



**TREE MAINTENANCE LEADWORKER  
Training and Experience Evaluation**

**GENERAL INFORMATION**

This Training and Experience (T&E) Evaluation will be used to measure your experience, training, and/or education relevant to this classification. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with Department of General Services (DGS).

**This T&E Evaluation is a scored component accounting for 100% of your score in this examination.** To obtain a position on the eligible list, a minimum rating of 70% must be attained. It is important to complete the T&E Evaluation carefully and accurately. Your responses are subject to verification before appointment to a position. It is essential to ***take your time and read all questions and responses carefully*** before selecting your response.

The eligible list resulting from this examination will be used by DGS to fill our existing and/or future vacancies. A "Conditions of Employment" form is included in this T&E Evaluation that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

**AFFIRMATION STATEMENT**

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I will be removed from the eligible list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal. I also understand that I am solely responsible for the accuracy of the responses I provide.

Print Name \_\_\_\_\_

CalCareer ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FILING INSTRUCTIONS**

You are required to submit **this completed T&E Evaluation** as follows:

**Via Email**

[DGSExams@dgs.ca.gov](mailto:DGSExams@dgs.ca.gov)

*The preferred method of T&E submittal is via email as it is the most **expeditious** method of communication.*

**By Mail**

Department of General Services  
Office of Human Resources  
Attn: Recruitment and Examination Services Unit  
P.O. Box 989052  
West Sacramento, CA 95798-9052

**In Person**

Department of General Services  
707 3<sup>rd</sup> Street, Lobby\*  
West Sacramento, CA 95605

*\*Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email [DGSExams@dgs.ca.gov](mailto:DGSExams@dgs.ca.gov) to set up an appointment to drop off their application.*

**TRAINING AND EXPERIENCE EVALUATION**

**TASK INSTRUCTIONS:** Read each statement carefully and select one option for each of the scales provided that best relates your experience with the task. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

1. Cable, brace, tie, bolt, stake, and guy trees and branches to provide support using various tools and equipment.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 48 or more months
    - 36 to 47 months
    - 24 to 35 months
    - 12 to 23 months
    - 0 to 11 months
  - B. Select one that best relates to the **frequency** (how often) you performed this task.
    - Daily
    - Weekly
    - Monthly
    - Yearly
    - Never

2. Clean, sharpen, and lubricate tools and equipment to ensure safe an effective operation.
- A. Select one that best relates to the **length** of your experience performing this task.
- 48 or more months
  - 36 to 47 months
  - 24 to 35 months
  - 12 to 23 months
  - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily
  - Weekly
  - Monthly
  - Yearly
  - Never
3. Clear sites, streets, and grounds of woody and herbaceous materials such as brush, weeds, fallen trees, and limbs using various tools, chemicals, and equipment.
- A. Select one that best relates to the **length** of your experience performing this task.
- 48 or more months
  - 36 to 47 months
  - 24 to 35 months
  - 12 to 23 months
  - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily
  - Weekly
  - Monthly
  - Yearly
  - Never

4. Climb trees, rope climb, and climb ladders to gain access to trees and plants using various tools and equipment.
- A. Select one that best relates to the **length** of your experience performing this task.
- 48 or more months
  - 36 to 47 months
  - 24 to 35 months
  - 12 to 23 months
  - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily
  - Weekly
  - Monthly
  - Yearly
  - Never
5. Cut away dead and excess branches from trees and clear vegetation using proper tools and equipment.
- A. Select one that best relates to the **length** of your experience performing this task.
- 48 or more months
  - 36 to 47 months
  - 24 to 35 months
  - 12 to 23 months
  - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily
  - Weekly
  - Monthly
  - Yearly
  - Never

6. Hoist tools and equipment to tree trimmers and lower branches following prescribed safety procedures.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

7. Visually inspect trees and vegetation to determine if they have diseases, pests, and/or structural deficiencies.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

8. Load debris and refuse onto trucks and haul it away for disposal.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

9. Soil drench to fertilize or treat for disease or pest control which includes mixing chemicals and calibrating spray equipment.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

10. Prepare to move and transplant trees and shrubs using prescribed transplanting methods and safety procedures.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

11. Prune and shape trees to achieve desired shapes using various tools and/or equipment.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

12. Attend training in the handling of hazardous materials and use of environmental safeguards.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

13. Monitor worksites to identify and remedy potential safety hazards.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never



14. Safely operate motorized vehicles and equipment.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

15. Remove unwanted trees using proper felling techniques.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

16. Operate aerial devices, such as lifts and hi-rangers, to access tree branches.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

17. Operate stump grinders in accordance with safety requirements.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

18. Hook up trailers to vehicles to transport equipment and remove debris in accordance with appropriate safety standards.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

19. Service and perform minor or emergency repairs or adjustments on equipment to ensure proper operation.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

20. Act as lead to direct and instruct a crew of Tree Maintenance Workers engaged in trimming, shaping, cultivating, removing, and planting trees in facilities, parks, or other natural areas.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

21. Assign the appropriate types of vehicles and equipment including aerial equipment and hydraulic tools used in tree maintenance work.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

22. Maintain safe operations and control traffic when removing and maintaining large trees by securing hazardous areas using barricades, safety tape, cones, and signs to ensure health and safety.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

23. Report tree maintenance concerns and issues to the supervisor using appropriate methods (e.g., verbal communications and computer-generated messaging.)

