



CALTRANS EQUIPMENT OPERATOR I CALTRANS EQUIPMENT OPERATOR II

Civil Service Examinations

FINAL FILING DATE: MARCH 10, 2005
Written Test Date in early May 2005

Caltrans Equipment Operator I

\$2991 – \$3259 MONTHLY

Minimum Qualifications:

Valid Unrestricted Commercial Class B Driver's
License with N (Tank Vehicle) Endorsement
See Exam Bulletin for further requirements

Caltrans Equipment Operator II

\$3195 - \$3497 MONTHLY

Minimum Qualifications:

Valid Unrestricted Commercial Class A Driver's
License with N (Tank Vehicle) Endorsement
See Exam Bulletin for further requirements

Application Packets available at:

3999 State Street, Santa Barbara
2201 South Thornburg Street, Santa Maria
50 Higuera Street, San Luis Obispo
640 North Main Street, Templeton
850 Elvee Drive, Salinas



CALTRANS EQUIPMENT OPERATOR II

OPEN SPOT

FINAL FILING DATE: MARCH 10, 2005

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN, SPOT FOR

DISTRICT 1 - EUREKA

DISTRICT 5 - SAN LUIS OBISPO

DISTRICT 9 - BISHOP

DISTRICT 2 - REDDING

DISTRICT 6 - FRESNO

DISTRICT 10 - STOCKTON

DISTRICT 3 - MARYSVILLE

DISTRICT 7 - LOS ANGELES

DISTRICT 11 - SAN DIEGO

DISTRICT 4 - OAKLAND

DISTRICT 8 - SAN BERNARDINO

DISTRICT 12 - IRVINE

Candidates may only establish eligibility in one location. Indicate the location for which you are applying directly under the examination title on your application. Applications will be accepted on an open basis only.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE** and personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

FILE BY MAIL: Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

FILE IN PERSON: Department of Transportation
1727 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227-1821

SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.

REASONABLE ACCOMMODATION

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 and/or Employment Application form. 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, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.

DRUG TESTING REQUIREMENT/ DISQUALIFICATION

To be successful in this examination, you will be required to be tested by urinalysis for the use of illegally obtained drugs. If you fail the drug test, you will be disqualified from this examination and from any future examinations for this or any other State civil service class for which drug testing is required until one year has elapsed from the date the drug test specimen was given. If you fail the drug test because of a drug for which possession would constitute a felony offense under Health and Safety Code Division 10, beginning at Section 11000, you will be disqualified from any future examination for State civil service peace office classes for 10 years from the date the test specimen was given.

SALARY RANGE

\$3195 - \$3497

WRITTEN TEST DATE

The written test is scheduled for May 21, 2005.

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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

NOTE: The amount of calendar time/work experience required to meet minimum qualifications is computed as follows:

- Full-time** experience must have been in a 40-hour per week job or work assignment (paid or voluntary).
- Part-time** experience is computed on the basis that one-half time employment for two months is equivalent to one month of full-time work experience.
- Hourly or permanent intermittent** employment is computed on the basis that 160 hours is equivalent to one month of full-time work experience. Overtime hours cannot be included when calculating the 160 hours.

NOTE: Include the name, make, model, type and gross vehicle weight (GVW) of each piece of equipment that work experience was obtained on in the "duties" section of the application.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION (CONTINUED)

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 possessing 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.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because 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.

**MINIMUM
QUALIFICATIONS**

Possession of a valid and unrestricted Class A driver license with N (Tank Vehicle) endorsement. (License or endorsement is not required for competition in the examination, but must be obtained before appointment.)
and

Either I

One year of experience in the California state service performing the duties of a Caltrans Equipment Operator I.

Or II

Two years of experience in the California state service performing the duties of a Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker, or Tree Maintenance Worker.

Or III

Either:

1. Three years of experience in the California Department of Transportation performing the duties of a Service Assistant (Maintenance) including training in and operation of heavy or complex maintenance or construction equipment. or
2. Two years of experience within the last five years (this time limitation is extended for a period equivalent to that spent in recognized military service during the last five years) in operating highway, structure, emergency service, landscape, or construction equipment. or
3. Possession of certification as a Heavy Equipment Operator Technician from a college or university accredited by the California Superintendent of Public Instruction, or a college or university approved by the Bureau on Private Postsecondary and Vocational Education, under the provisions of California Education Code Chapter 3, Part 59, Division 10.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

Equivalent to completion of the 12th grade. Possession of P (Passenger/Bus) and H (Hazardous Materials) endorsements.

**POSITION
DESCRIPTION**

Caltrans Equipment Operator II incumbents operate vehicles requiring a Class A commercial driver license with a tank vehicle endorsement and operate and service specified equipment used in highway maintenance, structures maintenance, emergency service, landscape, or construction. When not operating the specified equipment, may perform any of the duties outlined under Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, or Caltrans Landscape Maintenance Worker; and do other related work.

**EXAMINATION
INFORMATION**

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

WRITTEN TEST - WEIGHTED 100%

NO CALCULATORS WILL BE PERMITTED IN THE EXAMINATION

Scope:

A. 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. Provisions of the California Vehicle Code applying to the operation of vehicles.
5. Regulations and safety practices pertaining to highway emergency services.
6. Fire suppression techniques.
7. Emergency first aid.
8. Familiarization with various highway, structure, emergency service, or landscape maintenance and construction equipment including operation, servicing, minor adjustment, and emergency repairs to such equipment.
9. The safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program.

