Park Maintenance Assistant

Exam Code: 7PB07

Department: California Department of Parks and Recreation
Exam Type: Departmental open
Final Filing Date: Continuous, self-schedule dates are set periodically

The State of California is acting quickly to protect public health and safety as we respond to novel coronavirus (COVID-19). CalHR will be postponing all CalHR written exams until further notice. We aim to provide the public updated information as it becomes available. We appreciate your patience as work to minimize new introduction of the virus and delay community spread.

CLASSIFICATION DETAILS

Park Maintenance Assistant – $3,176.00 - $3,635.00 per month

View the Park Maintenance Assistant classification specification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous, self-schedule dates are set periodically

Exam dates have been added to the “TAKING THE EXAMINATION” section of this bulletin. Please note the date that the self-scheduling system will open.

Who Should Apply:
Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

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How To Apply:

Self-scheduling for this examination is offered on a first-come-first-served basis for each exam date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific exam date, additional self-scheduling dates will be posted. If you schedule an exam date and do not appear, you will not be able to re-schedule for at least 6 weeks.

Once you have taken this examination, you may not retake it for nine (9) months.

On the self-scheduling date, please go to the “TAKING THE EXAMINATION” section of this bulletin to begin the scheduling process.

Requirements for Admittance to the Examination:
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.

If you have a verifiable disability and need special testing arrangements, please select the Reasonable Accommodation box during the self-scheduling process.

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.

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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.

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POSITION DESCRIPTION

Park Maintenance Assistant
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 SCOPE
This examination consists of the following components:

Multiple Choice Written Examination-Weighted 100% of the final score.

A final score of 70% must be attained to be placed on the eligibility list.

This examination will test three areas of knowledge:
1. Reading Comprehension
2. Mathematics
3. Knowledge

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, 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

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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.

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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.

ELIGIBLE LIST INFORMATION

An open eligible list for the Park Maintenance Assistant classification will be established for the California Department of Parks and Recreation.

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires twenty-four (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.

Veteran 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**

For this written examination, 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.

**Candidates who have special testing needs** due to a verifiable disability must mark the Reasonable Accommodation box during the self-scheduling process.

**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.

**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.

**Security and Confidentiality of Examination:** Pursuant to Government Code Section 19860. “It is unlawful for any person: (a) Willfully 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) Willfully 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) Willfully 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.”

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**TAKING THE EXAMINATION**

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 test date. Although seating is limited and scheduling will conclude once all available seats are filled for each specific test time and date, additional self-scheduling dates and test locations will be posted in the future. Please check the area below periodically for availability of test date(s).

The State of California is acting quickly to protect public health and safety as we respond to novel coronavirus (COVID-19). CalHR will be postponing all CalHR written exams until further notice. We aim to provide the public updated information as it becomes available. We appreciate your patience as work to minimize new introduction of the virus and delay community spread.

On or after the date and time of opening of self-scheduling, select this Park Maintenance Assistant scheduling link to self-schedule for this examination.

It is the candidate's responsibility to print their “Notice to Appear” and present the notice on the date and time, and at the location of the test.

Note: If you have a verifiable disability and need special testing arrangements, please select the Reasonable Accommodation box during the self-scheduling process.

**TESTING DEPARTMENTS**

California Department of Parks and Recreation

**CONTACT INFORMATION**

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

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814
Phone: (866) 844-8671
Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

If you have any administrative questions concerning this examination, including provision of reasonable accommodation for this testing process, please contact:

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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 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 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.