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

24. Oversee and instruct tree maintenance crew on proper work procedures (e.g., bending, lifting, use of chemicals solutions, machine operation) to ensure safe working conditions and prevent job-related accidents.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

25. Prepare chemical solutions for proper application, safety, and performance using a measuring device or mixing station in accordance with the manufacturer's recommendations.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

26. Communicate verbally and in writing regarding daily work assignments and procedures (e.g., informal notes, memos, checklists from supervisors or tenants.)

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

27. Read written directions to prepare, use, and store chemicals according to manufacturer's instructions.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

28. Stay current with policies and procedures regarding equipment safety, hearing conservation practices, hazard communication, personal protective equipment, and the use of materials for cleanup of chemical fluids or other substances.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

29. Prepare forms (e.g., work orders, incident reports, timesheets) to report work-related activities and incidents.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never



30. Attend and conduct safety meetings, training, and job-related activities for better understanding of job performance and upward mobility.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

31. Read Material Safety Data Sheets (MSDS) and product labeling to ascertain information about chemicals (e.g., exposures, flammability, flash points, interactions with other chemicals.)

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

**KNOWLEDGE, SKILL, AND ABILITY (KSA) INSTRUCTIONS:** Read each statement carefully and select one option for each of the scales provided that best relates your level of knowledge or ability with the KSA. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

32. Knowledge of various ropes, knots, and splices used to perform tree maintenance.

A. Select one that best relates to the **level of knowledge** you have with this KSA.

- Extensive Knowledge (I have applied this KSA in an actual job setting)
- Moderate Knowledge (I have applied this KSA on the job under general supervision)
- Limited Knowledge (I have education and/or training in this KSA or have minimally applied it on the job)
- No Knowledge (No experience, education, or training in this KSA)

33. Knowledge of different cuts used for felling and limb removal.

A. Select one that best relates to the **level of knowledge** you have with this KSA.

- Extensive Knowledge (I have applied this KSA in an actual job setting)
- Moderate Knowledge (I have applied this KSA on the job under general supervision)
- Limited Knowledge (I have education and/or training in this KSA or have minimally applied it on the job)
- No Knowledge (No experience, education, or training in this KSA)

34. Knowledge of safety regulations and practices used to perform tree maintenance work.

A. Select one that best relates to the **level of knowledge** you have with this KSA.

- Extensive Knowledge (I have applied this KSA in an actual job setting)
- Moderate Knowledge (I have applied this KSA on the job under general supervision)
- Limited Knowledge (I have education and/or training in this KSA or have minimally applied it on the job)
- No Knowledge (No experience, education, or training in this KSA)

35. Knowledge of appropriate rigging procedures to move self or heavy objects when performing tree maintenance work.

A. Select one that best relates to the **level of knowledge** you have with this KSA.

- Extensive Knowledge (I have applied this KSA in an actual job setting)
- Moderate Knowledge (I have applied this KSA on the job under general supervision)
- Limited Knowledge (I have education and/or training in this KSA or have minimally applied it on the job)
- No Knowledge (No experience, education, or training in this KSA)

36. Knowledge of different types of climbing methods in a variety of tree structures.

A. Select one that best relates to the **level of knowledge** you have with this KSA.

- Extensive Knowledge (I have applied this KSA in an actual job setting)
- Moderate Knowledge (I have applied this KSA on the job under general supervision)
- Limited Knowledge (I have education and/or training in this KSA or have minimally applied it on the job)
- No Knowledge (No experience, education, or training in this KSA)

37. Knowledge of pruning techniques used to preserve or promote tree growth.

A. Select one that best relates to the **level of knowledge** you have with this KSA.

- Extensive Knowledge (I have applied this KSA in an actual job setting)
- Moderate Knowledge (I have applied this KSA on the job under general supervision)
- Limited Knowledge (I have education and/or training in this KSA or have minimally applied it on the job)
- No Knowledge (No experience, education, or training in this KSA)

38. Knowledge of rope strengths in conjunction with wood weights and mobility to perform tree maintenance work effectively and safely.

A. Select one that best relates to the **level of knowledge** you have with this KSA.

- Extensive Knowledge (I have applied this KSA in an actual job setting)
- Moderate Knowledge (I have applied this KSA on the job under general supervision)
- Limited Knowledge (I have education and/or training in this KSA or have minimally applied it on the job)
- No Knowledge (No experience, education, or training in this KSA)

39. Knowledge of different types of wood in terms of ease or resistance to cuts.

A. Select one that best relates to the **level of knowledge** you have with this KSA.

- Extensive Knowledge (I have applied this KSA in an actual job setting)
- Moderate Knowledge (I have applied this KSA on the job under general supervision)
- Limited Knowledge (I have education and/or training in this KSA or have minimally applied it on the job)
- No Knowledge (No experience, education, or training in this KSA)

40. Knowledge of plants, insects, and animal organisms, and their physiology, interdependencies, and interactions in the environment to safely treat infested or diseased trees.

