



STATE OF CALIFORNIA  
**Department of Parks and Recreation**  
 EXAMINATION ANNOUNCEMENT  
**PARK MAINTENANCE WORKER I**  
**OPEN NON- PROMOTIONAL**



**AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, MEDICAL CONDITION OR PREGNANCY, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.**

QG90-6767

3PR14

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE 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.

<b>DEPARTMENTAL FOR</b>	Department of Parks and Recreation										
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<b>POSITIONS EXIST</b>	Statewide										
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<b>WHO SHOULD APPLY</b>	Applicants who meet the minimum qualifications <b>by April 12, 2014, the written test date.</b> Applications will not be accepted on a promotional basis.										
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<b>WHERE TO APPLY</b>	<p>Applications (<a href="#">Std. Form 678</a>) may be delivered in person or by mail. Please submit to:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"><b><u>By mail to:</u></b></td> <td style="vertical-align: top;"><b><u>In person to:</u></b></td> </tr> <tr> <td>Department of Parks and Recreation</td> <td>Department of Parks and Recreation</td> </tr> <tr> <td>Attention: Selections Unit</td> <td>1416 9th Street</td> </tr> <tr> <td>P.O. Box 942896</td> <td>Room 1018 (10th floor)</td> </tr> <tr> <td>Sacramento, CA 94296-0001</td> <td>Sacramento, CA 95814</td> </tr> </table> <p><b>Please write Exam Code 3PR14 on your application in the section titled "Examination(s) or Job Title(s) For Which You Are Applying".</b></p>	<b><u>By mail to:</u></b>	<b><u>In person to:</u></b>	Department of Parks and Recreation	Department of Parks and Recreation	Attention: Selections Unit	1416 9th Street	P.O. Box 942896	Room 1018 (10th floor)	Sacramento, CA 94296-0001	Sacramento, CA 95814
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<b>FINAL FILING DATE</b>	Applications (Form 678) must be postmarked no later than <b>December 30, 2013, the final filing date.</b> Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Information regarding progress notices and candidate responsibilities may be found in the General Information section at the end of this announcement.										
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<b>EXAMINATION DATES</b>	Written Test: It is <b>anticipated</b> that the written test will be scheduled on April 12, 2014.										
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<b>SALARY RANGE</b>	\$2929 - \$3672										
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<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.										
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<b>ELIGIBLE LIST INFORMATION</b>	A departmental eligible list will be established for the Department of Parks and Recreation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.										
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**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

All applications must meet the education and/or experience requirements for this examination by **April 12, 2014, the written test date.**

**NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.**

**ALL APPLICATIONS/RESUMES MUST INCLUDE "FROM" AND "TO" EMPLOYMENT DATES (MONTH/DAY/YEAR), TIME BASE, AND APPLICABLE CIVIL SERVICE CLASS TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION WILL BE REJECTED.**

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**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing 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 the examination as meeting 100% of the overall experience requirement.

Possession of a valid driver's license. (Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment.)

**And**

**Either I**

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

**Or II**

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

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**DEFINITION OF  
TERMS**

"**performing the duties of**" to meet this requirement, the applicant must have the amount of experience in State service in the class (or on a training and development (T&D) to the class), specified.

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**EXAMINATION  
INFORMATION**

The examination will consist of a written test weighted 100%. The written test will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained on the written test. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

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**WRITTEN TEST  
(Weighted 100%)**

Scope:

- A. 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.
- B. 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.
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**POSITION DESCRIPTION** The Park Maintenance Worker I does carpentry, painting, electrical, plumbing, masonry, roofing and other work in the maintenance, repair and construction of a wide variety of park structures, utility systems, roads, and other facilities; clears and maintains trails; fights structural and forest fires; protects natural resources from destruction by constructing erosion control, diversion and drainage facilities; maintains trees, shrubs, lawns, flowers, and native vegetation; when necessary, cleans campgrounds, picnic sites and other public facilities, and collects and disposes of refuse; accounts for supplies and equipment used; operates and performs routine preventive maintenance on a variety of vehicles, such as trucks, beach cleaners, small tractors and mowers; answers routine questions of the public; administers first aid; prepares reports; keeps records; leads and trains a crew of maintenance employees; may be required to do welding; and may use underwater diving equipment in connection with the underwater maintenance activities within the State park system.

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**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.

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**ADDITIONAL DESIRABLE QUALIFICATIONS** In appraising the relative qualifications of candidates, consideration will be given to readily recognized indications of skill, knowledge or competence in the crafts or trades field such as broad experience or formal training in a construction or building trade.

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**CAREER CREDITS** Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. Competitors eligible to receive career credits must indicate this in Section 4 of the application Form Std. 678.

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**VETERANS' PREFERENCE CREDITS** Veteran's preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

**IMPORTANT CHANGES – EFFECTIVE JANUARY 1, 2014**

Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans preference will be awarded as follows, starting on January 1, 2014:

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 veteran's preference.
  2. An entrance examination is defined, under the law, as any open competitive examination.
  3. Veterans Preference is not granted once a person achieves permanent civil service status.
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**CONFIDENTIALITY AND SECURITY** Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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**Exam Title:** Park Maintenance Worker I  
**Exam Code:** 3PR14

**Release Date:** December 13, 2013  
**Final Filing Date:** December 30, 2013

## GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Department of Parks and Recreation, (916) 653-9522 three days prior to the written test date if he/she has not received his/her notice.

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

**If you meet the requirements**, 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 described on this bulletin 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.

**The Department of Parks and Recreation** reserves the right to revise the examination plan to better 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.

**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 this bulletin.

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

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans' Preference Credits:** California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional exams. Directions for applying for veterans' credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, 1227 O Street, Sacramento, CA 95814.

**Career Credits:** In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of "Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form. STD. 678 (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

DEPARTMENT OF PARKS AND RECREATION  
Personnel Office/Selections Unit 1416 9<sup>th</sup> Street, Room 1018, Sacramento, CA 95814 (916) 653-9522

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)