in level to one year as a Caltrans Heavy Equipment Mechanic Leadworker (formerly Highway Mechanic Supervisor I) in the California state service.] (Thirty semester or the equivalent quarter units of college education in diesel technology, personnel management or a related field may be substituted for up to one year of the nonspecialized experience.)

<http://www.calhr.ca.gov/state-hr-professionals/Pages/3713.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. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Methods, materials, tools, maintenance and shop equipment used in construction, assembly, overhaul, repair, and adjustment of gas, diesel-powered, and alternative-fuel automobiles, trucks, marine vessels, heavy construction and highway maintenance equipment

2. Construction, operation, and repair of gas, diesel-powered, and alternative-fuel automobiles, trucks, marine vessels, tractors, loaders, graders, personnel hoists, hydraulic cranes, snowplows, pumps, motors, and other equipment used in the construction and maintenance of highways
3. Basic occupational safety and health work practices and regulations contained in Title 8 Code of Industrial Relations, General Industry Safety Orders, and safety and health policies and procedures, as contained in the Department's Injury and Illness Prevention Program and the Division's Code of Safe Practices, including requirements of the Personal Protective Equipment (PPE) Program, the Hazardous Materials Communications Program, and the Lead Compliance Plan
4. Laws and regulations pertaining to the construction, operation, and repair of highway construction and maintenance equipment, such as emissions programs, crane and personnel hoist inspections, Biennial Inspection of Terminals (BIT), and hazardous waste handling and disposal
5. Computer systems and electronic data collection systems and programs used in the maintenance and repair of equipment, including the Fleet Management System (FMS)
6. Industry preventive maintenance concepts and Caltrans' Preventive Maintenance (PM) Program
7. Training and development practices
8. Principles of effective supervision
9. Progressive discipline
10. Employee evaluation and probationary processes
11. Caltrans' Equal Employment Opportunity (EEO) Program
12. A supervisor's role in Caltrans' Equal Employment Opportunity (EEO) Program and the processes available to meet Equal Employment Opportunity (EEO) Program objectives
13. The supervisor's role in maintaining an effective Injury and Illness Prevention Program

Skill in:

1. Mechanical repair, adjustment, overhaul, and fabrication of special equipment

Ability to:

1. Communicate effectively at a level required for successful job performance, including effectively communicating technical instructions, and providing on-the-job training to shop staff and communicating effectively with functional units, supervisors, and the public
2. Fabricate, inspect, diagnose, repair, and make adjustments to various equipment and systems (e.g., heavy construction and maintenance equipment, marine vessels, gas- and diesel-powered and alternative-fuel automobiles and trucks, and electronic systems)
3. Determine the condition of equipment and estimate the time and cost of repairs

4. Read, interpret, and work from plans, manuals, drawings, sketches, and specifications and make sketches of broken parts for replacement
5. Access, retrieve, and interpret data contained in the Fleet Management System (FMS)
6. Establish realistic completion dates
7. Prioritize and schedule work in cooperation with the functional units to best meet their needs
8. Plan and coordinate the work of other staff
9. Act in a supervisory capacity
10. Analyze situations accurately and take effective action
11. Apply laws and regulations pertaining to the construction, operation, and repair of highway construction and maintenance equipment, such as emissions programs, Biennial Inspection of Terminals (BIT), and hazardous waste handling and disposal
12. Use tact and good judgment in directing equipment construction, repair, maintenance, and inspection
13. Research and apply the appropriate labor contracts
14. Effectively contribute to Caltrans' Equal Employment Opportunity (EEO) Program objectives
15. Work safely in an equipment repair/assembly environment (indoors or outdoors)
16. Operate a computer and utilize basic computer applications
17. Keep accurate records

ADDITIONAL DESIRABLE QUALIFICATIONS

A valid Class A or Class B driver license.

Education equivalent to completion of the 12th grade.

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) 227-7397.

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.