**ELIGIBLE LIST
INFORMATION**

Open spot eligible lists will be established for the Department of Transportation in Districts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12. These lists will be abolished 12 months after they are established unless the needs of the service and conditions of the lists warrant a change in this period.

CAREER CREDITS

Career credits are not granted in open examinations.

**VETERANS
PREFERENCE POINTS**

Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.**

GENERAL INFORMATION ON ATTACHED PAGE

GENERAL INFORMATION

It is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento AT (916) 227-1821 three business days prior to the written test date if he/she has not received his/her notice.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation 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 candidates will be notified.

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. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide 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 this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and 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.

Veterans Preference: California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: 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-level 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; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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 Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.



CALTRANS EQUIPMENT OPERATOR I

OPEN SPOT

FINAL FILING DATE: MARCH 10, 2005

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OPEN SPOT FOR

DISTRICT 1 - EUREKA DISTRICT 5 - SAN LUIS OBISPO DISTRICT 9 - BISHOP
 DISTRICT 2 - REDDING DISTRICT 6 - FRESNO DISTRICT 10 - STOCKTON
 DISTRICT 3 - MARYSVILLE DISTRICT 7 - LOS ANGELES DISTRICT 11 - SAN DIEGO
 DISTRICT 4 - OAKLAND DISTRICT 8 - SAN BERNARDINO DISTRICT 12 - IRVINE

Candidates may only establish eligibility in one location. Indicate the location for which you are applying directly under the examination title on your application. Applications will be accepted on an open basis only.

HOW TO APPLY

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DRUG TESTING REQUIREMENT/ DISQUALIFICATION

To be successful in this examination, you will be required to be tested by urinalysis for the use of illegally obtained drugs. If you fail the drug test, you will be disqualified from this examination and from any future examinations for this or any other State civil service class for which drug testing is required until one year has elapsed from the date the drug test specimen was given. If you fail the drug test because of a drug for which possession would constitute a felony offense under Health and Safety Code Division 10, beginning at Section 11000, you will be disqualified from any future examination for State civil service peace officer classes for 10 years from the date the test specimen was given.

SALARY RANGE

\$2991 - \$3259

WRITTEN TEST DATE

The written test is scheduled for May 14, 2005.

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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

NOTE: The amount of calendar time/work experience required to meet minimum qualifications should be computed as follows:

- Full-time experience must have been in a 40-hour per week job or work assignment (paid or voluntary).
- Part-time experience is computed on the basis that one-half time employment for two months is equivalent to one month of full-time work experience.
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NOTE: Include the name, make, model, type and gross vehicle weight (GVW) of each piece of equipment that work experience was obtained on in the "duties" section of the application.

REQUIREMENTS FOR

Qualifying experience may be combined on a proportionate basis if the requirements stated below include

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

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ADMITTANCE TO THE
EXAMINATION
CONTINUED

more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing 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 driver license with N (Tank Vehicle) endorsement. (License or endorsement is not required for competition in the examination but must be obtained before appointment.) and

Either I

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

Or II

Either:

1. Two years of experience in the California Department of Transportation performing the duties of a Service Assistant (Maintenance) including training in and operation of highway maintenance or construction equipment. or
2. One year of experience within the last five years (this time limitation is extended for a period equivalent to that spent in recognized military service during the last five years) in operating highway construction or maintenance equipment or in operating light trucks requiring a Class B commercial driver license. or
3. Possession of certification as a Heavy Equipment Operator Technician from a college or university accredited by the California Superintendent of Public Instruction, or a college or university approved by the Bureau on Private Postsecondary and Vocational Education, under the provisions of California Education Code Chapter 3, Part 59, Division 10.

ADDITIONAL DESIRABLE
QUALIFICATIONS

Equivalent to completion of the 12th grade. Possession of P (Passenger/Bus) and H (Hazardous Materials) endorsements.

POSITION DESCRIPTION

Caltrans Equipment Operator I incumbents operate vehicles requiring a Class B commercial driver license with a tank vehicle endorsement and operate and service specified equipment used in highway maintenance, structures maintenance, emergency service, landscape, or construction. When not operating the specified equipment, may perform any of the duties outlined under Caltrans Highway Maintenance Worker or Caltrans Landscape Maintenance Worker; and do other related work.

EXAMINATION
INFORMATION

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WRITTEN TEST - WEIGHTED 100%

NO CALCULATORS WILL BE PERMITTED IN THE EXAMINATION

Scope:

A. 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. Provisions of the California Vehicle Code applying to the operation of vehicles.
5. Regulations and safety practices.
6. Highway or structure maintenance procedures.
7. Highway, structure, emergency service, or landscape maintenance and construction equipment including operation, servicing, minor adjustment, and emergency repairs to such equipment.
8. The safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program.

ELIGIBLE LIST
INFORMATION

Open spot eligible lists will be established for the Department of Transportation in District 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12. These lists will be abolished 12 months after they are established unless the needs of the service and conditions of the lists warrant a change in this period.

CAREER CREDITS

Career Credits will not be granted in this examination.

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POINTS

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