
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the Laborer (Maintenance) job. This information can be reviewed in combination with the class specification to assist you in preparing for the examination.

I. SAFETY PRACTICES AND PROCEDURES (20 Questions)

Employees in this job must be familiar with hazard prevention practices in order to avoid accidents. This section tests your ability to recognize and prevent or resolve hazardous or potentially dangerous situations. Specific test question topics include:

- Knowledge of safe work rules;
- Proper lifting procedures;
- Proper equipment operation.

II. WRITTEN INSTRUCTIONS (20 Questions)

Employees in this job must be able to read and understand instructions presented to them in writing in order to perform various maintenance tasks. This section presents questions to test your ability to read, interpret and follow written instructions and procedures.

III. KNOWLEDGE OF TOOLS (10 Questions)

Employees in this job are required to operate power equipment and hand and power tools. Employees are also expected to perform tasks such as maintaining equipment and tools to ensure that they are in proper working order. The questions in this section of the exam test your knowledge of hand and power tools and your ability to properly and safely use equipment and tools.

- Distinguish which tool would be most appropriate to complete a given task;
- Recognize the proper use of common tools or hardware.