



Caltrans Maintenance Manager 1 & 2

**Exam Code: 3PB3401
3PB3402**

Department: Department of Transportation

Exam Type: Departmental, Promotional

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Caltrans Maintenance Manager 1 – \$6,017.00 - \$7,480.00 per month.

Caltrans Maintenance Manager 2 – \$6,632.00 - \$8,246.00 per month.

View the [classification specification](#) for the Caltrans Maintenance Manager 1 & 2 classifications.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

This is a Departmental Promotional examination for the Department of Transportation. Applicants must have a permanent civil service appointment with the Department of Transportation as of the examination date in order to participate in the examination; or

Applicants must have been employed with the Department of Transportation within the last three years, without a break in State civil service; or

Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or

Must be 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

Must be 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).

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

All Levels:

Equivalent to completion of the 12th grade.

Caltrans Maintenance Manager 1 and 2 require possession of a valid Class C driver license.

Possession of a Class C California driver license (**formerly known as Class 3**) valid for operation of any two-axle single motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less). (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

Caltrans Maintenance Manager 1

Two years of experience in the California Department of Transportation performing duties in a class comparable in type and level of responsibility to that of a Caltrans Maintenance Area Superintendent (formerly Caltrans Maintenance Superintendent I or Caltrans Maintenance Superintendent II) or a Caltrans Landscape Specialist.

Caltrans Maintenance Manager 2

Either 1

One year of experience in the California Department of Transportation in the classes of Caltrans Maintenance Manager I (formerly Caltrans Maintenance Region Manager), Caltrans Electrical Superintendent III, or Structural Steel Painter Superintendent, or Caltrans Landscape Program Administrator.

Or 2

Four years of experience in the California Department of Transportation performing duties in a class comparable in type and level of responsibility to that of a Caltrans Maintenance Area Superintendent (formerly Caltrans Maintenance Superintendent I) or Caltrans Landscape Specialist.

Qualifying experience may be combined on a proportionate basis if the requirements include more than one pattern and are distinguished as "Either 1", "or 2" "or 3", 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.

POSITION DESCRIPTION

All Levels:

This series specification describes classifications that direct the maintenance of the Department of Transportation's highways, landscaping, structures, tunnels and tubes, and appurtenances in an assigned area or region.

Caltrans Maintenance Manager 1

Incumbents either (1) direct all maintenance activities in an assigned region normally consisting of 14 to 18 crews; or (2) dependent upon the complexity, direct one or more district staff assignments, such as Maintenance Management System, Equipment Coordination, or Hazardous Materials and Spills; or (3) in districts having the smallest maintenance programs, direct a combination of a district field maintenance operation and one or more district staff assignments; or (4) in a headquarters staff assignment, manage and coordinate, on a statewide basis, one or more activities such as Maintenance Management System, Hazardous Materials and Spills, Maintenance Training, Maintenance Safety, Maintenance Field Operations Review, Pavement Systems, Major Maintenance Contract Program Review, or Manual Revisions; and do other related work.

Caltrans Maintenance Manager 2

Incumbents either (1) direct all maintenance activities in an assigned region normally consisting of 19 to 30 crews; or (2) in a headquarters staff assignment, manage and coordinate, on a statewide basis, three or more activities such as Maintenance Safety, Emergency Management and Communications, Hazardous Materials and Spills, Maintenance Training, Maintenance Field Operations Review, Pavement Systems, Major Maintenance Contract Program Review, or Equipment Coordination; and do other related work.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Caltrans Maintenance Manager 1

Knowledge of:

1. Field operations for highway, landscape, or structure maintenance.
2. The public complaint process regarding State Highway conditions to ensure timely response and resolution.
3. Rules and regulations pertaining to highway or structure maintenance and safety practices.
4. Departmental labor relations program objectives for compliance with Memoranda of Understanding (MOUs).
5. The principles of public administration (e.g., State Administrative Manual, Government Code, Streets and Highways Code, statutes) to oversee highway, landscape, or structure maintenance programs and work units.
6. The methods of conducting field research, reviews, and investigations for highway, landscape, or structure maintenance.
7. Seasonal and cyclical staffing and materials needs unique to the maintenance function.
8. Service Contracts, Minor B Contracts and other types of contracts necessary for the repair and maintenance of the region's inventory and facilities.

Ability to:

1. Detect unsafe conditions and practices related to highway, landscape, or structure maintenance safety.
2. Develop unit/region work plans and crew schedules for highway, landscape, or structure maintenance.
3. Investigate and make recommendations regarding a variety of issues (e.g., non-compliance, notice of violations (NOV), public complaints, personnel issues).
4. Develop short-range and long-range plans and schedules that coordinate with operating goals and objectives of the department.
5. Oversee the implementation of policies and procedures designed to ensure the effective operation of the work unit.
6. Apply management and leadership principles and techniques within the work group to ensure a productive, professional working environment and to provide for efficient completion of work tasks and assignments.
7. Document employee performance and complete employee performance evaluations and probationary reports.
8. Counsel and guide employees regarding performance expectations, task completion, and overall performance issues.
9. Coach and mentor subordinate employees to improve performance, productivity, and expertise.
10. Resolve performance problems by planning and implementing measures to improve performance.
11. Apply the progressive discipline process to employees in the work unit.
12. Plan and schedule for the efficient use of personnel and resources to complete assigned work.
13. Manage and prioritize work load and assignments to meet unit/region objectives, deadlines, and budget allocations.
14. Interpret and explain policies, procedures, rules, and/or regulations to employees, the public, vendors, and other stakeholders.
15. Give clear, accurate instructions and directions related to work assignments and performance expectations to staff.
16. Prepare reports, policies, procedures, and/or correspondence.

Additional Knowledge and Abilities for the Caltrans Maintenance Manager 2

Knowledge of:

1. The proper use of Electronic Financial Information System (E-FIS), Transportation Operations and Project Support System (TOPSS), and Fleet Management systems to oversee allocations to maintenance regions.
2. The proper use of the Integrated Maintenance Management System (IMMS) for tracking labor, materials, equipment, etc.

3. Encroachment permit processes to ensure compliance with encroachment upon state right of way.
4. The budget change proposal process (BCP) to make desired changes to program or division budgets.

Ability to:

1. Serve as a technical expert on highway maintenance issues for the Deputy District Director for Maintenance or the Maintenance Program Manager.

ELIGIBLE LIST INFORMATION

A departmental, promotional eligible list for the **Caltrans Maintenance Manager 1 & 2** classification will be established by the California Department of Human Resources for use by:

Department of Transportation

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference is not granted for promotional examinations.

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid commercial driver license or "CDL" (Class B or Class A).

EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take the online [Training and Experience Evaluation](#) for the **Caltrans Maintenance Manager 1 & 2** classifications.

TESTING DEPARTMENTS

Department of Transportation

CONTACT INFORMATION

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Human Resources

1810 16th Street, North Bldg., Ste. 522N

Sacramento, CA 95811

1-866-844-8671

California Relay Service: 1-800-735-2922 (TTY), 1-800-735-2922 (Voice)

If you have **administrative** questions concerning this examination bulletin, please contact:

California Department of Transportation

Office of Examinations and Recruitment Services

P.O. Box 168036, MS 86

Sacramento, CA 95816-8036

(916) 227-7858

California Relay Service: 1-800-735-2922 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and hard of hearing, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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 State work place. Any applicant for State employment will be expected to behave in accordance with this

objective, because 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) servicewide 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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.