



**PRINTING MECHANICAL SUPERINTENDENT**  
**Training and Experience Evaluation**

**GENERAL INFORMATION**

This Training and Experience (T&E) Evaluation will be used to measure your experience, training, and/or education relevant to this classification. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with Department of General Services (DGS).

**This T&E Evaluation is a scored component accounting for 100% of your score in this examination.** To obtain a position on the eligible list, a minimum rating of 70% must be attained. It is important to complete the T&E Evaluation carefully and accurately. Your responses are subject to verification before appointment to a position. It is essential to ***take your time and read all questions and responses carefully*** before selecting your response.

The eligible list resulting from this examination will be used by DGS to fill our existing and/or future vacancies. A “Conditions of Employment” form is included in this T&E Evaluation that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

**AFFIRMATION STATEMENT**

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I will be removed from the eligible list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal. I also understand that I am solely responsible for the accuracy of the responses I provide.

Print Name \_\_\_\_\_

CalCareer ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FILING INSTRUCTIONS**

You are required to submit **this completed T&E Evaluation** as follows:

**Via Email**

[DGSExams@dgs.ca.gov](mailto:DGSExams@dgs.ca.gov)

*The preferred method of T&E submittal is via email as it is the most **expeditious** method of communication.*

**By Mail**

Department of General Services  
Office of Human Resources  
Attn: Recruitment and Examination Services Unit  
P.O. Box 989052  
West Sacramento, CA 95798-9052

**In Person**

Department of General Services  
707 3<sup>rd</sup> Street, Lobby\*  
West Sacramento, CA 95605

*\*Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email [DGSExams@dgs.ca.gov](mailto:DGSExams@dgs.ca.gov) to set up an appointment to drop off their application.*

**TRAINING AND EXPERIENCE EVALUATION**

**INSTRUCTIONS:** Read each statement carefully and select one option for each of the scales provided that best relates your experience. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

1. Estimate time necessary to repair printing plant equipment to reduce down time and to communicate to management the status of repairs.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 60 or more months
    - 48 to 59 months
    - 36 to 47 months
    - 24 to 35 months
    - 0 to 23 months
  - B. Select one that best relates to the **frequency** (how often) you performed this task.
    - Daily
    - Weekly
    - Monthly
    - Yearly
    - Never

2. Work cooperatively with managers of production units to establish work priorities for maintenance and repair of equipment utilizing maintenance and service requests.
- A. Select one that best relates to the **length** of your experience performing this task.
- 60 or more months
  - 48 to 59 months
  - 36 to 47 months
  - 24 to 35 months
  - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily
  - Weekly
  - Monthly
  - Yearly
  - Never
3. Communicate regularly with management, orally and in writing, the status of equipment that may impact production schedules.
- A. Select one that best relates to the **length** of your experience performing this task.
- 60 or more months
  - 48 to 59 months
  - 36 to 47 months
  - 24 to 35 months
  - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily
  - Weekly
  - Monthly
  - Yearly
  - Never

4. Attend and participate in production meetings to coordinate and provide status updates on printing plant equipment maintenance and repairs.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

5. Develop, implement, and maintain a preventive maintenance program for equipment utilizing manufacturer's recommended specifications.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

6. Maintain inventory and ensure that adequate materials (such as spare parts and supplies for equipment) are on hand and meet machine and safety code specifications.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

7. Promote and enforce safety rules and regulations to avoid injuries by conducting periodic safety meetings and utilizing Cal/OSHA, Air Quality Management, and manufacturer's recommended safety guidelines.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

8. Ensure staff adherence to Cal/OSHA guidelines and Safety Data Sheets (SDS) in compliance with industry rules and regulations.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

9. Identify and coordinate a resolution to the most sensitive, difficult, and complex maintenance issues.

A.  Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

10. Direct complex maintenance and/or modification of equipment to maintain efficiently running equipment.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

11. Direct complex installation of new equipment.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

12. Research, develop, and prepare detailed specifications for equipment purchase and/or repair.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

13. Stay current with new printing mechanical technology to improve operational efficiency by utilizing various resources such as the internet and industry publications.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never



14. Distribute workload to staff using resource scheduling tools.
- A. Select one that best relates to the **length** of your experience performing this task.
- 60 or more months
  - 48 to 59 months
  - 36 to 47 months
  - 24 to 35 months
  - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily
  - Weekly
  - Monthly
  - Yearly
  - Never
15. Provide necessary resources and training to staff for technical and professional development.
- A. Select one that best relates to the **length** of your experience performing this task.
- 60 or more months
  - 48 to 59 months
  - 36 to 47 months
  - 24 to 35 months
  - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily
  - Weekly
  - Monthly
  - Yearly
  - Never

16. Participate in a variety of human resources activities (such as recruitment, hiring, promotions, testing, labor relations) in compliance with Equal Employment Opportunity Objectives.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

