



# Park Maintenance Worker 1

Class Code: 6767 – Exam Code: 7PB08

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, non-promotional  
Salary: \$3,345.00 - \$4,193.00

## INTRODUCTION

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

**Please note that the eligibility period is 24 months.**

## 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) 653-0438

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

### ELIGIBLE LIST INFORMATION

An open, non-promotional 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 12 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. and

Either 1

Two years of experience in the California state service performing the duties of a Park Maintenance Assistant.

Or 2

Two years of experience in a construction, building repair, or mechanical trade.

### POSITION DESCRIPTION

Under supervision, to do skilled and semiskilled structural and facility maintenance and repair work in a State park district; lead and train a crew of maintenance employees; in extremely small park districts, to assist with planning for and supervising the area maintenance program; 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. Methods, materials and equipment used in all types of construction, repair and maintenance work including carpentry, plumbing, electrical, painting, and masonry
2. Use and care of hand and power tools
3. Building materials and their accepted uses
4. Construction and maintenance safety practices
5. Vehicle engine parts and functions

### **Ability to:**

1. Communicate and follow directions in English
2. Read and write at a level required for successful job performance
3. Maintain cooperative relations with the general public and co-workers
4. Read plans and specifications
5. Operate a variety of maintenance equipment
6. Perform basic arithmetic
7. Analyze maintenance problems and take corrective action
8. Perform manual labor
9. Drive light weight vehicles
10. Lead and train a crew of employees

## **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 be applied to State employees' final score who have obtained permanent civil service status with the State of California.

## **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 [CalHR’s Veterans’ website](#) and the Department of Veterans Affairs.

**Bulletin Updated: 10/4/18**

## **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.

<b><u>Self-Scheduling Opens</u></b>	<b><u>Written Exam Dates</u></b>	<b><u>Location</u></b>
October 22, 2018 at 10:00 A.M.	November 3, 2018	Pacific Grove, CA
October 22, 2018 at 10:00 A.M.	November 3, 2018	Calabasas, CA
October 29, 2018 at 10:00 A.M.	November 17, 2018	Folsom, CA
October 29, 2018 at 10:00 A.M.	November 17, 2018	Humboldt, CA

**PLEASE NOTE: If you fail to appear for the examination as scheduled, you will not be**

able to reapply/reschedule for 6 weeks.

[CLICK HERE to apply for and to self-schedule to take the Park Maintenance Worker 1 exam.](#)