



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
PARK MAINTENANCE SUPERVISOR
DEPARTMENTAL 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

\$3855 - \$4778

WHO SHOULD APPLY

This is a Departmental Promotional examination for the **Department of Parks and Recreation**. Applicants must meet one of the following criteria in order to participate in this examination:

1. Must have a permanent civil service appointment with the Department of Parks and Recreation as of the final filing date; or
2. Must meet the provisions of the State Personnel Board Rule 234, 235, or 235.2; or
3. Persons employed by the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
4. Persons holding, for two or more consecutive years, nonelected exempt positions in the executive branch of government and excluding those positions for which the salaries are set by statute as defined in Government Code Section 18992; or
5. Persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678)

FILING INSTRUCTIONS

Final Filing Date: April 24, 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 Supervisor**
- Exam Code: **7PR12**

Only applications for the *Park Maintenance Supervisor* 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.

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Exam Title: Park Maintenance Supervisor
Exam Code: 7PR12
Schem Code: QG62

Release date: April 7, 2017
Final Filing Date: April 24, 2017
Class Code: 6229

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 will consist of statements designed to measure how your training and work history have provided you the essential knowledge, skills, and abilities, and potential to effectively perform the duties relative to the classification.

To obtain a position on the eligible list, a minimum score of 70% must be attained.

Applicants who meet the minimum qualifications will be emailed the link to the T&E examination. **Be sure to include your current/valid email address on your application.** Failure to provide your current/valid email address will prevent you from taking the examination.

The application must be submitted by **April 24, 2017, the final filing date**, or you will be eliminated from the examination.

Your State Application (STD 678) will be submitted via regular mail or in person. Once you are emailed the link to the T&E Examination, you will submit it electronically to the Department of Parks and Recreation Exam Unit.

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/Cindy Dougherty
P.O. Box 942896
Sacramento, CA 94296-0001

In person:

Department of Parks and Recreation
Attention: Selections Unit/Cindy Dougherty
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) 653-9522.

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 **April 24, 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.

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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.

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 Worker II or Park Maintenance Worker II (Angel Island).

Or II

Three years of experience in the California state service performing duties comparable to those of a Park Maintenance Worker I, Park Maintenance Worker I (Angel Island), State Park Equipment Operator, or Park Landscape Maintenance Technician.

Or III

Four years of journeyman experience in a construction, building repair, or mechanical trade, including at least one year of leadperson or supervisory experience.

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 T&D to the class) specified.

"Performing the duties comparable to" for this requirement, the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

POSITION DESCRIPTION

This is the normal entry level into the series. Positions in this class serve as first line supervisors in those park districts with the least complex maintenance programs and may act as a crew member on a vessel. They may also serve as assistant supervisors to positions at the Park Maintenance Chief II and III level.

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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.

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.

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.

VETERANS' PREFERENCE

Per Section I, section 18973.5 of the Government Code, this exam does not meet the requirements to be considered an entrance exam and therefore Veterans' Preference are **not** granted.

CAREER CREDITS

Career credits are not granted in promotional examinations.

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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2: State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations: These rules may be reviewed at departmental personnel offices or at the information Counter of the California Department of Human Resources.

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.

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) 653-9522

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)

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