17. Maintain accurate and timely reporting for issuance of correct payroll warrants and overtime compensation of staff.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

18. Grant or deny requests for time off or overtime and verify leave credits.
- A. Select one that best relates to the **length** of your experience performing this task.
- 60 or more months
  - 48 to 59 months
  - 36 to 47 months
  - 24 to 35 months
  - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily
  - Weekly
  - Monthly
  - Yearly
  - Never
19. Evaluate and address staff performance and recommend appropriate action.
- A. Select one that best relates to the **length** of your experience performing this task.
- 60 or more months
  - 48 to 59 months
  - 36 to 47 months
  - 24 to 35 months
  - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily
  - Weekly
  - Monthly
  - Yearly
  - Never

20. Complete performance reports and provide staff with expectations.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

## CONDITIONS OF EMPLOYMENT

Please mark the appropriate box(es) of your choice – you will not be offered a job in locations not marked.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

## TYPE OF EMPLOYMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "Any" if you are willing to accept any type of employment. If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent, Full-Time positions.

- |  |   |
|--|---|
| <input type="checkbox"/> Any                     | <input type="checkbox"/> Limited Term, Full Time    |
| <input type="checkbox"/> Permanent, Full Time    | <input type="checkbox"/> Limited Term, Part Time    |
| <input type="checkbox"/> Permanent, Part Time    | <input type="checkbox"/> Limited Term, Intermittent |
| <input type="checkbox"/> Permanent, Intermittent |   |

## LOCATION(S) YOU ARE WILLING TO WORK

**(0005) ANYWHERE IN THE STATE** – if this box is marked, no further selection is necessary.

### NORTHERN CALIFORNIA COUNTIES

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> (0400) Butte     | <input type="checkbox"/> (2300) Mendocino     | <input type="checkbox"/> (4500) Shasta   |
| <input type="checkbox"/> (0600) Colusa    | <input type="checkbox"/> (2500) Modoc         | <input type="checkbox"/> (4600) Sierra   |
| <input type="checkbox"/> (0800) Del Norte | <input type="checkbox"/> (2800) Napa          | <input type="checkbox"/> (4700) Siskiyou |
| <input type="checkbox"/> (0900) El Dorado | <input type="checkbox"/> (2900) Nevada        | <input type="checkbox"/> (4900) Sonoma   |
| <input type="checkbox"/> (1100) Glenn     | <input type="checkbox"/> (3100) Placer        | <input type="checkbox"/> (5100) Sutter   |
| <input type="checkbox"/> (1200) Humboldt  | <input type="checkbox"/> (3200) Plumas        | <input type="checkbox"/> (5200) Tehama   |
| <input type="checkbox"/> (1700) Lake      | <input type="checkbox"/> (3400) Sacramento    | <input type="checkbox"/> (5300) Trinity  |
| <input type="checkbox"/> (1800) Lassen    | <input type="checkbox"/> (3800) San Francisco | <input type="checkbox"/> (5700) Yolo     |
|   | <input type="checkbox"/> (3900) San Joaquin   | <input type="checkbox"/> (5800) Yuba     |

### CENTRAL CALIFORNIA COUNTIES

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> (0100) Alameda      | <input type="checkbox"/> (1500) Kern     | <input type="checkbox"/> (4000) San Luis Obispo |
| <input type="checkbox"/> (0200) Alpine       | <input type="checkbox"/> (1600) Kings    | <input type="checkbox"/> (4100) San Mateo       |
| <input type="checkbox"/> (0300) Amador       | <input type="checkbox"/> (2000) Madera   | <input type="checkbox"/> (4300) Santa Clara     |
| <input type="checkbox"/> (0500) Calaveras    | <input type="checkbox"/> (2100) Marin    | <input type="checkbox"/> (4400) Santa Cruz      |
| <input type="checkbox"/> (0700) Contra Costa | <input type="checkbox"/> (2200) Mariposa | <input type="checkbox"/> (4800) Solano          |
| <input type="checkbox"/> (1000) Fresno       | <input type="checkbox"/> (2400) Merced   | <input type="checkbox"/> (5000) Stanislaus      |
| <input type="checkbox"/> (1400) Inyo         | <input type="checkbox"/> (2600) Mono     | <input type="checkbox"/> (5400) Tulare          |
|  | <input type="checkbox"/> (2700) Monterey | <input type="checkbox"/> (5500) Tuolumne        |

**SOUTHERN CALIFORNIA COUNTIES**

- (1300) Imperial
- (1900) Los Angeles
- (3000) Orange
- (3500) San Benito
- (3300) Riverside
- (3600) San Bernardino
- (3700) San Diego
- (4200) Santa Barbara
- (5600) Ventura

**ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES**

If you would like to change your address, phone number(s), email address, and/or locations and tenure/time base preferences, please log into your CalCareer Account, and click on the Eligibilities tab.