



Park Maintenance Assistant

Exam Code: 7PB07

Department: California Department of Parks and Recreation

Exam Type: Departmental Open

Final Filing Date: Continuous, self-schedule dates are set periodically

CLASSIFICATION DETAILS

Park Maintenance Assistant – \$3,176.00 - \$3,635.00 per month

[View the Park Maintenance Assistant classification specification.](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous, self-schedule dates are set periodically.

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

How to Apply:

Set up a CalCareers account on the CalHR website by clicking the following link:

<https://www.calcareers.ca.gov/>

*Note: We recommend setting up a CalCareers account prior to the open self-scheduling date(s).

Exam date(s) have been added to the "SELF-SCHEDULING FOR THE EXAMINATION" section of this bulletin.

Self-scheduling for this examination is offered on a first-come first-serve basis. Please be aware that, although online seating is limited and scheduling will conclude once all spaces are filled for each specific exam date. Additional self-scheduling dates may be posted. If you schedule an exam date and do not log on using the exam link, you will not be able to reschedule for at least 6 weeks.

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 Assistant

Possession of a valid driver license. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

Any combination of education and experience which will develop the ability to understand mechanical relationships, read and write, follow directions, and communicate in English as are necessary to perform the housekeeping duties and learn the semiskilled maintenance tasks required to properly maintain a public use beach or park facility.

POSITION DESCRIPTION

Park Maintenance Assistant

Under supervision, to do routine cleanup and unskilled maintenance helper tasks in a State park district having a year-round workload; to lead a crew of seasonal employees doing cleanup and other unskilled work during peak seasons; and to do other related work.

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.

EXAMINATION SCOPE

This examination consists of the following components:

Multiple Choice Online Examination-Weighted 100% of the final score.

A final score of 70% must be attained to be placed on the eligibility list.

This examination will test three areas of knowledge:

1. Reading Comprehension

Bulletin Date: 4/20/2021

2. Mathematics
3. Knowledge

To access the examination, you will need a reliable internet, keyboard, mouse, headphones and/or speakers. There is no way to pause, stop or reset the timer once you start the exam.

Please ensure you have the full 150 minutes to take the online examination. A stable internet connection is recommended as no additional time will be provided for internet loss, power loss, or computer/browser issues. If you are unable to complete the timed examination, it is recommended you do not take the examination until you are able to do so.

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, Skills, and Abilities

Knowledge of:

1. Basic plumbing procedures, techniques, and commonly used tools and equipment in accordance with Federal, State and local codes as outlined in all handbooks, guidelines and policies to assist in the repair, update, install, troubleshoot, and maintain plumbing, potable water systems, and waste water systems in various facilities.
2. Basic carpentry methods, techniques, and commonly used tools to assist in the repair and maintenance of wooden structures such as fences, signs, gates, stairs, and small structures in accordance with Federal, State and local codes as outlined in all handbooks, guidelines and policies appropriate to a specific construction trade or project task.
3. Basic painting and staining procedures, techniques, and commonly used tools and equipment in accordance with Federal, State and local codes as outlined in all handbooks, guidelines and policies to assist in properly maintaining equipment and/or facilities.
4. How to properly and safely use general maintenance, landscaping tools and equipment (e.g., ladders, dollies, hammers, shears, loppers, wrenches, screwdrivers) to assist in the repairing and maintenance of park property in accordance with Federal, State and local codes as outlined in all handbooks, guidelines and policies.
5. Properly and safely use various gasoline and electric powered tools (e.g., chain saws, leaf blowers, table saw, circular saw, power washers, augers, wood chippers) to assist in maintaining park property in accordance with Federal, State and local codes as outlined in all handbooks, guidelines and policies.

6. When and how to properly use personal protective equipment (e.g., gloves, respirators, safety goggles) to ensure the safety of oneself while performing work tasks.
7. Properly use various industrial soaps and cleaning solvents to ensure the products are used safely and effectively.

