



# Park Maintenance Assistant

Class Code: 6766 – Exam Code: 7PB07

Department: California Department of Parks and Recreation  
Opening Date: 5/30/17  
Final Filing Date: Continuous: self-schedule dates are set periodically  
Type of Examination: Open  
Salary: \$2,965.00 - \$3,393.00

## INTRODUCTION

**Exam dates have been added to the bottom of this bulletin. Please note the date that the self-scheduling system will open.**

## EQUAL EMPLOYMENT OPPORTUNITY

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.

## WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Written Examination.

Once you have taken the Written Examination, you may not retake it for nine (9) months.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements, you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:

Department of Parks and Recreation, Selection Unit  
(916) 653-9685

California Relay Service: 7-1-1 or 1-800-735-2929 (TTY/TDD) 1-800-735-2922 (Voice)

## **ELIGIBLE LIST INFORMATION**

An open eligible list will be established by the California Department of Human Resources for use by the Department of Parks and Recreation. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 24 months after it is established. Competitors must then retake the Written Examination to reestablish eligibility.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the education and/or experience requirements as stated on this examination announcement as of the date the test is taken.

Required Identification:

**You must bring a copy of the 'Notice to Appear' letter and a photo identification (or two forms of signed identification) with you to the written test site.**

The name on your identification document(s) must exactly match the name on the 'Notice to Appear' letter to be accepted into the written examination. Any discrepancy may prohibit you from being accepted into the written examination. Applicants must present either a valid Government-issued, photo identification document (i.e., California Identification Card or Driver License, passport, military ID, Green Card, etc.) or two forms of signed identification documents (i.e., Social Security Card, temporary California Driver License, marriage certificate, etc.) at check-in.

## **MINIMUM QUALIFICATIONS**

Possession of a valid driver license. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

Any combination of education and experience which will develop the ability to understand mechanical relationships, read and write, follow directions, and communicate in English as are necessary to perform the housekeeping duties and learn the semiskilled maintenance tasks required to properly maintain a public use beach or park facility.

## **POSITION DESCRIPTION**

Under supervision, to do routine cleanup and unskilled maintenance helper tasks in a State park district having a year-round workload; to lead a crew of seasonal employees doing cleanup and other unskilled work during peak seasons; and to do other related work.

## **SPECIAL PERSONAL CHARACTERISTICS**

Ability to work independently without close supervision; willingness to work at various locations throughout the State; willingness to work on Saturdays, Sundays and holidays, and at odd or irregular hours; physical strength and agility; willingness to conform to departmental uniform requirements.

## **EXAMINATION INFORMATION**

### **WRITTEN TEST – WEIGHTED 100%**

The written examination is comprised of three sections: Reading Comprehension, Mathematics, and Knowledge.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Calculator Usage: Basic hand-held calculators will be permitted; however, they will not be provided by the testing department. Programmable calculators, cell phones, smart phones, smart watches, smart glasses, tablets, and other electronic devices are not allowed.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

1. Basic plumbing procedures, techniques, and commonly used tools and equipment in accordance with Federal, State and local codes as outlined in all handbooks, guidelines and policies to assist in the repair, update, install, troubleshoot, and maintain plumbing, potable water systems, and waste water systems in various facilities.
2. Basic carpentry methods, techniques, and commonly used tools to assist in the repair and maintenance of wooden structures such as fences, signs, gates, stairs, and small structures in accordance with Federal, State and local codes as outlined in all handbooks, guidelines and policies appropriate to a specific construction trade or project task.
3. Basic painting and staining procedures, techniques, and commonly used tools and equipment in accordance with Federal, State and local codes as outlined in all handbooks, guidelines and policies to assist in properly maintaining equipment and/or facilities.
4. How to properly and safely use general maintenance, landscaping tools and equipment (e.g., ladders, dollies, hammers, shears, loppers, wrenches, screwdrivers) to assist in the repairing and maintenance of park property in accordance with Federal, State and local codes as outlined in all handbooks, guidelines and policies.
5. Properly and safely use various gasoline and electric powered tools (e.g., chain saws, leaf blowers, table saw, circular saw, power washers, augers, wood chippers) to assist in maintaining park property in accordance with Federal, State and local codes as outlined in all handbooks, guidelines and policies.
6. When and how to properly use personal protective equipment (e.g., gloves, respirators, safety goggles) to ensure the safety of oneself while performing work tasks.
7. Properly use various industrial soaps and cleaning solvents to ensure the products are used safely and effectively.