A. Select one that best relates to the **level of knowledge** you have with this KSA.

- Extensive Knowledge (I have applied this KSA in an actual job setting)
- Moderate Knowledge (I have applied this KSA on the job under general supervision)
- Limited Knowledge (I have education and/or training in this KSA or have minimally applied it on the job)
- No Knowledge (No experience, education, or training in this KSA)

41. Ability to communicate in a clear and concise manner when dealing with the needs, problems, and or concerns that occur in tree maintenance work.

A. Select one that best relates to the **level of ability** you have with this KSA.

- Extensive Ability (I have applied this KSA in an actual job setting)
- Moderate Ability (I have applied this KSA on the job under general supervision)
- Limited Ability (I have education and/or training in this KSA or have minimally applied it on the job)
- No Ability (No experience, education, or training in this KSA)

## CONDITIONS OF EMPLOYMENT

Please mark the appropriate box(es) of your choice – you will not be offered a job in locations not marked.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

## TYPE OF EMPLOYMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "Any" if you are willing to accept any type of employment. If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent, Full-Time positions.

- |  |   |
|--|---|
| <input type="checkbox"/> Any                     |   |
| <input type="checkbox"/> Permanent, Full Time    | <input type="checkbox"/> Limited Term, Full Time    |
| <input type="checkbox"/> Permanent, Part Time    | <input type="checkbox"/> Limited Term, Part Time    |
| <input type="checkbox"/> Permanent, Intermittent | <input type="checkbox"/> Limited Term, Intermittent |

## LOCATION(S) YOU ARE WILLING TO WORK

**(0005) ANYWHERE IN THE STATE** – if this box is marked, no further selection is necessary.

### NORTHERN CALIFORNIA COUNTIES

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> (0400) Butte     | <input type="checkbox"/> (2300) Mendocino     | <input type="checkbox"/> (4500) Shasta   |
| <input type="checkbox"/> (0600) Colusa    | <input type="checkbox"/> (2500) Modoc         | <input type="checkbox"/> (4600) Sierra   |
| <input type="checkbox"/> (0800) Del Norte | <input type="checkbox"/> (2800) Napa          | <input type="checkbox"/> (4700) Siskiyou |
| <input type="checkbox"/> (0900) El Dorado | <input type="checkbox"/> (2900) Nevada        | <input type="checkbox"/> (4900) Sonoma   |
| <input type="checkbox"/> (1100) Glenn     | <input type="checkbox"/> (3100) Placer        | <input type="checkbox"/> (5100) Sutter   |
| <input type="checkbox"/> (1200) Humboldt  | <input type="checkbox"/> (3200) Plumas        | <input type="checkbox"/> (5200) Tehama   |
| <input type="checkbox"/> (1700) Lake      | <input type="checkbox"/> (3400) Sacramento    | <input type="checkbox"/> (5300) Trinity  |
| <input type="checkbox"/> (1800) Lassen    | <input type="checkbox"/> (3800) San Francisco | <input type="checkbox"/> (5700) Yolo     |
|   | <input type="checkbox"/> (3900) San Joaquin   | <input type="checkbox"/> (5800) Yuba     |

### CENTRAL CALIFORNIA COUNTIES

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> (0100) Alameda      | <input type="checkbox"/> (1500) Kern     | <input type="checkbox"/> (4000) San Luis Obispo |
| <input type="checkbox"/> (0200) Alpine       | <input type="checkbox"/> (1600) Kings    | <input type="checkbox"/> (4100) San Mateo       |
| <input type="checkbox"/> (0300) Amador       | <input type="checkbox"/> (2000) Madera   | <input type="checkbox"/> (4300) Santa Clara     |
| <input type="checkbox"/> (0500) Calaveras    | <input type="checkbox"/> (2100) Marin    | <input type="checkbox"/> (4400) Santa Cruz      |
| <input type="checkbox"/> (0700) Contra Costa | <input type="checkbox"/> (2200) Mariposa | <input type="checkbox"/> (4800) Solano          |
| <input type="checkbox"/> (1000) Fresno       | <input type="checkbox"/> (2400) Merced   | <input type="checkbox"/> (5000) Stanislaus      |
| <input type="checkbox"/> (1400) Inyo         | <input type="checkbox"/> (2600) Mono     | <input type="checkbox"/> (5400) Tulare          |
|  | <input type="checkbox"/> (2700) Monterey | <input type="checkbox"/> (5500) Tuolumne        |

**SOUTHERN CALIFORNIA COUNTIES**

- (1300) Imperial
- (1900) Los Angeles
- (3000) Orange
- (3500) San Benito
- (3300) Riverside
- (3600) San Bernardino
- (3700) San Diego
- (4200) Santa Barbara
- (5600) Ventura

**ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES**

If you would like to change your address, phone number(s), email address, and/or locations and tenure/time base preferences, please log into your CalCareer Account, and click on the Eligibilities tab.