



LEAD GROUNDSKEEPER
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

*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 3rd 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 to set up an appointment to drop off their application.*

TRAINING AND EXPERIENCE EVALUATION

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

1. Supervise and/or demonstrate Groundskeeper duties of planting, watering, cultivating, and maintaining flower beds, lawns, shrubs, trees, and general grounds 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

2. Plant and care for flowers, shrubs, trees, groundcover, ornamental, and indoor plants to maintain and beautify grounds.

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. Prune shrubs and rose bushes using hand and/or cordless power tools.

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. Mow, edge, and aerate lawn areas using power tools, riding lawn mowers, lawn edgers, trimmers, and aerators.

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. Cultivate and amend soil prior to planting using hoes, shovels, and rototillers.

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. Trim and shape shrubs and hedges using hand and/or cordless power trimmers to maintain and improve grounds.
- 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. Water plants using hoses, portable water machines, and irrigation systems.
- 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. Clear leaves using power rakes, rake, shovels, tarps, small utility vehicles, and power leaf blowers to maintain grounds and ensure public 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

9. Prune low-hanging branches and shape small trees using chain saws, hand saws, pole saws, pruners, and loppers to shape, maintain, and ensure public 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

10. Remove weeds from flower beds and other areas by hand weeding, using hand tools and/or cordless power tools, to maintain and improve grounds.

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. Sow grass seed using a hand spreader and/or power spreader pulled by a small utility vehicle to replace or renovate lawn 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

12. Haul away and/or dispose of cut branches, grass clippings, weeds, and other plant material using a small utility vehicle, hand cart, and tarp.

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. Visually inspect and monitor vegetation for damage, disease, pests, and/or parasites to prevent and eradicate unwanted diseases and pests.

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. Apply granule and/or liquid fertilizers to plants, trees, shrubs, ground cover, lawns, annuals, etc., using required personal protection equipment (PPE), and appropriate tools (such as hand spreader, backpack sprayer, power sprayer, and power spreader pulled by a small utility vehicle.)

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. Apply pesticides as needed to control insects, diseases, and pests using required PPE and appropriate tools (such as hand spreader, backpack sprayer, power sprayer, and power spreader pulled by a small utility vehicle.)

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. Perform minor repairs and cleaning of mow strips, bike paths, walkways made of various materials (such as concrete, asphalt, decomposed granite, paver stones) using appropriate tools (e.g., steam cleaners, jack hammers, jitterbugs or tampers, bull floats, metal floats, scribes, levels, screw guns, compactors) to ensure public safety and maintain grounds.

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. Install various types of irrigation systems (including drip, overhead, automatic, manual, low voltage controls and valves, etc.) using trenchers, shovels, backhoes, etc., to provide adequate water to the landscape.

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. Repair and maintain various types of irrigation systems (including drip, overhead, automatic, manual, low voltage controls and valves, etc.) using trenchers, shovels, backhoes, etc.

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. Clean out drainage ditches, catch basins, bio-swales, drains, and culverts using shovels, rakes, power drain cleaners, and water pumps to prevent flooding of parking lots, sidewalks, and landscape 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

20. Pick-up and/or remove garbage and refuse from grounds using grab sticks, buckets, bags/sacks, rakes, shovels, backpack blowers, sweeper vehicles, rags, spray bottles, cleaners/solvents, graffiti removers, and small utility vehicles to service maintained grounds.

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. Perform preventive maintenance and/or minor repairs on gas-powered equipment (such as lawn mowers, leaf blowers, line trimmers, etc.) using wrenches, screw drivers, hammers, files, etc., to prolong useful life of 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

22. Clean, sharpen, and repair hand tools and cordless power tools for proper and safe operation using operation manuals, power-driven sharpeners, grinders, files, sandpaper, drills, etc., to ensure efficient equipment 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

23. Operate automated irrigation system to ensure proper amount of water to the landscaped 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

24. Monitor worksite to identify, and remedy, potential safety hazards and ensure public 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

25. Wear proper PPE when performing hazardous activities (such as spraying chemicals or using power tools) to ensure personal safety and minimize exposure to hazardous materials.

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. Safely operate motor vehicles to transport self and materials in compliance to California Highway Patrol and Department of Motor Vehicles rules and regulations.

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. Attend safety meetings to prevent or minimize accidents and personal injury on the job and ensure compliance with organizational 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

28. Oversee employees on proper procedures (such as use of fertilizers, equipment selection and uses, and lifting heavy objects) to ensure the work is performed in a safe and efficient manner.

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. Oversee scheduling the application of fertilizers and pesticides using established procedures to ensure accurate timing of application.

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. Maintain and submit accurate records regarding the times, locations, and amounts of pesticides and fertilizers to be applied by completing the applicable form(s) for documentation purposes.

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. Review work orders and project specifications to determine the materials needed for a particular job and ensure successful job completion.

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

32. Review operation manuals for tools, equipment, and chemical applications (such as fertilizers, herbicides, insecticides, and fungicides.)

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

33. Conduct inventories of equipment, supplies, and/or materials to detect shortages and to determine when it is necessary to reorder.

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

34. Request equipment, supplies, and/or materials and inform supervisor of inventory needs.

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

35. Read reports and memorandums to remain current and knowledgeable about job activities, policies, and procedures in accordance with organizational guidelines.

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

36. Participate in staff meetings to ensure current information is communicated within the unit and in accordance with management 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

37. Coordinate work at job sites to ensure the continuity of work processes.

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

38. Delegate work assignments to employees in accordance with the workers' experience and ability levels to ensure the proper distribution of workloads.

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

39. Monitor and inspect the work of other employees to ensure the work meets organizational standards and that production timelines are met in accordance with management 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

40. Provide feedback to supervisor regarding employee job performance to ensure accurate performance appraisals within organizational guidelines.

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

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.