



CALTRANS HIGHWAY MAINTENANCE LEADWORKER

Departmental Promotional

Exam Code: 6TR88

Department: Caltrans

Bulletin Revision Date: 11/06/2017

Cut-off Date: Continuous - Monthly

Salary: \$4,094.00 to \$5,149.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Caltrans Highway Maintenance Leadworker** examination. Employment from this examination may be offered in all Districts and Sacramento County.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, without regard to 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?

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).

Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. Once you reapply, your previous score will be replaced you're your new score.

FILING INSTRUCTIONS

At time of filing, candidates are required to submit: 1) Standard State Application (STD.678) and 2) Training and Experience Questionnaire.

Applications (STD 678) must be received or postmarked no later than the cut-off date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Faxed or E-mailed applications will NOT be accepted. Applications postmarked after the cut-off date, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

MAILING ADDRESS:

**Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

SUBMIT 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

May be required to work rotating or irregular shifts including weekends; may require work at considerable elevations over land or water from a swinging stage or platform (scaffolding); may require the safe installation and movement of scaffolding; and may oversee the work of a group of non-State workers or community service workers.

Incumbents operate vehicles requiring a Class B commercial driver license with a tank vehicle endorsement; and either (1) work with and assist in supervising the work of a crew engaged in maintenance or construction work on highways and highway structures; or (2) are responsible for special assignments such as installing and maintaining traffic signs of such size or complexity as to require the use of special mobile equipment; and if appropriately qualified and properly licensed may operate specified Caltrans equipment.

Incumbents may also be assigned to perform duties usually assigned to the class of Caltrans Landscape Maintenance Leadworker as part of their normal assignment.

ELIGIBLE LIST INFORMATION

A Departmental Promotional eligible list will be established for Caltrans 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 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 as stated on this examination announcement. 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.

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>

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.

MINIMUM QUALIFICATIONS

Possession of a valid and unrestricted Class B commercial driver license with a N (Tank Vehicle) endorsement

AND

Three years of experience in the California state service performing the duties of a Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker, Caltrans Equipment Operator I, or Caltrans Equipment Operator II, or any combination of experience in these four classifications which results in three years' experience.

EXAMINATION INFORMATION

This examination will consist of a Training & Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Click [HERE](#) to access the Training and Experience Evaluation.

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.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant.

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
4. Procedures, tools, and equipment used in construction and maintenance of highways and structures
5. Provisions of the California Vehicle Code as it applies to the operation of motor vehicles
6. Regulations and safety practices pertaining to highway emergency services
7. Emergency first aid
8. Operation and care of highway equipment
9. Rules and regulations pertaining to highway or structures maintenance practices
10. Principles of effective supervision
11. Safety practices and traffic regulations

12. The basic occupational safety and health regulations contained in Title 8 Industrial Relations – Construction and General Industry Safety Orders
13. Safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program
14. Basic safe work practices
15. The leadworker's role in maintaining an effective Injury and Illness Prevention Program

Ability to:

1. Communicate and follow directions at a level required for successful job performance
2. Do heavy manual labor
3. Keep records
4. Direct the work of others
5. Keep time records and simple cost records of materials, equipment and expenses
6. Operate and care for construction, maintenance, emergency service and landscape equipment
7. Analyze situations accurately and take effective action
8. Exercise sound public relations techniques
9. Operate radio communication equipment

ADDITIONAL DESIRABLE QUALIFICATIONS

Equivalent to completion of the 12th 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.

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 exam, please contact the exam analyst at (916) 227-5181.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the cut-off 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.

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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

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

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 & Executive Selection 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.