



# Study Guide for District Auto Foreman- Subforeman Test

Test Number: 2004

Human Resources  
Performance Assessment Services  
Southern California Edison  
An Edison International Company

REV011210

## Introduction

The **2004 District Auto Foreman-Subforeman Test** is a job knowledge test designed to cover the major knowledge areas necessary to perform the job. This Guide contains strategies to use for taking tests and a study outline, which includes knowledge categories, major job activities, and study references.

### Test Session

It is important that you follow the directions of the Test Administrator exactly. If you have any questions about the testing session, be sure to ask the Test Administrator before the testing begins. During testing, you may **NOT** leave the room, talk, smoke, eat, or drink. Since some tests take several hours, you should consider these factors before the test begins.

**All cellular/mobile phones, pagers or other electronic equipment will NOT be allowed in the testing area.**

All questions on this test are multiple-choice or hot spot questions. Multiple choice questions have four possible answers. Hot spot questions have a picture, and you must click the correct spot on the picture to answer the question. All knowledge tests will be taken on the computer. For more information on this, please see the next section of this study guide on *Computer Based Testing*.

**The test has a three hour time limit. No testing aids will be permitted during this test.**

You will receive a Test Comment form so that you can make comments about test questions. Write any comments you have and turn it in with your test when you are done.

### Study Guide Feedback

At the end of this Guide you have been provided with a Study Guide Feedback page. If a procedure or policy has changed, making any part of this Guide incorrect, your feedback would be appreciated so that corrections can be made.

## Computer Based Testing

Taking an SCE knowledge test on the computer is simple. You do not need any computer experience or typing skills. You will only use the keyboard to enter your candidate ID and password. You'll answer all questions by pressing a single button on the mouse.

### Log in Screen

You will be seated at a testing station. When you are seated, the computer will prompt you to enter the candidate ID and password you received in your invitation e-mail. You **MUST** have your candidate ID and password or you will be unable to take the test. Once you have confirmed your identity by entering this information, you will see a list of tests available to you.

### Sample/Tutorial

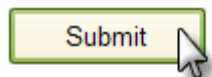
Before you start your actual test, a Sample/Tutorial Test is provided to help you become familiar with the computer and the mouse. From the list of exams that appear when you complete the log in, you will select Sample/Tutorial. You will have up to 10 minutes to take the Sample/Tutorial Test. The time you spend on this Sample Test does **NOT** count toward your examination time. Sample questions are included so that you may practice answering questions. In the Sample/Tutorial Test, you will get feedback on your answers. You will not receive feedback on your actual test.

### Example

During the test, you may see several different types of items. Many of the questions will be multiple choice items. A few items will be pictures, where you'll have to click the spot on the picture that answers the question. Those picture questions are known as "Hot Spot" questions. More information on each type is below.

### Overall Test Information

- When you begin the test, you can see the total time allowed for completion displayed at the top of the screen. You can scroll up to see that information at any time during the test.
- You can change your answers at any time during the test until the time runs out, or you click the "Submit" button. Once you click Submit, you can not change your answers.

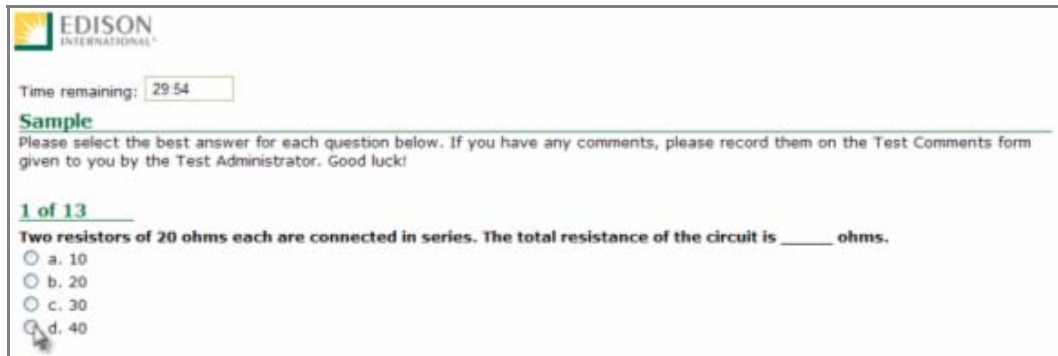


### Multiple Choice Questions

To answer each multiple choice question, you should move the mouse pointer over the circle (radio button) next to the answer of your choice, and click the left mouse button.

