

**CALTRANS
OFFICE OF EXAMINATION SERVICES**

CALTRANS MAINTENANCE SUPERVISOR – 6TR76
Training and Experience Evaluation

The **CALTRANS MAINTENANCE SUPERVISOR** examination is being given on a Departmental Promotional basis. This examination will consist solely of this self-assessment Training and Experience (T&E) Evaluation.

This T&E Evaluation is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification. Candidates are responsible for reading all of the material provided prior to completing this evaluation. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered and/or assumed. *Resumes, letters of reference, and other materials **will not be evaluated or considered** as responses to items in the T&E Evaluation.*

NOTE: Failure to meet the entrance requirements and/or to complete this evaluation accurately will result in elimination from this examination. *Candidates who fail to follow the instructions and/or **who solicit input or assistance from others to complete this evaluation** will be eliminated from the examination.*

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS T&E EVALUATION FOR YOUR RECORDS. Caltrans will NOT provide you a copy of your T&E Evaluation.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me (without assistance from others) on this Training and Experience Evaluation is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment, and may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINT): _____

EXAMINATION TITLE: CALTRANS MAINTENANCE SUPERVISOR

The completed Training and Experience Evaluation and Standard State Application (STD.678) must be mailed or personally hand delivered to:

**File by Mail: Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

**File in person: Caltrans
Examination Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816**

Facsimile (FAX) or electronically mailed (e-mailed) T&E Evaluations **will not** be accepted.
Failure to submit your T&E Evaluation will result in elimination from the examination process.

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STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION



Caltrans

CONDITIONS OF EMPLOYMENT

Division of Human Resources – Exam and Recruitment Services
PM-EX-0631 (Rev. 01/2015)

EXAMINATION TITLE

CALTRANS MAINTENANCE SUPERVISOR

EXAMINATION CODE

6TR76

DATE

CANDIDATE NAME – (PLEASE PRINT – (Last Name, First Name, Middle Initial))

If you are successful in this examination, your name will be placed on an active employment list for the location you select and referred to fill vacancies according to the conditions you specify on this form.

PLEASE CHECK THE BOX NEXT TO THE DISTRICT(S) WHERE YOU WISH TO WORK.

- | | |
|--|---|
| <input type="checkbox"/> DISTRICT 1 – EUREKA | <input type="checkbox"/> DISTRICT 7 – LOS ANGELES |
| <input type="checkbox"/> DISTRICT 2 – REDDING | <input type="checkbox"/> DISTRICT 8 – SAN BERNARDINO |
| <input type="checkbox"/> DISTRICT 3 – MARYSVILLE | <input type="checkbox"/> DISTRICT 9 – BISHOP |
| <input type="checkbox"/> DISTRICT 4 – OAKLAND | <input type="checkbox"/> DISTRICT 10 – STOCKTON |
| <input type="checkbox"/> DISTRICT 5 – SAN LUIS OBISPO | <input type="checkbox"/> DISTRICT 11 – SAN DIEGO |
| <input type="checkbox"/> DISTRICT 6 – FRESNO | <input type="checkbox"/> DISTRICT 12 – IRVINE |
| <input type="checkbox"/> 3400 – SACRAMENTO Note: District 3 does not include Sacramento | |

PLEASE CHECK ONE BOX ONLY NEXT TO THE TYPE OF APPOINTMENT YOU WILL ACCEPT.

- ☐ **A11 PERMANENT OR TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT**
- ☐ **C55 PERMANENT OR TEMPORARY – FULL TIME ONLY**
- ☐ **M44 PERMANENT OR TEMPORARY – PART TIME OR INTERMITTENT ONLY**
- ☐ **D58 PERMANENT ONLY – FULL TIME ONLY**
- ☐ **K85 TEMPORARY ONLY – FULL TIME ONLY**
- ☐ **R41 PERMANENT – PART TIME OR INTERMITTENT OR TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT**

Privacy Statement

Please notify the Caltrans promptly of any changes in your address or availability for employment.

CALTRANS MAINTENANCE SUPERVISOR – 6TR76
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PART I - EMPLOYMENT HISTORY

Instructions: Please describe your work experience (including internships or any unpaid educational activities) as it relates to the **CALTRANS MAINTENANCE SUPERVISOR** classification. Begin with your most recent position. The **EXPERIENCE CODE** will be used in Part II to identify where you worked. You may include additional pages if necessary.

