



## **Maintenance Mechanic**

**Exam Code: 4PB15**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Cut off dates will be set periodically

To protect public health and safety as we respond to novel coronavirus (COVID-19), CalHR has postponed all CalHR (in-person) written exams until further notice. All eligibility lists for those referenced in-person examinations which have already expired, or are due to expire before the applicable examinations are available again—either in-person or online—will be extended for 12 months from the date of the last examination, or until a digital examination becomes available. CalHR is working diligently to digitize all in-person examinations. If an in-person examination is made available online, prior to the 12 month extension, CalHR will put in place a 90 day grace period effective the date the digital examination is made available, so that applicants can take the newly digitized examination and maintain their eligibility. We will continue to provide the public updated information as it becomes available. We appreciate your patience as we work to minimize new introduction of the virus and delay community spread.

### **CLASSIFICATION DETAILS**

**Maintenance Mechanic** – \$4,532.00 - \$5,735.00 per month

View the [Maintenance Mechanic classification specification](#)

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

### **How To Apply:**

Self-scheduling for this examination is offered on a first-come-first-served basis for each written examination date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific written examination date, additional self-scheduling dates and examination locations will be posted. If you schedule an examination date and do not appear, you will not be able to re-schedule for a least 6 weeks.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

Check this bulletin regularly for future examination dates.

**On the self-scheduling date, please go to the “TAKING THE EXAMINATION” section of this bulletin to begin the scheduling process.**

### **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

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

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs,

regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

## **Maintenance Mechanic**

### **Either 1**

Completion of a [recognized apprenticeship in a mechanical trade](#). (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but must present evidence of completion prior to appointment.)

### **Or 2**

Three years of varied experience as a [Building Maintenance Worker](#) in California state service, which must have included experience working in [at least three of the following areas: electrical, plumbing, heating, water and power systems; repairing various mechanical and automotive equipment; and performing minor building construction, repair and painting](#). AND

Education: [Completion of 576 hours of formalized technical instruction](#) relating to Maintenance Mechanic offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and JTPA (Joint Training Partnership Act). (An Associate of Arts Degree or Certificate of Completion in Mechanical Technology from a California Community College, which must have included at least 12 semester units of instruction in mechanical trades courses, may be substituted for the 576 hours of the technical instruction.) Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment. (Two additional qualifying years of experience may be substituted for required education.)

### **Or 3**

Four years of varied experience in the Mechanical Trades which must have included experience working in [at least three of the following areas: Electrical, plumbing, heating, water and sewer systems; repairing various mechanical and automotive equipment; and performing minor building construction, repair and painting](#). AND

Education: [Completion of 576 hours of formalized technical instruction](#) relating to Maintenance Mechanic offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and JTPA (Joint Training Partnership Act). (An Associate of Arts Degree or Certificate of Completion in Mechanical Technology from a California Community College, which must have included at least 12 semester units of instruction in mechanical trades courses, may be substituted for the 576 hours of the technical instruction.) Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior

to appointment. (Two additional qualifying years of experience may be substituted for required education.)

## **POSITION DESCRIPTION**

### **Maintenance Mechanic**

Inspects, maintains, and repairs plumbing, heating, water, and sewer systems; does electrical maintenance and repair work; repairs laundry, farm, shop, and automotive equipment; does miscellaneous minor building construction and repair work; does miscellaneous interior and exterior painting; refinishes furniture; estimates and requisitions materials and supplies; keeps tools and equipment in good condition; keeps records and prepares reports.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Multiple Choice Written Examination** – Weighted 100% of the final score.

A final score of 70% must be attained to be placed on the eligible list.

The examination for Maintenance Mechanic consists of the following three test sections:

1. Carpentry Knowledge
2. Plumbing Knowledge
3. Electrical Knowledge

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge of:**

1. Methods, materials, and equipment used in the operation and repair of plumbing, heating, electrical, water, and sewer systems
2. Materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work
3. Safety Orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems.

### **Ability to:**

1. Read, interpret, and work from plans, drawings, and specifications
2. Estimate materials needed

3. Keep records
4. Follow oral and written directions
5. Get along well with others
6. Read and write at a level appropriate to the classification.

### **Special Personal Characteristic**

Superior mechanical ability

## **ELIGIBLE LIST INFORMATION**

A servicewide, open eligible list for the Maintenance Mechanic classification will be established for the State of California (all State of California departments, statewide).

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

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## **PREPARING FOR THE EXAMINATION**

Here is a list of suggested resources to have available when applying for 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

**You must schedule yourself to participate in this written examination.**

Self-scheduling for this examination is offered on a first-come-first-served basis for each written examination date. Although seating is limited and scheduling will conclude once all the available seats are filled for a specific written examination date, additional self-scheduling dates and test locations will be posted in the future.

**Check this bulletin regularly for future examination dates.**

**Schedule a written examination for the Maintenance Mechanic classification.**

**It is the candidate's responsibility to print their "Notice to Appear" and present the notice on the date, time, and location of the scheduled examination.**

Please note: If you need special testing arrangements, please select the Reasonable Accommodation box during the self-scheduling process.

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

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## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## **DRUG-FREE STATEMENT**

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

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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.

The California Department of Human Resources (CalHR) 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 applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) servicewide 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.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> 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.