A sample is shown below:

1. In order to answer each question, first read the question and determine the response that best answers the question. Put the mouse pointer directly over the circle corresponding to that response.



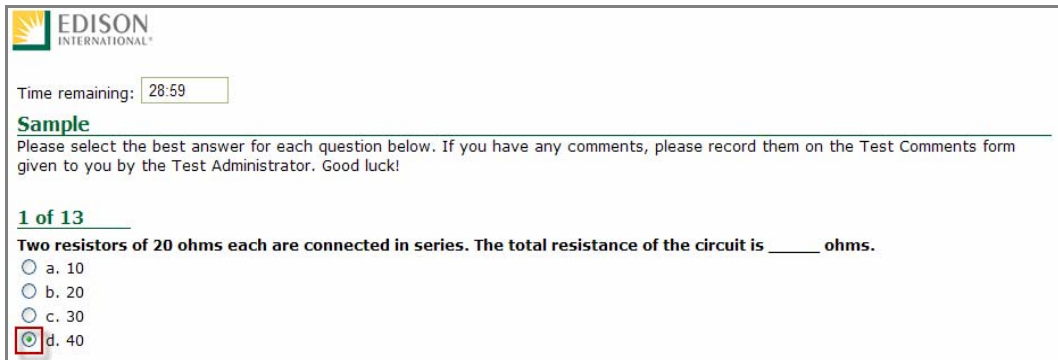
The screenshot shows the Edison International logo at the top left. Below it is a timer showing "Time remaining: 29:54". A "Sample" section contains the instruction: "Please select the best answer for each question below. If you have any comments, please record them on the Test Comments form given to you by the Test Administrator. Good luck!". Below this is "1 of 13" and the question: "Two resistors of 20 ohms each are connected in series. The total resistance of the circuit is \_\_\_\_ ohms." The options are: a. 10, b. 20, c. 30, and d. 40. A mouse cursor is hovering over the radio button for option d.

2. While the pointer is over the circle corresponding to the best answer, click the left mouse button.



**Click the left button when the pointer icon is over your answer choice.**

3. The answer you selected should now have a green dot in the circle. If you need to select an alternate answer, simply move the pointer over that circle, and click again.



This screenshot is identical to the previous one, but now the radio button for option d. 40 has a green dot in the center, indicating it has been selected. The timer now shows "Time remaining: 28:59".

## Hot Spot Questions

To answer each Hot Spot question, you should move the mouse pointer over the part of the image that best answers the question, and click the left mouse button. You will see a pointer appear in that spot. If you want to change your answer, simply move the mouse pointer to a new area on the picture and click again. The pointer will move to the new spot.

A sample is shown below:

- A. In order to answer each question, first read the question and determine the place on the image that best answers the question. The pointer that will indicate your answer can always be seen in the bottom left of the image. It looks like this:



Put the mouse pointer directly over the spot on the image you want to select, and click the left mouse button.


The screenshot shows a web portal interface. At the top left, it says "1 of 8". Below that is the question: "On the screen below, where would you click to find out how much vacation time you have left?". The main content area is titled "About Me" and features a photo of a woman. Below the photo is a welcome message: "Welcome to the 'About Me' section". A text box below the photo says: "'About Me' has information about your benefits, programs that help you in your work and/or home life and more. Click on the links below to access the various areas." Below this is an "About Me Map" section with four links: "Overview", "Career & Jobs", "Pay", and "Time & Attendance". A red arrow points from a text box "Pointer starts out at the bottom left of the image." to a small black dot in the bottom left corner of the map. Another red arrow points from a text box "Place the mouse pointer on the spot you want to select, then click on the left button." to a mouse cursor hovering over the "Time & Attendance" link.

- B. The pointer will move from the bottom left of the image and appear over the spot you selected.

1 of 8

**On the screen below, where would you click to find out how much vacation time you have left?**





### About Me



*Welcome to the "About Me" section*

"About Me" has information about your benefits, programs that help you in your work and/or home life and more. Click on the links below to access the various areas.

**About Me Map**

 <p><b>Overview</b> An Overview of what's contained in this section of the Portal</p>	 <p><b>Career &amp; Jobs</b> Find out about career information and opportunities at Edison International.</p>
 <p><b>Pay</b> Find information about base pay, job descriptions, Results Sharing, and recognition awards here.</p>	 <p><b>Time &amp; Attendance</b> Use this section to complete and submit your timesheet for approval, or to view your time-off balances and time</p>

The pointer now appears over the correct answer.