EXPERIENCE CODE A

Company / State Agency: _____ Job Title: _____
Employer Location: City: _____ State: _____
Dates of Employment: From: _____ To: _____
Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE B

Company / State Agency: _____ Job Title: _____
Employer Location: City: _____ State: _____
Dates of Employment: From: _____ To: _____
Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE C

Company / State Agency: _____ Job Title: _____
Employer Location: City: _____ State: _____
Dates of Employment: From: _____ To: _____
Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE D

Company / State Agency: _____ Job Title: _____
Employer Location: City: _____ State: _____
Dates of Employment: From: _____ To: _____
Supervisor: _____ Telephone Number: _____

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PART II – WORK EXPERIENCE

INSTRUCTIONS

Step 1: In the *Education/Experience Code* column, use the codes from PART I of this questionnaire to indicate where you performed the activity and/or acquired the task or knowledge. You may list more than one code per item, if applicable.

Step 2: For each item listed on pages 5 - 13, place an “X” in the column(s) that most accurately represents the Level of Knowledge and Experience you have AND the Amount of Time your experience represents.

SAMPLE

CALTRANS MAINTENANCE SUPERVISOR – 6TR76

Training and Experience Evaluation

			Amount of Time				
Level of Knowledge and Experience: In the <u>Experience Code(s)</u> column, use the codes from <u>PART I</u> of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Amount of Time: Place an “X” in the column(s) that most accurately represents the <u>Amount of Time</u> each level of your experience represents. (Leave columns blank that do not apply to you). SECTION 1: Technical Ability			I possess less than 1 year of knowledge or experience performing this task.	I possess at least 1 year but less than 2 years of knowledge or experience performing this task.	I possess at least 2 years but less than 3 years of knowledge or experience performing this task.	I possess at least 3 years but less than 4 years of knowledge or experience performing this task.	I possess 4 years or more knowledge or experience performing this task.
1	Identifying deficiencies and hazards within state right-of-way in order to prioritize need for repairs						
	Experience Code(s)	Level of Knowledge and Experience					
		I have no knowledge of how to perform this task or what it may entail.					
	D	I have some knowledge of how to perform this task, but may require additional instructions to apply my knowledge efficiently.			X		
	B & C	I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.		X			
	A	I possess an advanced knowledge and experience level to the extent that I could efficiently perform this task under the majority of circumstances or situations encountered.	X				

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Training and Experience Evaluation

			Amount of Time				
Level of Knowledge and Experience: In the Experience Code(s) column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Amount of Time: Place an “X” in the column(s) that most accurately represents the Amount of Time each level of your experience represents. (Leave columns blank that do not apply to you). SECTION 1: Technical Ability			I possess less than 1 year of knowledge or experience performing this task.	I possess at least 1 year but less than 2 years of knowledge or experience performing this task.	I possess at least 2 years but less than 3 years of knowledge or experience performing this task.	I possess at least 3 years but less than 4 years of knowledge or experience performing this task.	I possess 4 years or more knowledge or experience performing this task.
1							
Identifying deficiencies and hazards within state right-of-way in order to prioritize need for repairs							
	Experience Code(s)	Level of Knowledge and Experience					
		I have no knowledge of how to perform this task or what it may entail.					
		I have some knowledge of how to perform this task, but may require additional instructions to apply my knowledge efficiently.					
		I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.					
		I possess an advanced knowledge and experience level to the extent that I could efficiently perform this task under the majority of circumstances or situations encountered.					
2							
Inspecting facilities and equipment in order to ensure all State facilities and equipment (e.g., maintenance stations, bridges, rest areas) are used and maintained properly							
	Experience Code(s)	Level of Knowledge and Experience					
		I have no knowledge of how to perform this task or what it may entail.					
		I have some knowledge of how to perform this task, but may require additional instructions to apply my knowledge efficiently.					
		I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.					
		I possess an advanced knowledge and experience level to the extent that I could efficiently perform this task under the majority of circumstances or situations encountered.					

