



SUPERVISOR, TUNNELS AND TUBES

Departmental Promotional

EXAM ID: 4TR77

Department(s):	Department of Transportation
Bulletin Release Date:	September 17, 2014
Final Filing Date:	Continuous Filing
Salary:	MONTHLY-RANGED-SALARY - \$5,033.00 to \$5,692.00
Employment Type:	Permanent Full-Time Permanent Part-Time Permanent Intermittent Limited Term Full-Time Limited Term Part-Time Limited Term Intermittent
Exam Type:	SPOT Exam
Location(s):	Dist 04 Caltrans Oakland

INTRODUCTION

Caltrans is pleased to announce the posting of the Supervisor, Tunnels & Tubes examination. Candidates may only establish eligibility in the location listed above.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free 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.

WHO SHOULD APPLY?

This is a Departmental Promotional examination for the Department of Transportation.

Applicants must have:

- 1) A permanent civil service appointment with the Department of Transportation as of the final filing date in order to participate in the examination; or
- 2) Been employed with the Department of Transportation within the last three years, without a break in State civil service; or
- 3) Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) Be 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) Be 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:**

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

***FILE IN PERSON:**

**Department of Transportation
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.**

POSITION STATEMENT

This is the full supervisory level. Incumbents supervise the operation of a tunnel and tube facility for vehicular traffic; direct and assist in the maintenance and repair of tunnel and tube equipment; keep records of time and other costs; make

reports of work performed, materials, labor and equipment used; enforce safety regulations; and do other related work.

ELIGIBLE LIST INFORMATION

A Departmental Promotional spot eligible list will be established for the Department of Transportation in District 4. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire twelve (12) months after placement on the eligible list unless the 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 at the time of submitting an application. 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. Unsigned applications will be not be accepted.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed.

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 Class C driver license. Applicants who do not possess this license will be admitted to the examination, but must secure the license prior to appointment.

Either I

Two years of experience as an Operator, Tunnels and Tubes, or an operator of mechanical ventilation systems and related mechanical, electrical, and electronic equipment in vehicular tunnels or tubes.

Or II

Four years of experience, in the operation and repair of electrical, mechanical, and electronic equipment associated with building or industrial heating and ventilating, or air conditioning systems, at least one year of this experience shall have included some responsibility for supervision of a small crew.

EXAMINATION INFORMATION

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

This examination will 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 "Requirements for Admittance to the Examination" shown on this announcement.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Common methods, practices, and materials used in the installation, operation, maintenance and repair of vehicular traffic tunnel or tube equipment and facilities
2. Safety practices required in vehicular tunnel and tube operations
3. Methods, tools, and equipment used in the installation, operation, maintenance, and repair of tunnel and tube equipment and machinery
4. Applicable provisions of the California Vehicular Code controlling operation of vehicular tunnels and tubes
5. Principles of effective supervision, safety and health
6. Caltrans' Equal Employment Opportunity Program, Injury and Illness Prevention Program and the processes available to meet the program objectives
7. A supervisor's role in the Equal Employment Opportunity Program, Injury and Illness Prevention Program, and the processes available to meet the program objectives

Ability to:

1. Perform a variety of electrical, mechanical, and electronic maintenance and repair tasks
2. Follow directions
3. Communicate at a level required to perform the essential functions of the job
4. Receive and relay information by radio or telephone
5. Prepare and maintain reports of work done
6. Read, interpret, and work from plans, drawings, and specifications
7. Analyze situations accurately and take effective course of action
8. Keep records and accounts of employees' time and of material and equipment used
9. Interpret simple blueprints, drawings, and sketches

10. Lay out and direct work of others
11. Effectively contribute to Caltrans' safety, health, Equal Employment Opportunity Program and labor relations objectives
12. Prepare, make, and keep reports of work done

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work rotating or irregular shifts including weekends

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid and unrestricted Class B or Class A driver license

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 (916) 227-7858.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

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.

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. 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 Department of Transportation, 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.