

**CALTRANS**  
**OFFICE OF EXAMINATIONS**  
**CALTRANS HIGHWAY MAINTENANCE LEADWORKER – 6TR88**  
**TRAINING AND EXPERIENCE EVALUATION**

The **CALTRANS HIGHWAY MAINTENANCE LEADWORKER** examination is being given on a **Promotional** basis.

**This evaluation is your entire exam** 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 evaluation.

**(NOTE:** Failure to meet the minimum qualifications 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 evaluation 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 supplemental application questionnaire.

**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:** **CALTRANS HIGHWAY MAINTENANCE LEADWORKER**

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 30<sup>th</sup> Street, 1<sup>st</sup> Floor**  
**Sacramento, CA 95816**  
**(916) 227- 5189**

Facsimile (FAX) or electronically mailed (e-mailed) Supplemental Applications **will not** be accepted

**Failure to submit your Supplemental Application Questionnaire will result in elimination from the examination.**



**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**  
**CALTRANS HIGHWAY MAINTENANCE LEADWORKER**

**EXAMINATION CODE**  
**6TR88**

**DATE**

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

**PERSONAL INFORMATION NOTICE:** Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Section 1978, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate processing of information which you are providing regarding your preference in working conditions. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.17 of the IPA of 1977. Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual.

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 ONE BOX NEXT TO THE DISTRICT WHERE YOU WISH TO WORK. YOU MAY ONLY SELECT ONE**

- |   |  |
|---|--|
| <input type="checkbox"/> DISTRICT 1 – EUREKA          | <input type="checkbox"/> DISTRICT 7 – LOS ANGELES    |
| <input type="checkbox"/> DISTRICT 2 – REDDING         | <input type="checkbox"/> DISTRICT 8 – SAN BERNARDINO |
| <input type="checkbox"/> DISTRICT 3 – MARYSVILLE      | <input type="checkbox"/> DISTRICT 9 – BISHOP         |
| <input type="checkbox"/> DISTRICT 4 – OAKLAND         | <input type="checkbox"/> DISTRICT 10 – STOCKTON      |
| <input type="checkbox"/> DISTRICT 5 – SAN LUIS OBISPO | <input type="checkbox"/> DISTRICT 11 – SAN DIEGO     |
| <input type="checkbox"/> DISTRICT 6 – FRESNO          | <input type="checkbox"/> DISTRICT 12 – IRVINE        |
| <input type="checkbox"/> 3400 – SACRAMENTO            |  |

**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 Caltrans promptly of any changes in your address or availability for employment.

**CALTRANS HIGHWAY MAINTENANCE LEADWORKER  
Training and Experience Evaluation**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PART I - EMPLOYMENT HISTORY**

**Instructions:** Please describe your work experience as it relates to the **CALTRANS HIGHWAY MAINTENANCE LEADWORKER** 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**

Company / State Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EXPERIENCE CODE B**

Company / State Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EXPERIENCE CODE C**

Company / State Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EXPERIENCE CODE D**

Company / State Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

# CALTRANS HIGHWAY MAINTENANCE LEADWORKER 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 5 - 10, place an "X" in the column(s) that most accurately represents the Level of Experience you have AND the Amount of Time your experience represents.

### SAMPLE

## CALTRANS HIGHWAY MAINTENANCE LEADWORKER Training and Experience Evaluation

### PART II-WORK EXPERIENCE (continued)

Name: _____		AMOUNT OF TIME				
<p><b>Level of Experience:</b> In the <i>Experience Code</i> column, use the codes from <u>PART I</u> of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p><b>Amount of Time:</b> Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).</p> <p><b>SECTION 1: Highway Maintenance Experience</b></p>		I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
<b>1.</b>	Performing general highway maintenance (e.g., repairs, installations, and markings of bridges, guardrails, signs, etc.).					
Experience Code (Part I)	Level of Experience					
	<i>I have had no training or experience with this task</i>					
	<i>I have had training on this task, but no application on the job</i>					
A	<i>I have performed this task on the job under guidance and monitoring</i>			x		
B&C	<i>I have performed this task independently</i>				x	

# CALTRANS HIGHWAY MAINTENANCE LEADWORKER Training and Experience Evaluation

## PART II-WORK EXPERIENCE (continued)

### AMOUNT OF TIME

Name: \_\_\_\_\_

**Level of Experience:** 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.

**Amount of Time:** Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

### SECTION 1: Highway Maintenance Experience

**1. Performing general highway maintenance (e.g., repairs, installations, and markings of bridges, guardrails, signs, etc.).**

