

## **BENEFITS**

As a state employee, you will be eligible for the following benefits. (Note: all benefits are subject to updates and changes according to bargaining unit agreements.)

### **Holidays**

State employees receive paid holidays each year plus one personal (floating) holiday.

### **Vacation/Annual Leave**

Vacation hours are earned depending upon time-base, bargaining unit agreement, and the length of State employment.

### **Sick Leave**

Sick leave is a form of wage insurance that compensates employees during periods of absence due to personal illness or injury, or for the care of a sick or injured family member. The number of hours earned depends upon time- base and bargaining unit agreements.

### **Health**

Numerous health insurance plans are available to employees and their dependents.

### **Dental**

State employees and their eligible dependents are eligible for dental insurance available from one of several dental plans. The type of plan available is based upon your collective bargaining unit designation.

### **Vision**

The Vision Care Program provides vision care coverage to employees and their eligible dependents.

### **Public Employees' Retirement System**

State employee pensions are administered by the California Public Employees' Retirement System (CalPERS). Most full-time employees, hired to work more than six months, are automatically members of CalPERS.

### **Savings Plus Program**

The Savings Plus Program is a benefit enabling employees to save money to increase financial independence at retirement.

### **FlexElect Program**

FlexElect is a voluntary program which offers eligible employees significant tax advantages and can increase take home pay.

# Explore

YOUR FUTURE



**"Provide a safe and reliable transportation network that serves all people and respects the environment."**

**Virgil Realin  
Recruitment Specialist  
(916) 917-9302**

visit our website at [www.dot.ca.gov](http://www.dot.ca.gov)

Caltrans is an equal opportunity employer committed to career opportunities for all people without regard to race, gender, creed, color, religion, national or ethnic origin, age, marital status, sexual orientation, disability or medical condition.

Upon request, this document can be produced in an alternate format.

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CALIFORNIA DEPARTMENT OF TRANSPORTATION

## **EQUIPMENT MATERIEL SPECIALIST (PARTS)**

CALIFORNIA DEPARTMENT OF TRANSPORTATION

# Explore

YOUR FUTURE





The California Department of Transportation (Caltrans) has long been recognized as a leader in the transportation industry. The Department’s mission is to provide a safe, sustainable, integrated and efficient transportation system to enhance California’s economy and livability

**EQUIPMENT MATERIEL SPECIALIST**

The Equipment Materiel Specialist series describes work concerned with the equipment materiel and related assets and services for the procurement, fabrication, maintenance, repair, and disposal of mobile equipment and support operational materiel and services. Incumbents receive and license new mobile equipment and prepare equipment check sheets. Incumbents prepare specifications for materiel and services; solicit bids; negotiate with vendors on price, delivery, or quality; award sub-purchase orders and service contracts; establish and maintain vendor price files; work with shop personnel in determining exact materiels needed; provide estimates; examine defective parts and process warranty adjustments; recommend substitutions; maintain, issue, and take inventory; audit field inventories; check and issue construction and mobile equipment; are responsible for property and forms management, telecommunications equipment, and asset audits and security; maintain/oversee accountability of property and equipment; provide accurate records of acquisition, maintenance, control, and disposition of such property and equipment; ensure prompt vendor performance; resolve receiving problems and ensure proper quality of merchandise received; coordinate shipments of materiel and mobile equipment; ensure the proper handling and documentation of records regarding hazardous substances, i.e., materiels and waste; provide advice and consultation to Shop Superintendents, supervisors and other field personnel involved with procurement, accountability of equipment and property management; and perform other related work Incumbents in the higher levels may act in a supervisory capacity.

**MINIMUM QUALIFICATIONS**

Possession of a valid Class C driver license. Applicants who do not possess the license will be allowed to compete in the examination but the license must be obtained prior to appointment.

Either I: One year of experience in the California state service performing the duties of a Service Assistant (Equipment Parts Operations).

Or II: One year of experience in a construction equipment repair shop parts department, or two years of experience in an automotive repair shop or parts house performing journey person equipment parts duties that require the ordering, receiving, storing, selling and accountability of parts, materiels, supplies, or equipment.

Or III: Equivalent to an . Associate of Arts Degree in General Business, Purchasing, Materiel Management, or another closely related subject area, with a minimum of 15 units of course work in Automotive Parts and Service, Automotive/Truck Mechanical/ Electrical Repair or Automotive Technology.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Types, specifications and identification of specialized construction and mobile equipment, tools, parts, accessories, and supplies; purchasing methods, ordering, receiving, storing, and issuing practices and procedures including the keeping of receiving, shipping, inventory and disposal records; hazardous substance handling and record keeping; parts interchangeability; electronic inventory accountability systems; operation of materiel handling equipment; basic safe work practices to protect their own safety and health and that of others.

**Ability to:** Communicate effectively at a level required for successful job performance; use and interpret manufacturers’ catalogs and parts lists; determine specification compliance; prepare transaction documents for tools, parts, accessories, and supplies; keep accurate records; meet and deal effectively with those contacted in the course of business; understand and carry out oral and written directions; learn and work with electronic inventory accountability systems.

**CAREER PATH**

EMS	\$4,488	-	\$5,165
Senior EMS	\$4,919	-	\$5,654
EM Manager I	\$5,462	-	\$6,176
EM Manager II	\$5,462	-	\$6,778
EM Manager III	\$5,996	-	\$7,447
EM Ops Manager	\$7,031	-	\$8,988

You may qualify for additional pay.

Note: This brochure is not all-inclusive. Interested applicants should obtain a copy of the examination bulletin prior to filing an application

Salaries subject to change.

