



California Department of
Parks and Recreation

PARK MAINTENANCE CHIEF II

Exam Code: 2PR28

Department: Parks and Recreation

Exam Type: Open

Final Filing Date: October 30, 2022

CLASSIFICATION DETAILS

Park Maintenance Chief II – \$6,098 - \$7,584 per month.

View the [Park Maintenance Chief II classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: **October 30, 2022**

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.

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

How To Apply:

The following final filing date for **2022** is **October 30th**. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason.

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** at www.calcareers.ca.gov.

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 II**
- Exam Code: **2PR28**

Only applications for the *Park Maintenance Chief II* 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.

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.

Applications may be delivered in person or by mail.

Please submit to:

By mail:

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

In person:

Department of Parks and Recreation
Attention: Selections Unit/Jacques Carter
715 P Street, 1st Floor Security Desk
Sacramento, CA 95814

Special Testing Arrangements:

If you have a disability and need special testing arrangements, mark "yes" on Question #10 on the Examination and/or Employment application and complete the Accommodation form. 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) 902-8674.

POSITION DESCRIPTION

Park Maintenance Chief II

Positions in this class serve as a first or second level supervisor responsible for the management of a maintenance program in large districts.

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.

Park Maintenance Chief II

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.

Equivalent to completion of 12th grade.

Possession of a valid Class C driver license issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination but they must secure the license prior to appointment.)

And

Either I

One year of experience in the California state service performing the duties of a Park Maintenance Chief I.

Or II

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

Or III

Five years of journeyperson experience in a construction, building repair, or mechanical trade, including at least three years of management or supervisory experience.

EXAMINATION INFORMATION

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

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.

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

Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

EXAMINATION SCOPE

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 of:

1. Methods, material, tools, and equipment used in construction, maintenance, and repair work of roads, structures, and infrastructures.
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.
19. Principles of management and accounting systems.
20. Principles and procedures for initiating and administering contract work and work accomplished through special programs.

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.
20. Provide technical direction and supervision of maintenance and support operations.
21. Incorporate technical aspects of maintenance work in programming and budgeting functions.
22. Effectively develop and/or implement and administer statewide or districtwide programs.

ELIGIBLE LIST INFORMATION

A departmental open, eligible list for the Park Maintenance Chief II classification will be established for:

Department of Parks and Recreation

This list will be abolished **twelve (12) months** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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.

Veterans 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 are not granted in open examinations.

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.

CONTACT INFORMATION

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

Department of Parks and Recreation
Attn: Selections Unit / Jacques Carter
715 P Street, 1st floor Security Desk
Sacramento, CA 95814
Phone: (916) 902-8674
Jacques.Carter@parks.ca.gov

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

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 workplace. 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

For an examination without a written feature, it is the candidate's responsibility to contact the Selections Unit of the Department of Parks and Recreation, (916) 651-3383, three weeks after the final filing date if he/she has not received a progress notice.

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 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.

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 www.jobs.ca.gov, and the Department of Veterans Affairs.

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 the bulletin.

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.