- C. To change your answer, simply move the mouse pointer to the new spot, and click again. The pointer graphic will move to the new spot you've selected. In order for your answer to be considered correct, the center of the pointer (•) must be over the correct spot on the graphic.

## Test Taking Strategies

### Introduction

The **2004 District Auto Foreman-Subforeman Test** contains multiple-choice questions and may also contain hot spot questions. The purpose of this section is to help you to identify some special features of a multiple-choice test and to suggest techniques for you to use when taking one.

Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides common sense techniques you can use before the test begins.

<b>Technique</b>	<b>Remarks</b>
<i>Be confident</i>	<ul style="list-style-type: none"> <li>- If you feel confident about passing the test, you may lose some of your anxiety.</li> <li>- Think of the test as a way of demonstrating how much you know, the skills you can apply, the problems you can solve, and your good judgment capabilities.</li> </ul>
<i>Be punctual</i>	<ul style="list-style-type: none"> <li>- Arrive early enough to feel relaxed and comfortable before the test begins.</li> </ul>
<i>Concentrate</i>	<ul style="list-style-type: none"> <li>- Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes.</li> <li>- If possible, select a seat away from others who might be distracting.</li> <li>- If lighting in the room is poor, sit under a light fixture.</li> <li>- If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator immediately.</li> </ul>
<i>Budget your times</i>	<ul style="list-style-type: none"> <li>- Pace yourself carefully to ensure that you will have enough time to complete all items and review your answers.</li> </ul>
<i>Read critically</i>	<ul style="list-style-type: none"> <li>- Read all directions and questions carefully.</li> <li>- Even though the first or second answer choice looks good, be sure to read all the choices before selecting your answer.</li> </ul>
<i>Make educated guesses</i>	<ul style="list-style-type: none"> <li>- Make an educated guess if you do not know the answer or if you are unsure of it.</li> </ul>

- Changing answers*
- If you need to change an answer, be sure to erase your previous answer completely. On the computer, be sure that the new answer is selected instead of the old one.
- Return to difficult questions*
- If particular questions seem difficult to understand, make a note of them, continue with the test and return to them later.
- Double-check math calculations*
- Use scratch paper to double check your mathematical calculations.
- Review*
- If time permits, review your answers.
  - Do the questions you skipped previously.
  - Make sure each answer bubble is completely filled in. Erase any stray marks on your answer sheet. When testing on the computer, make sure each multiple choice question has a green dot next to the correct answer.

Remember the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.

## **Job Knowledge Categories and Study References**

Below are the major job knowledge areas (topics) covered on the **2004 District Auto Foreman-Subforeman Test** and the associated study references. Listed next to each knowledge category is the number of items on the exam that will measure that topic. You can use this information to guide your studying. Some exams also contain additional pretest items. Pretest items will appear just like all of the other items on your exam, but they will not affect your score. They are an essential part of ensuring the **2004 District Auto Foreman-Subforeman Test** remains relevant to successful performance of the job.

There are a total of 100 items on the **2004 District Auto Foreman-Subforeman Test** and the passing score is 75%. This score was determined during the test validation process.

### **A. Hydraulic and Pneumatic Principles (9 items)**

Knowledge of principles and terminology as they apply to tools, equipment, machinery operation, troubleshooting and diagnosing problems and making and/or assisting with repairs. Ability to interpret information presented in schematics, blueprints and drawings as related to hydraulic and pneumatic theories.

#### References for Hydraulic and Pneumatic Principles:

- ✓ Altec Service Manuals
- ✓ Edison System Manuals
- ✓ Motor Age/Mitchell ASE Test Self-Study Guides: Heavy Truck Series; Medium/Heavy Truck Series (T1, T2, T3, T4, T5, T6, T7, T8); Passenger Car Series (A1, A2, A3, A4, A5, A6, A7, A8)

### **B. Electrical/Electronic Systems (10 items)**

Knowledge of principles and terminology such as watts, volts, ohms, and amperes; and their application in equipment and electrical cars operation, troubleshooting and diagnosing problems, maintenance and making and/or assisting with repairs. Ability to interpret information presented in schematics, blueprints and drawings as related to electrical and electronic theories.

