

The test will be comprised of multiple choice, true or false, and essay questions. The following topics should help candidates prepare for the written exam.

### **Public Relations and Public Contacts**

1. Professional communication techniques
2. Interpersonal skills as it pertains to coworkers and park visitors
3. Common customer service skills and practices
  - Communicating with visitors from various backgrounds
  - How to deal with a difficult individual or group
4. Understanding the role of a government employee
  - Dealing professionally and appropriately with the public

### **Understanding and Interpreting Written Material**

1. Be able to read a paragraph or short essay that is provided and answer questions based on that material
  - Critical thinking and reading comprehension skills

### **Safe Work Practices**

1. Basic first aid principals
2. Proper use of personal protective equipment as it pertains to:
  - Chainsaws, weed whips, and other gas powered equipment
  - Hand tools
  - Handling of chemicals, including those used in pool operations, pesticides, herbicides, and fertilizer applications.

### **Knowledge and Use of Tools and Equipment**

1. Identification of common landscaping hand, gas, and electric-powered tools/equipment
  - How to use those tools effectively in a park setting
  - Routine maintenance and upkeep of those tools
  - How to select the right tool for the job

### **Irrigation Systems**

1. Basic watering system principles and techniques
2. Watering frequency of turf and landscaped areas
3. Soil/Water relationships as they pertain to optimal plant irrigation

### **Propagation and Maintenance of Park Sites, Turf and Landscaping**

1. Understand Integrated Pest Management (IPM)
  - Physical, Biological, and Chemical Implementation
  - Best management practices
  - Identifying common plant pests and diseases
2. Knowledge of common landscaping principles and techniques
  - Tree pruning and felling methods
  - Annuals vs. Perennials/Deciduous vs. Evergreen
3. Recognizing signs of plant stress
  - Nutrient, water, and light deficiencies
  - How to alleviate associated issues
4. Fertilizing concepts and application

5. Turf care practices and concepts
  - Aeration
  - Fertilization
  - Irrigating

### **Practical**

1. Identify common native wildlife species of Marin County, as well as knowledge of associated Latin names.
2. Identify common native plant species of Marin County, as well as knowledge of associated Latin names.
3. Identify common landscaping/irrigation tools

### **Suggested reading material:**

1. *Sunset Magazine's Western Garden Book*
2. *Sports Fields: A Manual for Design Construction and Maintenance* by Puhalla, Krans & Goatley
3. *Marin Flora: An Illustrated Manual of the flowering plants, ferns, and conifers of Marin County, California* by Howell, Almeda, Follette, & Best
4. Integrated Pest Management Program <http://www.marincountyparks.org/depts/pk/our-work/parks-main-projects/integrated-pest-management>