



California Department of
Parks and Recreation

PARK MAINTENANCE SUPERVISOR

Exam Code: 3PR40

Department: Parks and Recreation

Exam Type: Departmental, Open

Final Filing Date: Continuous

Exam Cut-Off Date: October 20th annually

CLASSIFICATION DETAILS

Park Maintenance Supervisor (6229) – \$5079 - \$6296 per month.

View the [Classification Title and Classification Specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Cut-off date is October 20th annually

Applications received after the cutoff date will be held and processed on the next established cutoff date. For exam purposes, the postmarked date will be considered the received date.

Who Should Apply:

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement. Anyone on the existing eligibility list for this classification must take and pass this examination to be placed on the newly established eligibility list. Applications will not be accepted on a promotional basis.

If you have taken the Training and Experience (T&E) Examination in the last 9 months, you should not apply as your application will not be accepted.

How To Apply:

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 emailed, postmarked or personally hand delivered after the final filing date **will not** be accepted for any reason. Applications **must be received with a signature and date**.

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: **3PR40**

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.

Due to COVID, we have limited staff working in the office. Therefore, the preferred method of application submittal is by mail or email.

However, do not send your application via office or interoffice mail. Applications received by this manner after the final filing date **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174. Also, 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.

Via email

Exams@Parks.ca.gov

By mail:

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

In person:

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

POSITION DESCRIPTION

Park Maintenance Supervisor

Under general direction, to be responsible for the management and administration of the total maintenance program for a district; or in those large State Park districts with a complex maintenance program to have charge of a major segment of the district maintenance function or serve as the Statewide Facilities Maintenance Program Manager in Sacramento, headquarters.

This is the normal entry level into the series. Positions in this class service 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.

MINIMUM QUALIFICATIONS

If education is required to meet the minimum qualifications, include on the application the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed.

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 Supervisor

Either I

One year of experience in the California state service performing the duties of a Park Maintenance Worker II

Or II

Three years of experience in the California State Service performing duties comparable to those of a Park Maintenance Worker I, State Park Equipment Operator, or Park Landscape Maintenance Technician.

Or III

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

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 operation license.

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% will be required.

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 sent an email with the link to access and take 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 abilities, 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 infrastructure.
2. Various construction materials 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. Department's Equal Employment Opportunity (EEO) objectives.
14. A supervisor's role in EEO and the processes available to meet EEO 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 materials and labor requirements.
8. Keep accurate records and prepare cost estimates and reports.
9. Effectively contribute to the Department's EEO objectives.

ELIGIBLE LIST INFORMATION

A departmental, open, MERGED eligible list for the *Park Maintenance Supervisor* classification will be established for 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 exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

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.

Veteran's 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.

CONTACT INFORMATION

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

Email:

Exams@Parks.ca.gov

Phone:

(916) 902-8698

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

REASONABLE ACCOMMODATION

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 been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916) 902-8698.

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 your responsibility as the candidate to contact the Selection Unit of the Department of Parks and Recreation if you have not received a progress notice within two weeks of the final filing date.

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 has 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.

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 competitor 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.