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have had training on this task, but no application on the job</i>
	<i>I have performed this task on the job under guidance and monitoring</i>
	<i>I have performed this task independently</i>

**2. Operating various vehicles requiring a class B commercial license with tank endorsement (e.g., lift bed trucks, water trucks, dump trucks, barrier vehicles, shadow vehicles, plow trucks, etc.).**

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have had training on this task, but no application on the job</i>
	<i>I have performed this task on the job under guidance and monitoring</i>
	<i>I have performed this task independently</i>

**3. Performing and assisting in the installation or removal of traffic control (e.g., ramp, moving, shoulders, and lane closures) due to accidents, snow/ice/chain control, congestion, and/or road repairs.**

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have had training on this task, but no application on the job</i>
	<i>I have performed this task on the job under guidance and monitoring</i>
	<i>I have performed this task independently</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

# CALTRANS HIGHWAY MAINTENANCE LEADWORKER

## Training and Experience Evaluation

### PART II-WORK EXPERIENCE (continued)

**AMOUNT OF TIME**

Name: \_\_\_\_\_

**Level of Experience:** 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.

**Amount of Time:** Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

#### SECTION 1: Highway Maintenance Experience (Continued)

<b>4.</b>	<b>Picking up litter, dead animals, debris, hazardous materials, concrete/septic/bio-hazardous waste, etc.</b>	
	<b>Experience Code (Part I)</b>	<b>Level of Experience</b>
		<i>I have had no training or experience with this task</i>
		<i>I have had training on this task, but no application on the job</i>
		<i>I have performed this task on the job under guidance and monitoring</i>
		<i>I have performed this task independently</i>
<b>5.</b>	<b>Performing heavy manual labor (e.g., loading, unloading, or handling of cones, signs, waste, concrete, etc.).</b>	
	<b>Experience Code (Part I)</b>	<b>Level of Experience</b>
		<i>I have had no training or experience with this task</i>
		<i>I have had training on this task, but no application on the job</i>
		<i>I have performed this task on the job under guidance and monitoring</i>
		<i>I have performed this task independently</i>
<b>6.</b>	<b>Performing routine inspections (e.g., deficiency on pavement surfaces, irrigating systems, cracks, drains, ditches, groundcover landscapes, or any hazards within right of way, fuel storage area, etc.).</b>	
	<b>Experience Code (Part I)</b>	<b>Level of Experience</b>
		<i>I have had no training or experience with this task</i>
		<i>I have had training on this task, but no application on the job</i>
		<i>I have performed this task on the job under guidance and monitoring</i>
		<i>I have performed this task independently</i>

I possess less than one (1) year of experience performing this task <b>at this level of experience.</b>	I possess one (1) to two (2) years of experience performing this task <b>at this level of experience.</b>	I possess two (2) to three (3) years of experience performing this task <b>at this level of experience.</b>	I possess three (3) to four (4) years of experience performing this task <b>at this level of experience.</b>	I possess more than four (4) years of experience performing this task <b>at this level of experience.</b>

# CALTRANS HIGHWAY MAINTENANCE LEADWORKER Training and Experience Evaluation

## PART II-WORK EXPERIENCE (continued)

### AMOUNT OF TIME

Name: \_\_\_\_\_

**Level of Experience:** 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.

**Amount of Time:** Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

### SECTION 1: Highway Maintenance Experience (Continued)

**7. Responding to emergencies on highways due to traffic accidents, facility repairs, rock slides, spilled materials cleanup, etc.**

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have had training on this task, but no application on the job</i>
	<i>I have performed this task on the job under guidance and monitoring</i>
	<i>I have performed this task independently</i>

**8. Repairing damaged concrete assets (e.g., spalls, slabs, curbs, barrier walls, bridge decks, etc.).**

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have had training on this task, but no application on the job</i>
	<i>I have performed this task on the job under guidance and monitoring</i>
	<i>I have performed this task independently</i>

**9. Reviewing the installation of orders/design guide plans regarding signs, guardrail and irrigation system installation, Dig Alert, etc.**

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have had training on this task, but no application on the job</i>
	<i>I have performed this task on the job under guidance and monitoring</i>
	<i>I have performed this task independently</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

