



Caltrans Landscape Maintenance Leadworker

Departmental Promotional

Exam Code: 6TRAZ

Department: Caltrans

Bulletin Release Date: November 1, 2016

Cut-Off Date: Continuous (Cut-off: Last business day of each month)

Monthly Salary: \$3,693.00 - \$4,644.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Caltrans Landscape Maintenance Leadworker** examination. Employment from this examination may be offered in all Caltrans Districts and Sacramento County.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans 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.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as 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.

WHO SHOULD APPLY?

This is a Departmental Promotional examination for Caltrans. Applicants must be:

- 1) A permanent civil service appointment with Caltrans as of the final filing date in order to participate in the examination; or
- 2) Have been employed with Caltrans within the last three years, without a break in State civil service; or
- 3) A current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
- 5) A person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

Once you have taken the examination, you may not reapply for twelve (12) months.

Candidates that are unsuccessful in the exam must wait six (6) months from the testing date before reapplying to take the exam.

FILING INSTRUCTIONS

Candidates are required to submit: 1) [Standard State Application](#) (STD.678) and 2) [Training and Experience Questionnaire](#).

Applications (STD. 678) must be received or postmarked no later than the cut-off date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

**Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

***FILE IN PERSON:**

**Caltrans
Examination Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816**

***Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

POSITION STATEMENT

Incumbents operate vehicles requiring a Class B commercial driver license with a tank vehicle endorsement; work with and assist in supervising the work of a crew engaged in landscape maintenance work on planted areas bordering freeways and highways, on a specific project or area; and if appropriately qualified and properly licensed may operate specified Caltrans equipment.

Incumbents may also be assigned to perform duties usually assigned to the class of Caltrans Highway Maintenance Leadworker as part of their normal assignment.

ELIGIBLE LIST INFORMATION

A Departmental Promotional statewide eligible list will be established for Caltrans in all Caltrans Districts and Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

NOTE: 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 who possess 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 requirements.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/6287.aspx>

MINIMUM QUALIFICATIONS

Possession of a Qualified Applicator Certificate, Landscape Maintenance or Right-of-Way Pest Control Category, issued by the California Environmental Protection Agency (Cal-EPA). (Possession of the certificate is not required to compete in the examination, but it must be obtained prior to appointment.)

Either I

Three years of experience in the California state service performing the duties of a Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker, Caltrans Equipment Operator I, or Caltrans Equipment Operator II, or any combination of experience in these four classifications which results in three years' experience.

Or II

Three years of experience in planting and caring for shrubs, trees, flowers, and ground cover, at least one year of which must have been in public parks, large private estates, institutions, commercial nursery landscaping, or in highway landscape maintenance work. (College training in a two-year course in landscaping or in horticulture, or its equivalent, may be substituted for two years of the required experience on a year-for-year basis.)

EXAMINATION INFORMATION

This examination will consist of a Training & Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. Click [HERE](#) to access the Training and Experience Evaluation.

KNOWLEDGE AND ABILITIES

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
4. Methods, materials, and equipment used in planting and maintaining shrubs, various types of ground cover, and trees
5. Erosion control
6. Plant pests and diseases and methods of their control and eradication
7. Mixing and application of various pesticides
8. Principles of effective supervision
9. Safety practices and traffic regulations
10. The basic occupational safety and health regulations in Title 8 Industrial Relations Construction and General Industry Safety Orders
11. Safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program
12. Knowledge of basic safe work practices

13. The leadworker's role in maintaining an effective Injury and Illness Prevention Program

Ability to:

14. Communicate and follow directions at a level required for successful job performance
15. Do heavy manual labor
16. Keep records
17. Interpret simple blueprints and sketches
18. Direct the work of others
19. Keep time records and simple cost records of materials, equipment, and expenses
20. Assist in work relating to maintenance of highways
21. Operate and care for construction, maintenance, and landscape equipment
22. Analyze situations accurately and take effective action

ADDITIONAL DESIRABLE QUALIFICATIONS

Equivalent to completion of the 12th grade.

SPECIAL REQUIREMENTS

Possession of a valid and unrestricted Class B or Class A commercial driver license with endorsements for P (Passenger/Bus), H (Hazardous Materials), and N (Tank Vehicle).

Applicants for positions in these classes 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.

VETERANS' PREFERENCE

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the examination analyst at (916) 227-7397.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the cut-off date if he/she has not received his/her notice.

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Caltrans 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 competitors will be notified.

General Qualifications: Candidates 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 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) service-wide 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. **TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.