



MAINTENANCE WORKER, CALIFORNIA HIGHWAY PATROL

OPEN STATEWIDE EXAMINATION CONTINUOUS FILING

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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.

Note: Positions exist statewide.

FINAL FILING DATE

Continuous

Applications (STD. 678, Examination/Employment Application, Rev. 12-17 or later) will be accepted continuously. Application packages will be processed on a monthly basis. **The cut-off dates will be the first Thursday of each month.**

NOTE: Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purposes of determining timely filing of an application. It is not recommended to send your application by certified mail or to use tracking postcard PS Form 3811 as this may cause a delay in the processing of your application.

HOW TO APPLY

To apply for this examination, you must submit a complete application package to the address indicated below. The following documents comprise a complete application package:

- Completed Examination/Employment Application (STD. 678)
<https://jobs.ca.gov/pdf/STD678.pdf>
- Supplemental Application Questionnaire and signed Affirmation Statement
<https://www.chp.ca.gov/CHPCareersSite/Documents/MaintenanceWorkerCHP.pdf>
- Conditions of Employment form (SPB-631SSG)
<https://www.chp.ca.gov/CHPCareersSite/Documents/ConditionsofEmployment.pdf>

To obtain copies of the Employment Application, Supplemental Application Questionnaire and Affirmation Statement, and Conditions of Employment go to the links above. Application packages submitted without these documents will be rejected.

NOTE: Applicants may have only one active application in process at a time.

Submit complete application packages to:

California Highway Patrol
Selection Standards and Examinations Section
P. O. Box 942898
Sacramento, CA 94298-0001

OR application packages may be hand delivered during regular business hours (8:00 a.m. to 5:00 p.m.) to the following location:

California Highway Patrol
Selection Standards and Examinations Section
601 North 7th Street
Sacramento, CA 95811

NOTE: Submission of the Criminal Record Supplemental Questionnaire is not required with applications for examination.

DO NOT SUBMIT APPLICATION PACKAGES TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) OR TO A LOCAL CALIFORNIA HIGHWAY PATROL OFFICE. AT THIS TIME, THE CALIFORNIA HIGHWAY PATROL DOES NOT ACCEPT APPLICATIONS FOR EXAMINATIONS ONLINE.

FAXED OR E-MAILED APPLICATION PACKAGES WILL NOT BE ACCEPTED. APPLICATION PACKAGES POSTMARKED, RECEIVED VIA INTER-OFFICE MAIL, OR PERSONALLY DELIVERED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED. APPLICATION PACKAGES POSTMARKED AFTER THE CUT-OFF DATE OR RECEIVED AFTER 5:00 P.M. ON THE CUT-OFF DATE WILL BE HELD FOR THE NEXT ADMINISTRATION OF THE EXAMINATION.

NOTE: All application (STD. 678) forms must include: employment history "from" and "to" dates (month/day/year); hours per week; title/job classification; and duties performed. Applications (STD. 678) forms received without this information will be rejected. Résumés or other documents will not be accepted in lieu of a completed application (STD. 678) form.

SALARY RANGE

\$2,730 - \$3,363

ELIGIBLE LIST INFORMATION

Names of successful candidates will be merged onto a California Highway Patrol eligible list in order of final scores regardless of test date. Eligibility expires 24 months after it is established. Competitors must then retest to reestablish eligibility. The resulting eligibility list will be used to fill vacancies at the California Highway Patrol.

Competitors may retest after 18 months.

This is an open examination. Career credits do not apply.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the experience and/or education requirements for this examination by the cut-off date.

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 requirement.

Possession of a driver license valid for the operation of any two-axle single motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less). **AND**

Either I

One year of experience in the California state service performing the duties of a Service Assistant (Automotive).

Or II

One year of experience performing the duties of a Janitor in a California Highway Patrol Area office or substation, including some experience in the maintenance and servicing of patrol vehicles.

Or III

One year of experience in one or a combination of the following: (In appraising experience, emphasis will be placed upon its recency and breadth.)

1. Working in a shop of an automotive agency or garage. or
2. Servicing automobiles, in another type of vehicle repair facility including the removal and replacement of tires, batteries, and accessories.

Possession of a valid California driver license of the appropriate classification issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

SPECIAL PERSONAL CHARACTERISTIC

Willingness to work at night.

ADDITIONAL DESIRABLE QUALIFICATION

Education equivalent to completion of the twelfth grade.

THE POSITION

A Maintenance Worker, under direction, in a California Highway Patrol Area office or substation, operates, makes automotive and electrical adjustments and repairs, inspects and keeps records on a fleet of motor vehicles; performs janitorial duties; performs general grounds maintenance work; and performs other related duties.

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application weighted 100%.

All candidates who meet the requirements for admittance to this examination will be required to complete a Supplemental Application. The information on the Supplemental Application will be used to assess, on a competitive basis, each candidate's relevant training and experience. The Supplemental Application will be evaluated by using a predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Competitors who do not complete the Supplemental Application will be eliminated from the examination.**

Scope:

- A. Knowledge of:
 - Automotive equipment terms and parts used in automobile manufacture.
 - Preventive maintenance.
 - Repair procedures and service requirements of motor vehicles.
 - Tools and equipment used in repairing automotive equipment.
 - Methods, material, chemicals, disinfectants, and equipment used in janitorial work.
 - Safety practices in janitorial work.
- B. Ability to:
 - Read and write English at a level required for successful job performance.
 - Maintain records and make accurate arithmetical computations.
 - Establish and maintain cooperative relationships with those contacted in the work.
 - Analyze situations accurately and take effective action.

VETERANS' PREFERENCE

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HIRING INFORMATION

Background Investigation: The California Highway Patrol conducts a background investigation to determine the competitor's suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the Examination/Employment Application (STD. 678, Rev. 12-17 or later) which is completed prior to the examination. You may be requested to divulge conviction history on the background investigation form that is not required of you when completing the STD. 678. Fingerprints of competitors are also taken as part of the background investigation.

Medical Examination: The California Highway Patrol requires a medical examination be conducted of applicants for positions in this classification by a licensed physician to determine the competitor's suitability for employment. The medical examination ensures competitors are free from any medical condition that might adversely affect job performance.

GENERAL INFORMATION

Applications (STD. 678, Rev. 12-17 or later) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, CalHR, and the CalHR Web site at www.jobs.ca.gov.

Applicants who meet the requirements stated on this bulletin may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The California Highway Patrol 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 a revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Competitors 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 classification.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the California High School Proficiency Test; 2) passing the General Education Development (GED) Test; 3) completion of 12 semester units of college-level work; 4) 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 5) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) An entrance examination is defined, under the law, as any open competitive examination; and 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by CalHR. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR 1093), which is available at www.jobs.ca.gov/calhrpublic/landing/jobs/veteransinformation.aspx, from written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The California Relay Service enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: If you have a TDD, 1-800-735-2929; if you do not have a TDD, 1-800-735-2922.

(Rev. 1-18)
