



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
PARK MAINTENANCE WORKER II
OPEN NON-PROMOTIONAL



AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

QG85-6768

9PR32

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.

DEPARTMENTAL FOR	Department of Parks and Recreation
POSITIONS EXIST	Statewide
WHO SHOULD APPLY	Applicants who meet the minimum qualifications by August 31, 2009, the final filing date . Applications are not accepted on a promotional basis.
WHERE TO APPLY	Applications are available and may be filed <u>in person</u> at Department of Parks and Recreation, 1416 9th Street, Rm. 1018, Sacramento, CA 95814 or <u>by mail</u> to the Department of Parks and Recreation, Attn: Examination Unit, P.O. Box 942896, Sacramento, CA 94296-0001 . <u>You must include exam code (9PR32) on your application</u> . For additional information regarding this exam please call (916) 653-9522. <i>Do not submit applications to the State Personnel Board.</i>
FINAL FILING DATE	Applications (Form 678) must be postmarked no later than August 31, 2009, the final filing date . Applications postmarked after the final filing date will not be accepted for any reason.
WRITTEN TEST DATE	Anticipated to be held during October 2009.
SALARY RANGE	\$3186 - \$3828
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department of Parks and Recreation. This list will be abolished 24 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	<p>All applicants must meet the education and/or experience requirements for this examination by August 31, 2009, the final filing date.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>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.</p> <p>Pursuant to Government Code 18935(b), candidates with <u>permanent</u> full time status at the Park Maintenance Worker II level or above, may not be eligible to apply for this examination.</p>

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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.

Either I

Two years of experience in the California state service performing the duties of a Park Maintenance Worker I, a State Park Equipment Operator or Park Landscape Maintenance Technician.

Or II

Three years of experience in a construction, building repair, or mechanical trade.

POSITION DESCRIPTION

A Park Maintenance Worker II, working under the direct supervision of the Park Maintenance Supervisor, Park Maintenance Chief or Sector Superintendent, works with and leads a small crew in maintaining park structures, equipment, facilities and grounds; lays out, assigns and reviews work and sees that the District maintenance schedule is followed; may lead and coordinate the activity of building trades journey person hired on a casual basis; trains and instructs permanent and casual employees in proper and safe use of tools and equipment; inspects for compliance with safety standards; orders supplies and tools and keeps a running inventory of stock on hand; leads and works with his/her crew in cleaning campground facilities and disposing of refuse and debris as necessary; prepares reports and records.

**EXAMINATION
INFORMATION**

The examination will consist of a qualifications written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE EXAMINATION WILL BE DISQUALIFIED.**

**WRITTEN TEST
(Weighted 100%)**

Scope:

A. Knowledge of:

1. Methods, materials, and equipment used in design, construction, operation and repair of plumbing, HVAC, electrical, carpentry, painting, concrete work, water and sewer
2. Methods, materials and tools used in the construction, maintenance and repair of buildings, structures, roads, trails and landscaping.
3. Various building materials and their uses.
4. Cost and materials estimating.
5. Industrial Safety Orders and general safety practices in the construction and maintenance field.
6. Computer equipment and software (e.g., MS Word, CAMP (Computerized Asset Management Program).etc. for preparation of correspondence and reports.
7. Preventive maintenance methods for facilities, systems and /or equipment.
8. Secretary of the Interior Standards for the treatment of historic properties.
9. Construction project management including cost estimating, purchasing, contract specifications, uniform building codes, inspection, invoice management, business communication, CAMP and photo documentation.
10. Principles of effective supervision.

B. Ability to:

1. Read, write and understand the English language (i.e. simple sentences with common vocabulary) in order to complete assigned tasks.
2. Follow product directions, warnings, and operational manuals to maintain a level of safety and productivity in the completion of assignments.
3. Perform basic mathematical computations (such as addition, subtraction, multiplication, and division, fractions, percentages, areas and distances, linear feet and proportions, formulas, equations, etc.).
4. Read different types of meters (such as water, gas, LPG and pump pressure meters) to track, regulate, and/or maintain proper operation of equipment.
5. Effectively supervise a crew of Park Maintenance Workers, Park Maintenance Assistants, seasonal employees, and journey person casual trades employees.
6. Verify inventory, materials, tools, and equipment to accurately track on-hand materials.
7. Troubleshoot/analyze problems with facilities, systems, equipment and components to ensure proper operations and maintenance.
8. Understand the sequence of mechanical procedures and/or operations to perform routine and/or preventative maintenance repairs.
9. Communicate effectively.
10. Read blueprints, schematic diagrams, and/or shop drawings to determine scope of project.
11. Estimate cost of projects including purchasing of materials, project management and oversight and photo documentation.
12. Keep accurate records and prepare reports.

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**ADDITIONAL
DESIRABLE
QUALIFICATION**

Education equivalent to completion of the twelfth grade.

**VETERANS'
PREFERENCE CREDITS**

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See "General Information" on this bulletin for information regarding career credits.) Competitors eligible to receive career credits must indicate this in Section 4 of the application Form STD. 678.

**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

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 653-9522, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 653-9522, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Parks and Recreation.

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 changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. In addition locations of oral interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 this bulletin.

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.

Veterans' Preference Credits: California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, 1227 O Street, Sacramento CA 95814.

Career Credits: In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

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/Examination 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)