Skill to:

1. Safely clean-up and dispose of hazardous chemicals (e.g., pesticides and solvents) to ensure the chemicals are disposed of safely.
2. Apply basic measurements (e.g., tsp, tbsp, quart) by reading and interpreting conversion charts to measure, mix, and apply various cleaning or chemical solutions accurately and safely.
3. Take measurements to determine dimensions (i.e., length, width, flow, area, weight) of both large and small objects and spaces to assist in planning for construction and repair projects.
4. Utilize general maintenance, cleaning, and landscaping tools and equipment (e.g., ladders, dollies, hammers, wrenches, screwdrivers) to make repairs and clean safely and properly.
5. Safely operate motor vehicles in various weather and road conditions to transport self and materials to and from the job site.
6. Write in English using proper spelling, sentence structure, and grammar to produce clear

- and concise written materials (e.g., reports, memos, briefing notes, forms, letters, logs).
7. Read in English to understand various work related documents (e.g., work related procedures, technical documents, instruction booklets) and follow written directions to complete work tasks.
  8. Follow verbal directions in English related to work assignments/tasks to properly complete work tasks.
  9. Communicate effectively with a variety of individuals (e.g., coworkers, other departmental personnel, members of the public) to relay and receive information accurately.
  10. Maintain cooperative relations with various individuals (e.g., coworkers, the public) in the course of completing work assignments to ensure a cohesive work environment and to represent the Department in a professional and courteous manner.
  11. Comprehend and follow policies, procedures, orders, rules, and other related written documents/materials to perform the duties of the job.
  12. Multitask in rapidly changing situations to properly perform the functions of the job.
  13. Work quickly and accurately in situations where there is time pressure or emotional strain to properly perform duties related to job.
  14. Work independently without close supervision to perform the duties of the job.
  15. Recognize or identify the existence of problems in order to offer proposed solutions.
  16. Maintain accurate and detailed records/notes/logs to document work related activities and to use in the preparation of more formal reports.
  17. Use a calculator to compute basic mathematical calculations (addition, subtraction, multiplication, division).
  18. Perform basic arithmetic operations of addition, subtraction, multiplication, and division to calculate amount of materials needed and/or total amounts of chemical used.

Ability to:

1. Perform manual labor (e.g., digging, trenching, lifting, carrying, loading, sweeping, hauling, cleaning) to perform the tasks associated with the job.
2. Lift and carry objects weighing up to 50 pounds (e.g., chainsaws, gallons of paint, bags of concrete) to perform work activities.

#### **VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

#### **CAREER CREDITS**

Career Credits will not be applied to the final score of competitors who are successful in this examination.

#### **CONTACT INFORMATION**

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources, Selections Division  
1515 S Street, North Building, Suite 400  
Sacramento, CA 95811-7258  
1-866-844-8671

California Relay Service: (7-1-1)  
Telecommunications Device for the Deaf (TTY): (916) 654-6336

If you have any questions concerning the examination, please contact:

Department of Parks and Recreation, Selection Unit  
1416 9<sup>th</sup> Street  
Sacramento, CA 95814  
(916) 653-9685

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to print his/her "Notice to Appear" and present the notice on the date, time, and location of the test date.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

**If you meet the requirements stated on this examination announcement**, 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 on this announcement will be rated against predetermined job-related rating criteria. All candidates who pass will be ranked according to their scores.

**The Department of Parks and Recreation 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 changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must select the appropriate box on the self-scheduling examination and will be contacted by the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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, and 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.

**Security and Confidentiality of Examination:** Pursuant to Government Code Section 19860. "It is unlawful for any person: (a) Wilfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination, application, or employment under this part or board rule. (b) Wilfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined. (c) Wilfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule."

Pursuant to Government Code 19681. "It is unlawful for any person: (a) To practice any deception or fraud with regard to his identity in connection with any examination, application, or request to be examined. (b) To obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination questions or materials for the purpose of instructing or coaching or preparing candidates for examinations. (c) To use any unfair means to cause or attempt to cause any eligible to waive any rights obtained under this part."

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx> and the Department of Veterans Affairs.

**Bulletin Updated: 9/26/17**

## **FILING INSTRUCTIONS**

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 exam date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific written exam date, additional self-scheduling dates and test locations will be posted.

The online application filing process will consist of an online self-scheduling process. Test dates for various locations will be posted as new dates become available. The current test schedule is as follows:

<u>Self-Scheduling Opens</u>	<u>Written Exam Dates</u>	<u>Location</u>
September 27, 2017 at 10:00 AM	October 12, 2017	Pacific Grove, CA
September 27, 2017 at 10:00 AM	October 14, 2017	Calabasas, CA

Test dates are posted here as needs warrant. Please check this area periodically for open testing.

If you fail to appear for the examination as scheduled, you will not be able to reapply/reschedule for 6 weeks.

[Click here to self-schedule for the Park Maintenance Assistant examination.](#)

Additionally, if you require special testing accommodations due to a disability, please select the “Reasonable Accommodations” box during the self-scheduling process.