#### References for Electrical/Electronic Systems:

- ✓ Hydraulic Troubleshooting Quiz
- ✓ Motor Age/Mitchell's ASE Test Self-Study Guides: A8 "Engine Performance" & A6 "Electrical/Electronics Systems"

### **C. Internal Combustion Engines (10 items)**

Knowledge of terminology, operating principles and related systems- such as: internal fuel systems, lubrication, ignition, emission, and cooling of gasoline and diesel engines. Ability to apply this knowledge to troubleshooting and diagnosing problems, making and/or assisting with repairs. Ability to interpret information presented in schematics, blueprints and drawings as related to internal combustion engines.

References for Internal Combustion Engines:

- ✓ Motor Age/Mitchell's ASE Test Self-Study Guides: A8 "Engine Performance"; A1 "Engine Repair"; A5 & T4 "Brakes".

**D. Tools, Equipment, Manuals, and Work Procedures (19 items)**

Knowledge of hand and power tools, precision measuring tools, metering tools, and the procedures for application of these tools. Knowledge of using service manuals in troubleshooting, diagnosing problems, making and/or assisting with repairs. Knowledge of Federal, State, Corporate and Department safety requirements, and other work procedures necessary for efficient garage operation.

References for Tools, Equipment, Manuals, and Work Procedures:

- ✓ Altec Manual/Terex: Service Operations Manual
- ✓ "Gas Buggy Book": Found in all TSD Fuel Trucks.
- ✓ SCE Accident & Fire Prevention Manuals.
- ✓ National Wheel and Rim Association: Tire Safety Module.
- ✓ Motor Age/Mitchell's ASE Test Self-Study Guides: Passenger Car Series, including: A4 & T5 "Suspension and Steering" & A5 & T4 "Brakes"; A6 & T6 "Electrical/Electronic Systems" and L1 "Advanced Engine Performance".

**E. Brakes, Chassis, Suspension, and Drive Trains (12 items)**

Knowledge of terminology and repair procedures for automotive equipment brakes, chassis suspension and drive train components. Ability to interpret information presented in schematics, blueprints and drawings as related to the operation and repair of automotive equipment brakes, chassis, suspension and drive-train

References for Brakes, Chassis, Suspension, and Drive Trains:

- ✓ SCE Edison System Manual: Boom Inspection Requirements
- ✓ "Gas Buggy Book": Found in all TSD Fuel Trucks.
- ✓ Motor Age/Mitchell's ASE Test Study Guides: A5 & T4 "Brakes"; A4 & T5 "Suspensions and Steering"; A3 & T3 "Drive Trains".
- ✓ ASF Preventative Maintenance Inspection

**F. Budget, Accounting, Forms, Reports, and Union Contract (14 items)**

Knowledge and ability to interpret Transportation Services Department (TSD) budgets, budget reports, and how budget expenditures impact garage and the user's operations. Knowledge of Union Contract, including provisions for wages, vacations, working hours, grievance procedures, and disciplinary action.

References for Budget, Accounting, Forms, Reports, and Union Contract:

- ✓ "GAS BUGGY BOOK": (Found in all TSD Fuel Trucks.)
- ✓ SCE ACCIDENT PREVENTION MANUAL
- ✓ SCE FIRE PREVENTION MANUAL
- ✓ Accident and Fire Prevention Manual: General Rules (Overhead & Gantry Crane Signals) and Policies

- ✓ California Code of Regulations, Title 8 - General Industry Safety Orders: 5022 - Proof Load Test & Examination of Cranes & Their Accessory Gear and 5034 - Adjustments & Repairs
- ✓ C.H.P. Preventive Maintenance Guide for Motor Carriers - HPH 84.6: Chapter 7, CHP Terminal Inspections
- ✓ Commercial Driver License Study Guide, Section 1, Commercial Driver License (CDL) Program
- ✓ Edison System of Manuals (ESM) (see Procedures for which TSD is the responsible department, including): Corporate Policy Statement 19.98.1, Disciplinary Action, 7.35.10 (Job Order, Garage, or Supplier Work Authorization), 37.30.25 (Ordering Materials & Services - Local Purchase Orders), 39.035, Fleet Leasing Agreements, Turn-key Inspection of New Vehicles, 39.47.5, Vehicle Servicing & Maintenance, Vehicle Repair Order - Form 43-7, 39.47.10, Vehicle Servicing and Maintenance - Boom Inspection Requirements.
- ✓ SCE EH&S Reporting Procedures Website, Industrial Accident Reporting Procedures
- ✓ Automated timekeeping system CAT2
- ✓ Injury & Illness Prevention Procedures & Guidelines: Facility Safety Inspections, Facility Inspection Checklist, On-the-job Training Documentation, Safe Work Practice Evaluations.
- ✓ SAP Material Management: PREQ's
- ✓ TSD Website, Policies & Procedures Section:
- ✓ Accounting Procedures, see folder in website
- ✓ Department Policies, see folder on website
- ✓ Garage Operations Procedures, see folder on website
- ✓ SCE's EH&S website: Hazardous Material disposal criteria on website
- ✓ Union Contract Agreement: IBEW collective Bargaining Agreement

