



CALTRANS EQUIPMENT OPERATOR (CEO) I and II

Departmental, Open

Exam Codes: 1PB1701 and 1PB1702

Department: Transportation (Caltrans)

Bulletin Revised Date: March 12, 2019

Cut-off Date: Continuous

Salary: CEO I: \$3,655.00 - \$4,390.00

CEO II: \$3,905.00 - \$4,711.00

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status.

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?

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

Once you have taken the examination, you may not retake for 12 months.

HOW TO APPLY

The link to connect to the Training and Experience Evaluation is located in the "Taking the Examination" section.

SPECIAL TESTING ARRANGEMENTS

If you require assistance or alternative testing arrangements due to a disability, please contact the Department of Human Resources (CalHR) listed in the "Contact Information" section.

POSITION STATEMENTS

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.

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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated on this examination bulletin. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

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

<http://calhr.ca.gov/state-hr-professionals/pages/6287.aspx>

MINIMUM QUALIFICATIONS

Caltrans Equipment Operator I

Possession of a valid and unrestricted Class B commercial driver license with a N (Tank Vehicle) endorsement. **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.

Caltrans Equipment Operator II

Possession of a valid and unrestricted Class A commercial driver license with a N (Tank Vehicle) endorsement. **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

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

DRUG TESTING REQUIREMENT

Applicants for positions in these classes are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

EXAMINATION INFORMATION

Training and Experience Evaluation – Weighted 100%

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

[Preview the Training and Experience Evaluation](#)

KNOWLEDGE AND ABILITIES

Caltrans Equipment Operator I

Knowledge of:

1. Operation and care of automotive equipment including light trucks
2. Minor construction, repair, and maintenance work
3. Provisions of the California Vehicle Code applying to the operation of vehicles
4. Regulations and safety practices
5. Highway or structure maintenance procedures
6. Highway, structure, emergency service, or landscape maintenance and construction equipment including operation, servicing, minor adjustment and emergency repairs to such equipment
7. The safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program
8. Safe work practices to protect the safety of oneself and others
9. The proper use of personal protective equipment (e.g., gloves, hard hats, safety eyewear) to ensure the safety of oneself while performing work tasks

10. How to operate equipment (e.g., dump trucks, front loaders, mowers, paint trucks) to maintain, repair, and/or construct highways
11. Methods used in repairing and/or constructing highways to ensure highways are maintained, repaired, and/or constructed properly
12. Procedures used to install and repair ground sprinkler systems (e.g., control valves, sprinkler heads, pipes) to ensure landscaped areas near highways are properly watered

Skill to:

1. Operate highway, structure, and emergency service equipment, making minor adjustments and emergency repairs to such equipment
2. Operate hand tools (e.g., shovels, lutes, pitchforks) to spread, smooth, level, or steel-reinforce concrete, stone, asphalt on highways, and/or landscaped areas
3. Properly and safely use general maintenance tools and equipment (e.g., ladders, dollies, hammers, wrenches, screwdrivers) to repair and/or maintain highways, facilities, and/or highway signs
4. Operate trucks with adjustable attachments (e.g., front plow, attenuator, towable pull brooms) to sweep debris from paved surfaces, mow grass and weeds, and/or remove snow and ice
5. Properly and safely use various gasoline powered tools (e.g., chain saws, leaf blowers, power washers, augers, wood chippers) to maintain highway areas
6. Operate machine attachments (e.g., loader buckets, tailgate sanders) to conduct repair work on highways, bridges, and/or highway areas
7. Properly and safely use various landscaping tools (e.g., shears, loppers, tree saws, wheel barrows) to maintain landscaped highway areas
8. Take basic measurements to determine dimensions (e.g., length, width, flow, area, weight) of both large and small objects and spaces
9. Perform basic landscaping procedures (e.g., mowing, pruning, weeding, fertilizing) to maintain various flowers, shrubs, trees, grasses and vegetation near highways
10. Properly and safely use various asphalt paving tools and equipment to repair asphalt
11. Operate kettles to perform crack sealing
12. Read basic plans and schematics to determine where to perform repair and/or maintenance job tasks

Ability to:

1. Communicate and follow directions at a level required for successful job performance
2. Perform heavy manual labor
3. Keep records
4. Assist in work relating to the maintenance of highway, structure, and landscaped areas
5. Safely operate motor vehicles in various weather and road conditions to transport self and materials to and from the job site
6. Perform general manual labor (e.g., digging, trenching, lifting, carrying, loading) to perform the tasks associated with the job
7. Learn to install and repair drip irrigation systems to ensure systems are working properly