# CALTRANS HIGHWAY MAINTENANCE LEADWORKER Training and Experience Evaluation

## PART II-WORK EXPERIENCE (continued)

**AMOUNT OF TIME**

Name: \_\_\_\_\_

**Level of Experience:** 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.

**Amount of Time:** Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

**SECTION 2: Analytical Tasks**

**10. Communicating clearly and effectively with staff, internal, and external agencies (e.g., Right of Way Agents, internal engineers/designers, Public Information Officers, California Highway Patrol Officers, contractors, general public, etc.).**

Experience Code (Part I)	Level of Experience
	<i>Limited ability (would require training/exposure to perform task)</i>
	<i>Average ability (could perform activity with guidance)</i>
	<i>Very good ability (could perform activity independently)</i>
	<i>Excellent ability (could provide training or guidance to others)</i>

**11. Identifying and analyzing problems and issues relating to highway work in order to formulate solutions.**

Experience Code (Part I)	Level of Experience
	<i>Limited ability (would require training/exposure to perform task)</i>
	<i>Average ability (could perform activity with guidance)</i>
	<i>Very good ability (could perform activity independently)</i>
	<i>Excellent ability (could provide training or guidance to others)</i>

**12. Prepare, update, maintain, or create reports, documents, or records regarding in progress and completed work (e.g., equipment logs, workloads, rental agreement logs, job costs, equipment downtime, production and accident reports, etc.).**

Experience Code (Part I)	Level of Experience
	<i>Limited ability (would require training/exposure to perform task)</i>
	<i>Average ability (could perform activity with guidance)</i>
	<i>Very good ability (could perform activity independently)</i>
	<i>Excellent ability (could provide training or guidance to others)</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

# CALTRANS HIGHWAY MAINTENANCE LEADWORKER Training and Experience Evaluation

## PART II-WORK EXPERIENCE (continued)

**AMOUNT OF TIME**

Name: \_\_\_\_\_

**Level of Experience:** 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.

**Amount of Time:** Place an “X” in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

**SECTION 3: Lead Capacity Tasks**

**13. Working with and assisting others engaged in maintenance work on highways and highway structures (e.g., guardrail, signs, bridges, sound walls, etc.).**

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have assisted others in performing this task in a team setting</i>
	<i>I have performed this task in a lead capacity amongst peers</i>
	<i>I have performed this task in a supervisor capacity amongst assigned staff</i>

**14. Ensuring work of others is in accordance to various safety regulations (e.g., Title 8 Industrial Relations – Construction and General Industry Safety Orders, Injury and Illness Prevention Program, California Vehicle Code, etc.).**

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have assisted others in performing this task in a team setting</i>
	<i>I have performed this task in a lead capacity amongst peers</i>
	<i>I have performed this task in a supervisor capacity amongst assigned staff</i>

**15. Advising others on proper use and maintenance of manual and power tools, hydraulic equipment, and jobsite structures.**

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have assisted others in performing this task in a team setting</i>
	<i>I have performed this task in a lead capacity amongst peers</i>
	<i>I have performed this task in a supervisor capacity amongst assigned staff</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

# CALTRANS HIGHWAY MAINTENANCE LEADWORKER Training and Experience Evaluation

## PART II-WORK EXPERIENCE (continued)

### AMOUNT OF TIME

Name: \_\_\_\_\_

**Level of Experience:** 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.

**Amount of Time:** Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

### SECTION 3: Lead Capacity Tasks (Continued)

**16.** Ensuring proper use of safety and personal protective equipment including hard hats, safety glasses, rain jackets, safety vests, gloves, dust masks, etc.

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have assisted others in performing this task in a team setting</i>
	<i>I have performed this task in a lead capacity amongst peers</i>
	<i>I have performed this task in a supervisor capacity amongst assigned staff</i>

**17.** Monitoring tools and parts (e.g., shovels, paint sprayers, handsaws, etc.) and equipment (e.g., poles, saws, flares, signs, etc.) for proper storage and stock purposes.

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have assisted others in performing this task in a team setting</i>
	<i>I have performed this task in a lead capacity amongst peers</i>
	<i>I have performed this task in a supervisor capacity amongst assigned staff</i>

**18.** Providing Training (e.g., pavement marking/patching, shoulder grading, traffic control, sign installation, equipment operation, etc.) to other highway maintenance staff.

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have assisted others in performing this task in a team setting</i>
	<i>I have performed this task in a lead capacity amongst peers</i>
	<i>I have performed this task in a supervisor capacity amongst assigned staff</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.