**G. Corporate and Department Procedures and Guidelines, and Safety (19 items)**

Knowledge of Corporate and Department policies and procedures such as: Edison System of Manuals (ESM). Knowledge of Corporate and Department safety requirements applicable to Transportation Services Department. Knowledge of Federal and State (e.g., OSHA, OSHA-CAL, BAR, EPA, and AQMD) safety requirements applicable to Transportation Services Department.

References for Corporate and Department Procedures and Guidelines, and Safety:

- ✓ "GAS BUGGY BOOK": (Found in all TSD Fuel Trucks.)
- ✓ SCE ACCIDENT PREVENTION MANUAL
- ✓ SCE FIRE PREVENTION MANUAL
- ✓ Accident and Fire Prevention Manual: General Rules (Overhead & Gantry Crane Signals) and Policies
- ✓ California Code of Regulations, Title 8 - General Industry Safety Orders: 5022 - Proof Load Test & Examination of Cranes & Their Accessory Gear and 5034 - Adjustments & Repairs
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- ✓ SCE EH&S Reporting Procedures Website, Industrial Accident Reporting Procedures
- ✓ Injury & Illness Prevention Procedures & Guidelines: Facility Safety Inspections, Facility Inspection Checklist, On-the-job Training Documentation, Safe Work Practice Evaluations.
- ✓ TSD Website, Policies & Procedures Section:
- ✓ Accounting Procedures, see folder in website
- ✓ Department Policies, see folder on website
- ✓ Garage Operations Procedures, see folder on website
- ✓ SCE's EH&S website: Hazardous Material disposal criteria on website
- ✓ Union Contract Agreement: IBEW collective Bargaining Agreement

#### **H. Heating, Ventilation, and Air Conditioning (7 items)**

Knowledge of air conditioning, heating, and ventilation components, including tools to service and repair HVAC systems.

##### References for Heating, Ventilation, and Air Conditioning:

- ✓ Motor Age/Mitchell ASE Test Self-Study Guides: Heavy Truck Series; Medium/Heavy Truck Series; T7 (Heating, Ventilation & A/C. Passenger Car Series; A7 (Heating & A/C).

## Sample Questions

The following sample questions should give you some idea of the form the test will take.

1. An ignition waveform can be broken down into all of the following areas, except:
  - a. Firing
  - b. Raster
  - c. Dwell
  - d. Intermediate
  
2. Mechanic 'A' says: "You may use E.P. (extreme pressure) grease when assembling or servicing wedge brakes." Mechanic 'B' says: "Wedge brakes require a special type of Moly lube designed for wedge brakes." Who is correct?
  - a. Mechanic A only
  - b. Mechanic B only
  - c. Both A and B
  - d. Neither A or B
  
3. Which of the following statements regarding reconciling credit card payments is NOT true?
  - a. Credit card transactions should be entered manually.
  - b. When you manually enter credit card charges, your card remains unreconciled.
  - c. To reconcile a credit card payment, you should highlight the charge in Portal and click Assign.
  - d. Personal expenses charged to the company credit card cannot be claimed using Portal.
  
4. When diagnosing an "excessive white smoke" complaint on a diesel engine, what is the most likely cause?
  - a. A misfiring cylinder.
  - b. Leaking blower seal.
  - c. Air intake restriction.
  - d. Exhaust restriction.

### **Sample Question Answers**

1. B
2. B
3. A
4. A

### Study Guide Feedback

Please use this page to notify us of any changes in policies, procedures, or materials affecting this guide. Once completed, return to:

Southern California Edison  
Human Resources - Performance Assessment Services  
G.O. 4, Ground Floor  
8631 Rush St.  
Rosemead, CA 91770

**Test Name: 2004 District Auto Foreman-Subforeman Test**

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