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			Amount of Time				
<p>Level of Knowledge and Experience: In the Experience Code(s) column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p>Amount of Time: Place an “X” in the column(s) that most accurately represents the Amount of Time each level of your experience represents. (Leave columns blank that do not apply to you).</p> <p>SECTION 1: Technical Ability</p>			I possess less than 1 year of knowledge or experience performing this task.	I possess at least 1 year but less than 2 years of knowledge or experience performing this task.	I possess at least 2 years but less than 3 years of knowledge or experience performing this task.	I possess at least 3 years but less than 4 years of knowledge or experience performing this task.	I possess 4 years or more knowledge or experience performing this task.
3	Operating manual/power hand tools (e.g., shovels, rakes, chainsaws, jack hammers, power grinders)						
	Experience Code(s)	Level of Knowledge and Experience					
		I have no knowledge of how to perform this task or what it may entail.					
		I have some knowledge of how to perform this task, but may require additional instructions to apply my knowledge efficiently.					
		I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.					
		I possess an advanced knowledge and experience level to the extent that I could efficiently perform this task under the majority of circumstances or situations encountered.					
4	Monitoring monthly expenditures in order to sustain budget for the purchasing of tools and calculation of materials/supplies						
	Experience Code(s)	Level of Knowledge and Experience					
		I have no knowledge of how to perform this task or what it may entail.					
		I have some knowledge of how to perform this task, but may require additional instructions to apply my knowledge efficiently.					
		I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.					
		I possess an advanced knowledge and experience level to the extent that I could efficiently perform this task under the majority of circumstances or situations encountered.					

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			Amount of Time				
<p>Level of Knowledge and Experience: In the Experience Code(s) column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p>Amount of Time: Place an “X” in the column(s) that most accurately represents the Amount of Time each level of your experience represents. (Leave columns blank that do not apply to you).</p> <p>SECTION 1: Technical Ability</p>			I possess less than 1 year of knowledge or experience performing this task.	I possess at least 1 year but less than 2 years of knowledge or experience performing this task.	I possess at least 2 years but less than 3 years of knowledge or experience performing this task.	I possess at least 3 years but less than 4 years of knowledge or experience performing this task.	I possess 4 years or more knowledge or experience performing this task.
<p>5 Keeping time records and simple cost records of materials, equipment, and expenses</p>							
	Experience Code(s)	Level of Knowledge and Experience					
		I have no knowledge of how to perform this task or what it may entail.					
		I have some knowledge of how to perform this task, but may require additional instructions to apply my knowledge efficiently.					
		I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.					
		I possess an advanced knowledge and experience level to the extent that I could efficiently perform this task under the majority of circumstances or situations encountered.					
<p>6 Applying rules and regulations pertaining to highway and structure maintenance practices, including placement of detour and warning signs</p>							
	Experience Code(s)	Level of Knowledge and Experience					
		I have no knowledge of how to perform this task or what it may entail.					
		I have some knowledge of how to perform this task, but may require additional instructions to apply my knowledge efficiently.					
		I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.					
		I possess an advanced knowledge and experience level to the extent that I could efficiently perform this task under the majority of circumstances or situations encountered.					

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7	Overseeing proper operation and maintenance of equipment to ensure safety of work crew and traveling public						
	Experience Code(s)	Level of Knowledge and Experience					
		I have no knowledge of how to perform this task or what it may entail.					
		I have some knowledge of how to perform this task, but may require additional instructions to apply my knowledge efficiently.					
		I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.					
		I possess an advanced knowledge and experience level to the extent that I could efficiently perform this task under the majority of circumstances or situations encountered.					
8	Caring for construction, maintenance, emergency service, and landscape equipment						
	Experience Code(s)	Level of Knowledge and Experience					
		I have no knowledge of how to perform this task or what it may entail.					
		I have some knowledge of how to perform this task, but may require additional instructions to apply my knowledge efficiently.					
		I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.					
		I possess an advanced knowledge and experience level to the extent that I could efficiently perform this task under the majority of circumstances or situations encountered.					

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			Amount of Time				
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9	Responding to and documenting emergencies that concern the State highway system (e.g., traffic accidents, storm damage, fires, potential hazardous substance spills, earthquakes) in order to ensure safety of crew and traveling public						
	Experience Code(s)	Level of Knowledge and Experience					
		I have no knowledge of how to perform this task or what it may entail.					
		I have some knowledge of how to perform this task, but may require additional instructions to apply my knowledge efficiently.					
		I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.					
		I possess an advanced knowledge and experience level to the extent that I could efficiently perform this task under the majority of circumstances or situations encountered.					
10	Planning, organizing, conducting, and evaluating safety training programs						
	Experience Code(s)	Level of Knowledge and Experience					
		I have no knowledge of how to perform this task or what it may entail.					
		I have some knowledge of how to perform this task, but may require additional instructions to apply my knowledge efficiently.					
		I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.					
		I possess an advanced knowledge and experience level to the extent that I could efficiently perform this task under the majority of circumstances or situations encountered.					

