



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



THE STATE OF CALIFORNIA 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.

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.

POSITIONS EXIST

Statewide

SALARY RANGE

\$4,422 - \$5,492

WHO SHOULD APPLY

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement. Applications will not be accepted on a promotional basis.

FILING INSTRUCTIONS

Final Filing Date: March 20, 2017

Applications (STD. 678) are available at California Department of Human Resources website at www.jobs.ca.gov. Applications postmarked or personally hand delivered after the final filing date **will not** be accepted for any reason.

Applications must include the following information in the section titled: "Examination(s) or Job Title(s) for which you are applying"

- Exam Title: **Park Maintenance Chief I**
- Exam Code: **7PR03**

Only applications for the *Park Maintenance Chief I* will be accepted. If you are applying for multiple examinations you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

Note: Do not send your application via office or interoffice mail. Applications received by this manner **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174. Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%

The examination is based solely on your Training and Experience. The Training and Experience (T&E) Examination is weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be attained.

Filing deadline to complete the T&E Examination is **March 20, 2017**. The link to this examination will not be available after that date.

To complete the required T&E Examination, click below or type the following link into your address bar:
<https://www.surveymonkey.com/r/ParkMaintenanceChiefI-7PR03>

The T&E Examination will be submitted electronically to the Department of Parks and Recreation Exam Unit. Your State Application (STD 678) will be submitted via regular mail or in person. Both the exam and the application must be submitted by March 20, 2017, the final filing date, or you will be eliminated from the examination.

(Continued on reverse side)

Exam Title: Park Maintenance Chief I
Exam Code: 7PR03
Schem Code: QG64

Release date: March 1, 2017
Final Filing Date: March 20, 2017
Class Code: 6232

WHERE TO APPLY

Applications may be delivered in person or by mail. Please submit to:

By mail:

Department of Parks and Recreation
Attention: Selections Unit/Jeanne Krause
P.O. Box 942896
Sacramento, CA 94296-0001

In person:

Department of Parks and Recreation
Attention: Selections Unit/Jeanne Krause
1416 9th Street, Room 1018 (10th floor)
Sacramento, CA 95814

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment application. The Selections Unit will contact you to make special testing arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916) 653-3536.

ELIGIBLE LIST INFORMATION

A departmental statewide 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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **March 20, 2017**, the **final filing date**.

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.

If education is required to meet the minimum qualifications, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. **Note: Applicants who are hired from the employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approving foreign transcript evaluation agency before they may be used for credentialing purposes.

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.

Education: Equivalent to completion of 12th grade.

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

Either I

One year of experience in the California state service performing the duties of a Park Maintenance Supervisor or Park Maintenance Supervisor (Angel Island).

Or II

Two years of experience in the California state service performing varied construction and maintenance duties with at least one year of supervising experience in a position of responsibility comparable to that of a Park Maintenance Supervisor or Park Maintenance Supervisor (Angel Island).

Or III

Four years of journey person experience in a construction, building repair, or mechanical trade, including at least two years of supervisory experience.

(Continued on next page)

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POSITION DESCRIPTION

Positions in this class serve as either a first or second level supervisor responsible for the management of a maintenance program in a complex sector or small/medium district.

EXAMINATION SCOPE

Knowledge of:

1. Methods, material, tools, and equipment used in construction, maintenance, and repair work of roads, structures, and infrastructuring
2. Various construction material and their uses
3. Basic methods, material, tools, and equipment used in maintaining, protecting and improving landscape;
4. Material estimating and ordering
5. Industrial Safety Orders, general safety practices and accident prevention techniques in the construction and maintenance field
6. Equipment management and maintenance principles
7. Products, material, and technology regarding "state-of-the-art" preservation of specific historical objects and structures
8. Application of the California Environmental Quality Act (CEQA) to the State Park System
9. Application of 5024 PRC in working with historic structures
10. Department's budget process
11. Principles of effective supervision and personnel management
12. Basic State budgeting and administrative procedures
13. Principles of budgeting and program control
14. Procurement rules and procedures and administration of contracts
15. Landscaping and associated chemical application
16. Environmental protection requirements
17. Labor relations program objectives
18. Supervisor's role in safety, health, and labor relations and the processes available to meet these program objectives

Ability to:

1. Read and write English at a level required for successful job performance
2. Plan, organize, schedule, and direct the work of others
3. Analyze situations accurately and take effective action
4. Communicate effectively
5. Work with community groups and outside agencies
6. Read blueprints and work from plans and specifications
7. Estimate material and labor requirements
8. Keep accurate records and prepare cost estimates and reports
9. Effectively plan and manage district budget allocations for personnel and operating expense
10. Set work standards consistent with statewide policies and obtain acceptable work quality, production, and work site safety
11. Analyze situations accurately and adopt an effective course of action
12. Develop teams for continuous process improvement
13. Detect unsafe conditions and practices and plan, organize, conduct and evaluate safety training programs
14. Gather and analyze data
15. Reason logically, draw valid conclusions and make appropriate recommendations
16. Prepare correspondence and clear and comprehensive reports
17. Communicate effectively
18. Speak in public
19. Effectively contribute to the Department's safety, health, and labor relations objectives

ADDITIONAL DESIRABLE QUALIFICATIONS

Breadth of experience in varied maintenance activities, technical training in construction, maintenance, or chemical application fields; college level course work in public administration, management and supervision; Class A or B driver license; knowledge of office automation equipment and EDP systems; Grade II water treatment operator license.

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VETERANS' PREFERENCE

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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 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.

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 parts of the exam. (See "General Information" on this bulletin for information regarding career credits.) Competitors eligible to receive career credits must indicate this in Question #4 of application Form STD. 678.

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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GENERAL INFORMATION

Applications are available at Department of Parks and Recreation, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at jobs.ca.gov.

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 changes. 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.

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

Career Credits: In open-non-promotional 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 3513. 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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF PARKS AND RECREATION
Personnel Office/Selection Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 653-3536

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)

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