

***This is only a preview of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin.

Training and Experience Evaluation

Caltrans Maintenance Manager 1

&

Caltrans Maintenance Manager 2

Department of Transportation

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the hiring process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Number of Questions: 1 – 15

To answer all the test items in this exam, you will be required to choose from among the provided answers, and to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide

relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Caltrans Maintenance Manager 1 and 2

1. Perform field reviews to ensure the safe and functional operation, maintenance, and repair of State highway assets.
2. Monitor and respond to public complaints regarding State highway conditions and services to ensure timely response and resolution.
3. Manage Maintenance Operating Expense (OE) allocations, encumbrances, and expenditures using the Integrated Maintenance Management System (IMMS), Electronic Financial Information System (E-FIS), Transportation Operations and Project Support System (TOPSS), and/or Fleet Management System.
4. Develop, monitor, and manage contracts (e.g., Service Contracts, Minor B Contracts) necessary for the repair and maintenance of State highway facilities and assets.
5. Monitor staff work assignments, activities and projects to ensure quality, quantity, and timeliness standards.
6. Oversee and monitor the completion of employee performance evaluations and probationary reports to track employee performance and assist in professional development.
7. Initiate and/or participate in the Progressive Discipline process to correct/improve employee performance/behavior or address issues with unsatisfactory performance.
8. Determine and establish priorities and service levels for staff in compliance with Memorandums of Understanding (MOUs) to meet both long-term objectives and the short-term demands of the work unit.
9. Manage unit Personal Service (PS) staffing levels, budget, and expenditures to remain within allocation using available resources (e.g. overtime reports, spending plans, expenditure reports).
10. Interpret, explain, and present policies, procedures, rules, regulations, laws, and/or practices affecting the Department of Transportation.
11. Direct the preparation of documents/reports to provide information leading to decisions on issues related to departmental programs and services [e.g., Integrated Maintenance Management System (IMMS), Electronic Financial Information System (E-FIS), Fleet Anywhere (FA), hazardous

materials (HAZMAT), storm water, Level of Service (LOS), Adopt-A-Highway (AAH)].

Tasks for Caltrans Maintenance Manager 2 only

12. Review and provide recommendations/concurrence for plans and specifications of proposed projects (e.g., encroachment permit, maintenance, capital) on State Highways.
13. Manage equipment and material using system reports [e.g., Integrated Maintenance Management System (IMMS), Electronic Financial Information System (E-FIS), and Fleet Management System (FA)] to ensure effective operations and use.
14. Attend and represent the Department of Transportation at public meetings and political forums requiring top level management representation.
15. Develop funding requests [e.g., Allocation Change Requests (ACR), Budget Change Proposals (BCP)] to obtain approval and secure funding for resources (e.g., personal services, operating expenses and equipment).