



HEAVY EQUIPMENT MECHANIC APPRENTICE, CALTRANS

Departmental Open

Exam Code: 7TR92

Department: Caltrans
Bulletin Release Date: September 29, 2017
Cut-Off: Continuous - October 13, 2017
Monthly Salary: \$2,965.00 to \$4,240.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Heavy Equipment Mechanic Apprentice, Caltrans** 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?

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

FILING INSTRUCTIONS

The Online Examination must be submitted by the cut - off date listed on this bulletin. MAILED, FAXED, OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

TO ACCESS THE ONLINE EXAMINATION VISIT:

<https://www.surveymonkey.com/r/HEMA-92017>

POSITION STATEMENT

Under close supervision as an indentured apprentice, perform progressively skilled work in the construction, repair, and maintenance of heavy highway and automotive equipment; and perform other related work.

ELIGIBLE LIST INFORMATION

A Departmental Open statewide eligible list will be established for the Department of Transportation 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 placement on the eligible list unless the conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Candidates who meet the minimum qualifications, as stated on this examination announcement, may apply for this examination. All applicants must meet the education and/or experience requirements for this examination by the last day of the online testing period. **Once you have taken the examination, you may not re-take the examination for 12 months.**

You must certify during the online examination process 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.

Click on the link below to review the California State Personnel Board class specification:

<http://calhr.ca.gov/state-hr-professionals/pages/3714.aspx>

MINIMUM QUALIFICATIONS

Possession of a valid Class C driver license. (Applicants who do not possess the license will be allowed to compete in the examination, but the license must be obtained prior to appointment.) **AND**

Either I

One year of experience performing work in automotive or diesel repair or a related technical field.

Or II

A minimum of four units of completed course work in either an automotive or a diesel mechanics curriculum in an accredited college or recognized trade school. (Applicants currently enrolled in qualified courses may be admitted to the examination but must have the required units prior to appointment.)

EXAMINATION INFORMATION

This examination will consist of an Online Examination weighted 100%. Candidates will be required to answer multiple choice questions related to: Reading Comprehension, Application of Mechanical and Automotive Principles, and Basic Arithmetic and Mechanical Principles. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

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<https://www.surveymonkey.com/r/HEMA-92017>

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Basic arithmetic and mechanical principles
2. Basic automotive or diesel repair including fabricate, construct, assemble overhaul, service, install, and diagnose

Skill in:

1. Performing basic automotive or diesel repair

Ability to:

1. Communicate effectively as required for successful job performance and at the level of instructional materials (including, but not limiting to, safety, operations, and shop repair manuals) used in the Apprenticeship Program
2. Learn rapidly
3. Follow directions
4. Apply mechanical principles
5. Make satisfactory progress in the prescribed academic and practical work in an approved apprentice program for a Heavy Equipment Mechanic
6. Read, write, and understand English
7. Frequently stoop, bend, kneel, crouch, push, pull, reach, twist, lift, carry, and climb
8. Operate forklifts and hand operate material-handling devices
9. Lift objects weighing up to 50 pounds

SPECIAL PERSONAL CHARACTERISTICS

Possess work habits such as punctuality, skill, neatness, and dependability; desire to improve knowledge and efficiency by completing related courses and jobs as directed; effective study and time management skills; accept direction on proper techniques and methods by mentor

mechanics; and work well with others.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid Class A or B driver license; and additional college course work in automotive or diesel technology.

SPECIAL REQUIREMENTS

Applicants for positions in this class are required to pass a drug- screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

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 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- 2645.

GENERAL INFORMATION

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.

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/Public/Jobs/Veterans.aspx>, CalHR, and the Department of Veterans Affairs.

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.