



California Department of
Parks and Recreation

PARK MAINTENANCE ASSISTANT

Exam Code: 7PB07

Department: Parks and Recreation

Exam Type: Departmental Open

Final Filing Date: Exam self-scheduling period will open in February

CLASSIFICATION DETAILS

Park Maintenance Assistant – \$3,412 - \$3,905 per month.

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

APPLICATION INSTRUCTIONS

Applications can only be submitted for the exam while the self-scheduling dates are open (March and September)

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 retake and pass this examination prior to their expiration date to continue to be on the established eligibility list. Applications will not be accepted on a promotional basis.

How To Apply:

You must set up a Cal-Career account on CalHR's website by clicking the following link: www.calcareers.ca.gov. If you do not set up a Cal-Career account, you will not be able to self-schedule for the examination.

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.

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 meeting the following requirements:

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.

SPECIAL PERSONAL CHARACTERISTIC

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 INFORMATION

This examination consists of the following components:

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

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

Candidates will be permitted to bring standard, basic hand-held calculators to use during the examination. **Calculators will not be provided by the testing department.** Programmable calculators, cell phones, smart watches, smart glasses, tablets, and other electronic devices will not be allowed.

Note: The Park Maintenance Worker I and Park Maintenance Assistant examinations will be administered on the same dates and locations. If you intend to take both exams, you must schedule yourself accordingly. The Park Maintenance Assistant will be administered in the AM and the Park Maintenance Worker I administered in the PM.

SELF-SCHEDULING FOR THE EXAMINATION

Registering for this examination requires you to self-schedule through your CalCareers account. Seating availability for each location is offered on a first come, first serve basis. Although seating is limited, scheduling will conclude once all available seats are filled for each location.

<u>Self-Scheduling Opens</u>	<u>Exam Date</u>	<u>Location</u>
February 2024	March 2024	To Be Determined

Once self-scheduling opens, click the following link to register for the date and location you prefer to take this examination.

- [PARK MAINTENANCE ASSISTANT](#)

Applicants who meet the minimum qualifications will receive a printable “Notice to Appear” with specific exam location, date, and time information.

Competitors who do not appear for the written test will be disqualified. Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

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

EXAMINATION SCOPE

This examination will test three (3) areas of knowledge:

1. Reading Comprehension
2. Mathematics
3. Knowledge

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:

Ability to:

1. Understand mechanical relationships
2. Communicate and follow directions in English, read and write at a level required for successful job performance
3. Maintain cooperative relations with the general public and co-workers
4. Operate a variety of maintenance equipment
5. Perform basic arithmetic
6. Perform routine cleanup tasks and manual labor
7. Drive lightweight vehicles
8. Lead less experienced maintenance personnel on the routine and unskilled tasks when required and learn the broad variety of semiskilled maintenance techniques required to properly maintain a public use beach or park facility.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Park Maintenance Assistant classification will be established for Department of Parks and Recreation for all counties. 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.

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.

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 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 ACCOMMODATIONS

If you have a disability and need special testing arrangements, mark “yes” in the corresponding box 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) 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

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) 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.

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.