Caltrans Equipment Operator II

Knowledge of:

1. Operation and care of automotive equipment including light trucks
2. Minor construction, repair, and maintenance work
3. Regulations and safety practices pertaining to highway emergency services

4. Fire suppression techniques
5. Various highway, structure, emergency service, or landscape maintenance and construction equipment including operation, servicing, minor adjustment, and emergency repairs to such equipment
6. Safe work practices to protect the safety of oneself and others
7. How to operate equipment (e.g., dump trucks, front loaders, mowers, paint trucks) to maintain, repair, and/or construct highways
8. The provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles requiring a Class A commercial driver's license to complete highway maintenance work activities
9. Basic first aid techniques to assist oneself and others in cases of minor injury
10. Safety and health policies and procedures contained in the Department's Injuries and Illness Prevention Program to complete work activities in a safe manner

Skill to:

1. Operate a variety of complex or heavy maintenance equipment, and make minor adjustments and emergency repairs to such equipment
2. Properly and safely use general maintenance tools and equipment (e.g., ladders, dollies, hammers, wrenches, screwdrivers) to repair and/or maintain highways, facilities, and/or highway signs
3. Operate machine attachments (e.g., loader buckets, tailgate sanders) to conduct repair work on highways, bridges, and/or highway areas
4. Operate hand tools (e.g., shovels, lutes, pitchforks) to spread, smooth, level, or steel-reinforce concrete, stone, asphalt on highways and/or landscaped areas
5. Operate trucks with adjustable attachments (e.g., front plow, attenuator, towable pull brooms) to sweep debris from paved surfaces, mow grass and weeds, and/or remove snow and ice
6. Properly and safely use various gasoline powered tools (e.g., chain saws, leaf blowers, power washers, augers, wood chippers) to maintain highways and highway areas
7. Identify the cause of mechanical problems and/or defects to inspect, repair, and/or maintain equipment
8. Operate motor graders to maintain shoulders, plow snow, ditching, level fresh asphalt and/or grader blankets
9. Operate excavators and backhoes to maintain ditches, hammer concrete slabs in roadway, and/or repair banks
10. Operate a snow plow to ensure the highway is free from snow and drivable
11. Take basic measurements to determine dimensions (e.g., length width, flow, area, weight) of both large and small objects and spaces
12. Keep records in order to comply with documentation policies
13. Properly and safely use various asphalt paving tools and equipment to repair asphalt
14. Properly and safely use various landscaping tools (e.g., shears, loppers, tree saws, wheel barrows) to maintain landscaped highway areas
15. Operate kettles to perform crack sealing
16. Read basic plans and schematics to determine where to perform repair and/or maintenance job tasks
17. Perform basic landscaping procedures (e.g., mowing, pruning, weeding, fertilizing) to maintain various flowers, shrubs, trees, grasses and vegetation near highways

Ability to:

1. Communicate and follow directions at a level required for successful job performance
2. Perform heavy manual labor
3. Assist in work relating to the maintenance of highway, structure, and landscaped areas
4. Safely operate motor vehicles in various weather and road conditions to transport self and materials to and from the job site
5. Perform general manual labor (e.g., digging, trenching, lifting, carrying, loading) to perform the tasks associated with the job
6. Learn to install and repair drip irrigation systems to ensure systems are working properly

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Caltrans Equipment Operator I and Caltrans Equipment Operator II classifications will be established by CalHR for use by: Caltrans

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires **24 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the examination.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take the online [Training and Experience Evaluation](#) for the **Caltrans Equipment Operator I and Caltrans Equipment Operator II** classifications.

CONTACT INFORMATION

Questions regarding this examination bulletin should be directed to:

California Department of Transportation (Caltrans)
Office of Examination & Executive Selection Services
(916) 227-7858
California Relay Service: Voice (800) 735-2922
TTY: (800) 734-2929

Technical questions regarding the online examination or questions regarding special testing arrangements should be directed to:

California Department of Human Resources (CalHR)

Office of Examination Services

1-866-844-8671

California Relay Service: (7-1-1)

TTY: (916) 654-6336

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

Caltrans 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.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application ([CalHR Form 1093](#)) which is also available at CalHR, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education 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 competitor 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.