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Level of Knowledge and Experience: In the Experience Code(s) column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Amount of Time: Place an “X” in the column(s) that most accurately represents the Amount of Time each level of your experience represents. (Leave columns blank that do not apply to you). SECTION 1: Technical Ability			I possess less than 1 year of knowledge or experience performing this task.	I possess at least 1 year but less than 2 years of knowledge or experience performing this task.	I possess at least 2 years but less than 3 years of knowledge or experience performing this task.	I possess at least 3 years but less than 4 years of knowledge or experience performing this task.	I possess 4 years or more knowledge or experience performing this task.
11 Analyzing situations accurately, reasoning logically, and taking effective action							
	Experience Code(s)	Level of Knowledge and Experience					
		I have no knowledge of how to perform this task or what it may entail.					
		I have some knowledge of how to perform this task, but may require additional instructions to apply my knowledge efficiently.					
		I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.					
		I possess an advanced knowledge and experience level to the extent that I could efficiently perform this task under the majority of circumstances or situations encountered.					
12 Communicating effectively with internal/external staff in order to maintain effective working relationships							
	Experience Code(s)	Level of Knowledge and Experience					
		I have no knowledge of how to perform this task or what it may entail.					
		I have some knowledge of how to perform this task, but may require additional instructions to apply my knowledge efficiently.					
		I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.					
		I possess an advanced knowledge and experience level to the extent that I could efficiently perform this task under the majority of circumstances or situations encountered.					

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			Amount of Time				
<p>Level of Experience: In the Experience Code(s) column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p>Amount of Time: Place an “X” in the column(s) that most accurately represents the Amount of Time each level of your experience represents. (Leave columns blank that do not apply to you).</p> <p>SECTION 2: Lead Work and Direction</p>			I possess less than 6 months of experience performing this task.	I possess at least 6 months but less than 12 months of experience performing this task.	I possess at least 12 months but less than 18 months of experience performing this task.	I possess at least 18 months but less than 24 months of experience performing this task.	I possess 24 months or more of experience performing this task.
13	Ensuring staff receives current mandated training (e.g., CPR, First Aid, Defensive Driving)						
	Experience Code(s)	Level of Experience					
		I have had no training or experience with this task.					
		I have assisted others in performing this task.					
		I have performed this task in a lead capacity amongst peers.					
		I have performed this task in a supervisor capacity amongst assigned staff.					
14	Providing training to maintenance staff on equipment, tools, and methods used for maintenance/landscape work to ensure the safety of work crew and traveling public						
	Experience Code(s)	Level of Knowledge and Experience					
		I have had no training or experience with this task.					
		I have assisted others in performing this task.					
		I have performed this task in a lead capacity amongst peers.					
		I have performed this task in a supervisor capacity amongst assigned staff.					

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			Amount of Time				
<p>Level of Experience: In the Experience Code(s) column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p>Amount of Time: Place an “X” in the column(s) that most accurately represents the Amount of Time each level of your experience represents. (Leave columns blank that do not apply to you).</p> <p>SECTION 2: Lead Work and Direction</p>			I possess less than 6 months of experience performing this task.	I possess at least 6 months but less than 12 months of experience performing this task.	I possess at least 12 months but less than 18 months of experience performing this task.	I possess at least 18 months but less than 24 months of experience performing this task.	I possess 24 months or more of experience performing this task.
15	Planning and scheduling the work of a crew for routine maintenance and to repair possible roadway hazards						
	Experience Code(s)	Level of Knowledge and Experience					
		I have had no training or experience with this task.					
		I have assisted others in performing this task.					
		I have performed this task in a lead capacity amongst peers.					
		I have performed this task in a supervisor capacity amongst assigned staff.					
16	Promoting and maintaining a work environment free of discrimination and harassment to ensure the well-being of staff and others						
	Experience Code(s)	Level of Knowledge and Experience					
		I have had no training or experience with this task.					
		I have assisted others in performing this task.					
		I have performed this task in a lead capacity amongst peers.					
		I have performed this task in a supervisor capacity amongst assigned staff.					

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17	Leading and directing a crew in order to maintain highways, highway facilities, and areas bordering freeways and highways						
	Experience Code(s)	Level of Knowledge and Experience					
		I have had no training or experience with this task.					
		I have assisted others in performing this task.					
		I have performed this task in a lead capacity amongst peers.					
		I have performed this task in a supervisor capacity amongst assigned staff.					
18	Ensuring crew remains in compliance with safety policies and procedures in order to reduce injuries and accidents						
	Experience Code(s)	Level of Knowledge and Experience					
		I have had no training or experience with this task.					
		I have assisted others in performing this task.					
		I have performed this task in a lead capacity amongst peers.					
		I have performed this task in a supervisor capacity amongst assigned staff.					