



# Study Guide for Tools and Equipment Repairer

Test Number: 2609

Human Resources  
Southern California Edison Company

## Introduction

The 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 cell phones and other electronic equipment will NOT be allowed in the testing area.**

All questions on this test are multiple-choice. 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 computer based testing, follow the link: [www.edison.com/studyguides](http://www.edison.com/studyguides) and click on Computer Based Testing Information.

**The test has a three hour time limit. A scientific calculator will be provided for you to use during the test. The calculator provided during the test session will be one of these models:**

- Casio fx-250HC,
- Texas Instruments TI-30XA,
- Texas Instruments TI-36X

**You will NOT be able to bring or use your own calculator during testing.**

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.

## Test Taking Strategies

### Introduction

The 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.

Technique	Remarks
<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>
<i>Changing answers</i>	<ul style="list-style-type: none"> <li>- 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.</li> </ul>



- 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 2609 Tool and Equipment Repairer Knowledge Test. 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 2609 Tool and Equipment Repairer Knowledge Test remains relevant to successful performance of the job.

There are a total of 81 items on the test and the passing score is 70%.

### A. Tools and Equipment (26 items)

Refers to the knowledge of operation, functional characteristics, and maintenance of tools and equipment. This includes hydraulic, electric, mechanical, pneumatic, hand, measuring, and test tools and equipment.

#### References for Tools and Equipment:

- ✓ Bureau of Navy Personnel. *Tools and Their Uses*. 2015.
- ✓ Croft, Terrell, et al. *American Electrician's Handbook*. McGraw-Hill, 2013.
- ✓ Hart, George. *Ugly's Electrical References*. Burleson Distributing Corporation, 2017.
- ✓ McNickle Jr., L.S. *Simplified Hydraulics*. McGraw-Hill. 1966.
- ✓ Oberg, Jones, Horton, & Holbrook. *Machinery's Handbook 27<sup>th</sup> ed.* Industrial Press Inc., 2004.
- ✓ Rockis, G. & Mazur, G. A. *Electrical Motor Controls for Integrated Systems. 5<sup>th</sup> ed.* Chapter 29. American Technical Publishers, 2014
- ✓ Shultz, G. *Transformer and Motors*. Chapters 6 and 7. 1989

### B. Theories and Applications (37 items)

Refers to the knowledge of basic electronic components and their functions, mechanical theory, and electrical theory.

#### References for Electrical Power Theory and Application:

- ✓ Croft, Terrell, et al. *American Electrician's Handbook*. McGraw-Hill, 2013.
- ✓ Rockis, G. & Mazur, G. A. *Electrical Motor Controls for Integrated Systems. 5<sup>th</sup> ed.* Chapter 1. American Technical Publishers, 2014
- ✓ Hart, George. *Ugly's Electrical References*. Burleson Distributing Corporation. 2017.
- ✓ Holt, Mike. *Mile Holt's Illustrated Guide to Understanding Basic Motor Controls*. 2015



### **C. Inspection, Diagnosis and Repair Procedures (11 items)**

Knowledge of inspection, diagnosis, and repair procedures for tools and equipment. Knowledge of how to read and interpret schematic readings and blueprint. Knowledge of how to read and convert unit of measurements.

#### References for Tools and Equipment:

- ✓ American National Standard Institute *Graphical Symbols for Electrical and Electronic Diagram*.
- ✓ Bureau of Navy Personnel. *Tools and Their Uses*. 2015.
- ✓ Hart, George. *Ugly's Electrical References*. Burleson Distributing Corporation, 2017.
- ✓ McNickle Jr., L.S. *Simplified Hydraulics*. McGraw-Hill. 1966.

### **D. Safety (7 items)**

Refers to the knowledge of work safety, tool and equipment safety, electrical safety, safety hazards.

#### References for Safety

- ✓ Bureau of Navy Personnel. *Tools and Their Uses*. 2015.
- ✓ Oberg, Jones, Horton, & Holbrook. *Machinery's Handbook 27<sup>th</sup> ed*. Industrial Press Inc., 2004.
- ✓ United States Department of Labor. *Occupational Safety and Health Administration*, [www.osha.gov/](http://www.osha.gov/).



## Study Guide Feedback

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

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