



CALTRANS BRIDGE MAINTENANCE SUPERVISOR

Departmental Promotional

Exam Code: 7TR01

Department: Caltrans

Bulletin Release Date: 01/09/2017

Final Filing Date: 01/25/2017 (Extended)

Salary: \$4,227.00 to \$5,506.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Caltrans Bridge Maintenance Supervisor** examination. Employment from this examination may be offered in all Caltrans 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.

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
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 Examination Services.**

POSITION STATEMENT

Under direction, work with and supervise the work of bridge maintenance crew engaged in all phases of maintaining and repairing highway bridges, State-owned toll bridges, appurtenant structures and facilities, or constructing minor structures; supervise a crew engaged in emergency service activities on a State-owned toll bridge; and do other related work.

ELIGIBLE LIST INFORMATION

A Departmental Promotional statewide eligible list will be established for Caltrans in all Caltrans Districts and Sacramento County. The list will be abolished 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 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.

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

<http://calhr.ca.gov/state-hr-professionals/pages/6310.aspx>

MINIMUM QUALIFICATIONS

Five years of experience in the highway bridge maintenance or construction.

EXAMINATION INFORMATION

It is anticipated that the Supplemental Application Questionnaire will be mailed in February 2017.

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

NOTE: If conditions warrant, this examination may 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.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Knowledge of methods, materials, tools and equipment used in the construction, maintenance and repair of steel, concrete, and timber bridges, bridge structures and minor highway structures, including carpentry work, steel work, concrete work, epoxy work, welding, painting, and other operations necessary for proper highway bridge maintenance
2. Knowledge of state traffic laws
3. Knowledge of fire prevention techniques
4. Knowledge of regulations and safety practices pertaining to highway emergency services
5. Knowledge of provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles
6. Knowledge of rules and regulations pertaining to bridge structure maintenance practices, including placing of warning signs
7. Knowledge of accident prevention techniques
8. Knowledge of emergency first aid
9. Knowledge of principles of effective supervision
10. Knowledge of a supervisor's role in safety, health, Equal Employment Opportunity (EEO) Program, and labor relations and the processes available to meet these program objectives

Ability to:

1. Ability to plan, organize, and direct the work of a bridge maintenance crew
2. Ability to operate bridge construction and maintenance equipment
3. Ability to detect unsafe conditions and practices
4. Ability to communicate at a level required to perform the essential functions of the job and establish and maintain effective working relationships in all situations
5. Ability to keep records of employees' time and of materials and equipment used
6. Ability to follow directions
7. Ability to operate motor vehicles safely
8. Ability to plan, organize, conduct, and evaluate safety training programs
9. Ability to analyze situations accurately and adopt an effective course of action
10. Ability to effectively contribute to the Caltrans safety, health, Equal Employment Opportunity (EEO) Program, and Labor Relations objectives

SPECIAL PERSONAL CHARACTERISTICS

1. Willingness to work rotating shifts, including weekends, and to work from suspended scaffolds
2. Willingness to work from suspended scaffolds

ADDITIONAL DESIRABLE QUALIFICATIONS

1. Possession of a valid Class B or Class A commercial driver license with endorsements P (Passenger/Bus), H (Hazardous Material) and N (Tank Vehicle)
2. Education equivalent to completion of the 12th grade

SPECIAL REQUIREMENTS

Applicants for positions in the class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

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 examination, please contact the examination analyst at (916) 227-7731.

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, and local offices of the Employment Development Department.

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.