



**Caltrans Maintenance Supervisor
Departmental Promotional
EXAM ID: 4TR57**

Department(s): Caltrans
Bulletin Release Date: 10/16/2014
Final Filing Date: 11/06/2014
Salary: Monthly Ranged Salary- \$3652.00 - \$4,752.00
Employment Type: Permanent Full-Time
Exam Type: SPOT Exam Single Selection
Location(s): Dist 01 Caltrans Eureka
Dist 02 Caltrans Redding
Dist 03 Caltrans Marysville
Dist 04 Caltrans Oakland
Dist 05 Caltrans San Luis Obispo
Dist 06 Caltrans Fresno
Dist 07 Caltrans Los Angeles
Dist 08 Caltrans San Bernardino
Dist 09 Caltrans Bishop
Dist 10 Caltrans Stockton
Dist 11 Caltrans San Diego
Dist 12 Caltrans Irvine
Sacramento County

INTRODUCTION

Caltrans is pleased to announce the posting of Caltrans **Maintenance Supervisor** examination.

Candidates may only establish eligibility in one of the above locations. Indicate the location for which you are applying directly under the examination title on your application. Testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

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).

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

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

***FILE IN PERSON:**

Caltrans
Exam 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 Exam Services.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION STATEMENT

Incumbents either (1) supervise and work with a crew engaged in the maintenance of highways, highway structures, the planted areas bordering freeways and highways, and construction work; or (2) are responsible for specialized staff assignments comparable in level of responsibility such as inspection of highway planting contracts for compliance with contract plans and specifications; and do other related work.

ELIGIBLE LIST INFORMATION

Departmental Promotional spot eligible lists will be established for Caltrans in all Districts and Sacramento County. The eligible lists will be abolished 12 months after they are 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 for this examination by the written test date. 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, and the duties performed. 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.

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

<http://calhr.ca.gov/state-hr-professionals/pages/6301.aspx>

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of either a Caltrans Highway Maintenance Leadworker or Caltrans Landscape Maintenance Leadworker.

Or II

Three years of experience in the California state service performing the duties of any or a combination of the classes Caltrans Highway Maintenance Leadworker, Caltrans Landscape Maintenance Leadworker, Caltrans Equipment Operator I, or Caltrans Equipment Operator II.

EXAMINATION INFORMATION

The written test is scheduled for December 13, 2014.

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, even if that experience goes beyond the seven-year limit printed on the application. 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.

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. Materials, methods, and equipment used in the construction and maintenance of highways and structures.
5. Operation and maintenance of equipment and tools used in highways or structures maintenance and construction
6. Characteristics of heavy maintenance and construction equipment
7. Provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles
8. Rules and regulations pertaining to highway and structure maintenance practices, including placing of detour and warning signs
9. Accident prevention techniques
10. Rules and regulations pertaining to inspection on encroachments
11. Use of modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and various types of ground cover
12. Safety practices
13. Fire prevention techniques
14. Emergency first aid
15. Plant pests and diseases and the methods for their control and eradication

16. Methods, materials, equipment, and tools used in highway landscaping work
17. Principles of effective supervision
18. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment
19. The basic occupational safety and health regulations contained in Title 8 Industrial Relations Construction and General Industry Safety Orders
20. Safety and health policies and procedures as contained in the Caltrans Injury and Illness Prevention Program
21. Knowledge of basic safe work practices
22. And the supervisor'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. Assist in work relating to the maintenance of highway, structure, and landscaped areas
5. Read and Interpret simple blueprints and sketches, landscaping plans and specifications
6. Keep time records and simple cost records of materials, equipment, and expenses
7. Operate and care for construction, maintenance, and landscape equipment
8. Analyze situations accurately and take effective action
9. Plan, organize, and direct the work of others
10. Identify flowers, trees, and shrubs commonly grown in California
11. Plan minor highway landscaping projects
12. Maintain sprinkling and drainage systems
13. Inspect contract landscaping work for compliance with contract specifications
14. Prepare preliminary budget estimates and reports
15. Read grade and slope stakes and install culverts and rock retaining walls
16. Detect unsafe conditions and practices and plan, organize, conduct, and evaluate safety training programs
17. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

ADDITIONAL DESIRABLE QUALIFICATIONS

1. Equivalent to completion of the 12th grade
2. Possession of a valid and unrestricted Class A or Class B commercial driver license with P (Passenger/Bus), H (Hazardous Materials), and N (Tank Vehicle) endorsements and possession of a qualified applicator certificate for pesticides issued by CAL-EPA.

VETERANS' PREFERENCE

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

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 916-227-2645.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact **the testing department** three days prior to the written test date if he/she has not received his/her notice to appear.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at <https://jobs.ca.gov/Profile/StateApplication>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

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.

The testing department 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

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.

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. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or <http://www.jobs.ca.gov/>.

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 the California 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.