



# **CALTRANS LANDSCAPE MAINTENANCE WORKER**

**Exam Code: 0PB30**

**Department:** Department of Transportation (Caltrans)

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

## **CLASSIFICATION DETAILS**

**Caltrans Landscape Maintenance Worker** – \$3,830.00 - \$4,366.00 per month

View the [Caltrans Landscape Maintenance Worker 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.

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

### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

### **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## **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.

## **Caltrans Landscape Maintenance Worker**

Possession of a valid Class C driver license. **And**

### **Either 1**

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

### **Or 2**

One year of experience in maintaining orchards, vineyards, truck crops, nursery stock, or landscape plantings. (Education equivalent to completion of the eighth grade may be substituted for the required experience.)

**Additional Desirable Qualifications** Equivalent to completion of the 12<sup>th</sup> grade.

### **Drug Testing Requirement**

Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

## **POSITION DESCRIPTION**

### **Caltrans Landscape Maintenance Worker**

This is the entry and journey level in the landscape maintenance specialty. Entry is typically from outside State service or from the Service Assistant (Maintenance) class. Incumbents maintain functional and landscape plantings; perform weed control and soil sterilization work; operate specified vehicles requiring a Class C driver license, such as light trucks, automobiles, highway maintenance, construction, or landscape equipment; and do other related work.

Incumbents may also be assigned to perform nonequipment operation duties normally assigned to the class of Caltrans Highway Maintenance Worker as part of their normal assignment.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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. Operation and care of automotive equipment including light trucks
2. Minor construction, repair, and maintenance work
3. Basic safe work practices to protect their own safety and health and that of others

**Skill to:**

1. Work well with others to complete a project/assignment
2. Communicate verbally in stressful situations (e.g., emergency situations, dealing with hostile/angry individuals)

**Ability to:**

1. React quickly to unsafe situations to ensure well-being of self, co-workers and the public
2. Listen, understand, and follow verbal instructions to ensure successful completion of job task
3. Perform work tasks in an environment that routinely requires constant alertness and concentration
4. Read, understand, and follow written directions
5. Use various hand tools (e.g., picks, hoes, rakes, hoses, cones, shovels) to ensure successful completion of work activities
6. Stand and/or walk for long periods of time
7. Adapt to changes in priorities, work assignments and other interruptions that may impact pre-established courses of action for completing projects and assignments
8. Use simple addition, subtraction, division and multiplication to calculate ratios, proportions and percentages

## **ELIGIBLE LIST INFORMATION**

A departmental, open eligible list for the **Caltrans Landscape Maintenance Worker** classification will be established for:

**Department of Transportation (Caltrans)**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **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 of competitors who are successful in this examination.

## EXAMINATION INFORMATION

[Preview of the Caltrans Landscape Maintenance Worker Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**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

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

Take the [Caltrans Landscape Maintenance Worker examination](#)

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Transportation

Bulletin Date: 11/17/2023

## Office of Examination and Executive Selection Services (916)

227-7858

California Relay Service: (800) 735-2922 (Voice), (800) 734-2929 (TTY)

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

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, 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.

## **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 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.