

Bulletin Number	15803BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	GROUPS MAINTENANCE WORKER I
Exam Number	R0352B
Filing Type	Open Continuous
Filing Start Date	02/12/2013
Salary Type	Monthly
Salary Minimum	\$2332.82
Salary Maximum	\$3050.45
Position/Program Information	<p>Performs routine and simple maintenance of park, beach, and public grounds and related custodial work.</p> <p>Positions allocable to this class work under the technical supervision of a Grounds Maintenance Worker II, Senior Grounds Maintenance Worker, or Beach Maintenance Supervisor, and are responsible for such tasks as lawn mowing, weeding, fertilizing, sweeping, replanting, and renovating. Incumbents also may perform related custodial work such as sweeping, mopping and waxing floors, washing windows and cleaning restrooms of structure associated with parks, beaches or other public facilities. Incumbents must possess the skills necessary to operate powered and manual operated grounds maintenance equipment.</p>
Essential Job Functions	<p>Cultivates, fertilizes, trims, and cleans planted areas adjacent to public buildings, golf courses, parks, and beaches using such tools as weed whips, backpack type blowers, and hedge trimmers.</p> <p>Mows, edges, and sweeps park and public building lawns using rider mowers and other gasoline and manually powered equipment.</p> <p>Pots, plants, transplants, fertilizes, sprays, prunes, and waters flowers, shrubs, and trees.</p> <p>Sweeps, mops, and waxes floors, washes windows, empties waste baskets, removes wall writing and cleans restrooms of structures associated with parks, beaches, or other public facilities.</p> <p>Under close supervision, prepares mixes, and applies non-restricted pesticides; may apply restricted chemicals under supervision of a certified applicator.</p> <p>Sharpens, cleans, paints, and cares for powered and hand operated tools</p>

and equipment.

Removes, disposes, and/or recycles debris, litter, and other materials from the beach, along tide lines, parks, storm drains, and catch basins.

Prepares grounds for athletic events by performing activities such as watering and dragging baseball diamonds.

Patches golf course greens, moves tees, cleans sand traps, and cares for sod patches.

Assists tractor operations in relocation of lifeguard towers.

Sets up and dismantles tables and chairs at various public facilities as needed.

Assists in demonstrating work tasks to Grounds Maintenance Helper program participants as needed.

Drives automobile equipment to and from work sites as needed.

Requirements

MINIMUM REQUIREMENTS:

No training or experience is required.

Physical Class

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions may be required.

Examination Content

The administration of the paper-and-pencil written test, and computerized Work Style Assessment is tentatively scheduled to start February 21, 2013.

This examination will consist of TWO (2) parts:

PART I: A Job Knowledge written test covering Basic Grounds and Landscape Maintenance Knowledge, Mechanical Aptitude, Reading Comprehension and Safety Practices weighted at 40%.

PART II: A computerized Work Style Assessment (WSA) covering Following Instructions, Achievement Orientation, Dependability and Conscientiousness weighted at 60%.

This examination contains test parts that may be used in the future for new examinations. Upon application, your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least a year.

NOTICE OF WRITTEN TEST ADMITTANCE LETTERS MAY BE SENT VIA EMAIL.

Candidates are responsible for providing a valid email address that can receive mail from [hr.lacounty.gov](mailto:hr@lacounty.gov).

Exam results will be mailed via United States Postal Service (USPS). Written test scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

Applicants must meet the Minimum Requirements and receive a passing score of 70% or higher on the examination in order to be placed on the Eligible Register.

Special Information TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENTS TESTS

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:
<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links, " click on "Employment Test Preparation."

- You can also access practice tests for the computerized version of the test by going to the following website: http://www.shldirect.com/practice_tests.html

While test study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information The resulting eligible register for this examination will be used to fill (permanent and temporary positions) vacancies in the Department of Beaches and Harbors, and Department of Parks and Recreation.

Eligibility
Information

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

Available Shift

Any

Application and
Filing Information

FILING WILL BE SUSPENDED AFTER THE FIRST 500 APPLICATIONS ARE RECEIVED. THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.

APPLICATIONS WILL BE ACCEPTED STARTING TUESDAY, FEBRUARY 12, 2013 AT 8:00 A.M.

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

To apply online, please click the link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=15803BR

You can also track the status of your application using this system. Please submit your application as soon as possible, as filing may close without notice.

Fill out the application completely and correctly to receive full credit for any related job experience you include. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed in computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

APPLICATIONS MUST BE FILED ONLINE ONLY.

County of Los Angeles Information View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	edeguia@hr.lacounty.gov or rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-351-2951
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Building Crafts/Facilities Maintenance
Job Type	Service/Maintenance