



## **CALTRANS HIGHWAY MAINTENANCE WORKER**

**Departmental, Open**

**Exam Code: 0PB29**

**Department: Transportation (Caltrans)**

**Bulletin Revised Date: April 15, 2019**

**Cut-off Date: Continuous**

**Salary: \$3,281.00 - \$3,740.00**

### **EQUAL EMPLOYMENT OPPORTUNITY**

Caltrans is an equal opportunity employer to all, regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status.

### **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.

Once you have taken the examination, you may not retake for 12 months.

### **HOW TO APPLY**

The link to connect to the Training and Experience Evaluation is located in the "Taking the Examination" section.

### **SPECIAL TESTING ARRANGEMENTS**

If you require assistance or alternative testing arrangements due to a disability, please contact the Department of Human Resources (CalHR) listed in the "Contact Information" section.

### **POSITION STATEMENT**

This is the entry and journey level in the highway maintenance specialty. Entry is typically from outside State service or from the Service Assistant (Maintenance) class. Incumbents operate specified vehicles requiring a Class C driver license, such as light trucks, automobiles, highway maintenance, bridge maintenance, emergency service, construction,

or landscape equipment; do miscellaneous laboring work in connection with the maintenance of the State highways and bridges including litter pickup, traffic control, tree maintenance, and maintenance of safety roadside rest areas; and do other related work.

Incumbents may also be assigned to perform non-equipment operation duties normally assigned to the class of Caltrans Landscape Maintenance Worker as part of their normal assignment.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

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

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

<http://calhr.ca.gov/state-hr-professionals/pages/6287.aspx>

## MINIMUM QUALIFICATIONS

Possession of a valid Class C driver license. **And**

### Either 1

One year of experience in the California state service performing the duties of a Service Assistant (Maintenance).

### Or 2

One year of experience in general laboring work in construction or maintenance. (Education equivalent to completion of the eighth grade may be substituted for the required experience.)

## ADDITIONAL DESIRABLE QUALIFICATIONS

Equivalent to completion of the 12<sup>th</sup> grade.

## DRUG TESTING REQUIREMENT

Applicants for positions in this 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.

## EXAMINATION INFORMATION

**Training and Experience Evaluation** – Weighted 100%

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.

[Preview the Training and Experience Evaluation](#)

## KNOWLEDGE AND ABILITIES

**Knowledge of:**

1. Operation and care of automotive equipment including light trucks
2. Minor construction, repair, and maintenance work
3. Basic safe work practices to protect their own safety and health and that of others

**Skill to:**

1. Work well with others to complete a project/assignment
2. Communicate verbally in stressful situations (e.g., emergency situations, dealing with hostile/angry individuals)

**Ability to:**

1. Listen, understand, and follow verbal instructions to ensure successful completion of job task
2. Perform work tasks in an environment that routinely requires constant alertness and concentration
3. React quickly to unsafe situations to ensure well-being of self, co-workers, and the public
4. Read, understand, and follow written directions
5. Use various hand tools (e.g., picks, hoes, rakes, hoses, cones, shovels) to ensure successful completion of work activities
6. Adapt to changes in priorities, work assignments and other interruptions that may impact pre-established courses of action for completing projects and assignments
7. Stand and/or walk for long periods of time
8. Use simple addition, subtraction, division and multiplication to calculate ratios, proportions and percentages

**ELIGIBLE LIST INFORMATION**

A Departmental, Open eligible list for the **Caltrans Highway Maintenance Worker** classification will be established by the California Department of Human Resources (CalHR) for use by: Caltrans

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

**VETERAN'S 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.

**PREPARING FOR THE EXAMINATION**

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

**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 Highway Maintenance Worker** classification.

## CONTACT INFORMATION

**Questions regarding this examination bulletin should be directed to:**

California Department of Transportation  
Office of Examination & Executive Selection Services  
(916) 227-7858  
California Relay Service: Voice (800) 735-2922  
TTY: (800) 734-2929

**Technical questions regarding the online examination or questions regarding special testing arrangements should be directed to:**

California Department of Human Resources (CalHR)  
Office of Examination Services  
1-866-844-8671  
California Relay Service: (7-1-1)  
TTY: (916) 654-6336

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

## GENERAL INFORMATION

**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.

**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.

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 also available at CalHR, and the Department of Veterans Affairs.

**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.