Skill to:

1. Safely clean-up and dispose of hazardous chemicals (e.g., pesticides and solvents) to ensure the chemicals are disposed of safely.
2. Apply basic measurements (e.g., tsp, tbsp, quart) by reading and interpreting conversion charts to measure, mix, and apply various cleaning or chemical solutions accurately and safely.
3. Take measurements to determine dimensions (i.e., length, width, flow, area, weight) of both large and small objects and spaces to assist in planning for construction and repair projects.
4. Utilize general maintenance, cleaning, and landscaping tools and equipment (e.g., ladders, dollies, hammers, wrenches, screwdrivers) to make repairs and clean safely and properly.
5. Safely operate motor vehicles in various weather and road conditions to transport self and materials to and from the job site.
6. Write in English using proper spelling, sentence structure, and grammar to produce clear and concise written materials (e.g., reports, memos, briefing notes, forms, letters, logs).
7. Read in English to understand various work-related documents (e.g., work related procedures, technical documents, instruction booklets) and follow written directions to complete work tasks.
8. Follow verbal directions in English related to work assignments/tasks to properly complete work tasks.
9. Communicate effectively with a variety of individuals (e.g., coworkers, other departmental personnel, members of the public) to relay and receive information accurately.
10. Maintain cooperative relations with various individuals (e.g., coworkers, the public) in the course of completing work assignments to ensure a cohesive work environment and to represent the Department in a professional and courteous manner.
11. Comprehend and follow policies, procedures, orders, rules, and other related written documents/materials to perform the duties of the job.
12. Multitask in rapidly changing situations to properly perform the functions of the job.
13. Work quickly and accurately in situations where there is time pressure or emotional strain to properly perform duties related to job.
14. Work independently without close supervision to perform the duties of the job.
15. Recognize or identify the existence of problems in order to offer proposed solutions.
16. Maintain accurate and detailed records/notes/logs to document work related activities and to use in the preparation of more formal reports.

17. Use a calculator to compute basic mathematical calculations (addition, subtraction, multiplication, division).
18. Perform basic arithmetic operations of addition, subtraction, multiplication, and division to calculate amount of materials needed and/or total amounts of chemical used.

Ability to:

1. Perform manual labor (e.g., digging, trenching, lifting, carrying, loading, sweeping, hauling, cleaning) to perform the tasks associated with the job.
2. Lift and carry objects weighing up to 50 pounds (e.g., chainsaws, gallons of paint, bags of concrete) to perform work activities.

ELIGIBLE LIST INFORMATION

An open eligible list for the Park Maintenance Assistant classification will be established for the **California 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 **twenty-four (24) 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 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 **will not be** added to the final score of competitors who are successful in this examination.

EXAMINATION INFORMATION

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

Candidates who have special testing needs due to a verifiable disability must mark the appropriate box on their online application.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept

Bulletin Date: 4/20/2021

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 plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

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

Security and Confidentiality of Examination: Pursuant to Government Code Section 19860. "It is unlawful for any person: (a) Willfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination, application, or employment under this part or board rule. (b) Willfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined. (c) Willfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule."

Pursuant to Government Code 19681. "It is unlawful for any person: (a) To practice any deception or fraud with regard to his identity in connection with any examination, application, or request to be examined. (b) To obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination questions or materials for the purpose of instructing or coaching or preparing candidates for examinations. (c) To use any unfair means to cause or attempt to cause any eligible to waive any rights obtained under this part."

SELF-SCHEDULING FOR THE EXAMINATION

Taking this examination requires that you go online and self-schedule. Self-scheduling for this examination is offered on a first-come, first-served basis for each test date. Online space is limited, and scheduling will conclude once all available spaces are filled for each specific test time and date. If you schedule an exam date and do not log on using the exam link, you will not be able to reschedule for at least 6 weeks.

Additional self-scheduling dates will be posted in the future. Please check the area below periodically for availability of test date(s).

Self-Scheduling Open(s)

Online Written Exam Date(s)

May 3, 2021 at 10:00 A.M.

May 22, 2021 at 9:00 A.M.

Additional exam information will be emailed out to competitors 3 days prior to the exam date(s). Please make sure your email information is accurate and up to date. As hiring needs warrant, test dates will be posted in this location. No posted dates indicate no currently available test dates.

On or after the date and time of opening of self-scheduling, select this [Park Maintenance Assistant scheduling link](#) to self-schedule for this examination.

Note: If you have a verifiable disability and need special testing arrangements, please select the Reasonable Accommodation box during the self-scheduling process.

TESTING DEPARTMENTS

California Department of Parks and Recreation

CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, please contact:

California Department of Human Resources
CalCareers Service Center
1810 16th Street
Sacramento, CA 95814
Phone: (866) 844-8671
Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

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

Department of Parks and Recreation, Selection Unit
1416 9th Street
Sacramento, CA 95814
(916) 653-9685

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

Bulletin Date: 4/20/2021

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 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.

GENERAL INFORMATION

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 [CalCareers Account](#).

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 California 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.

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) servicewide 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.