

# | SERVICE PERSONNEL ASSESSMENT GUIDE **HANDYMAN**



West Virginia DEPARTMENT OF  
**EDUCATION**

## GENERAL ASSESSMENT INFORMATION

**Test Type:** Per W. Va. Code §18A-4-8e, “The state board shall develop and make available competency tests for all of the classification titles defined in section eight of this article and listed in section eight-a of this article for service personnel... The purpose of these tests is to provide county boards a uniform means of determining whether school service personnel who do not hold a classification title in a particular category of employment meet the definition of the classification title in another category of employment as defined in section eight of this article.”

The Handyman competency test requires an applicant to complete the written of the competency test.

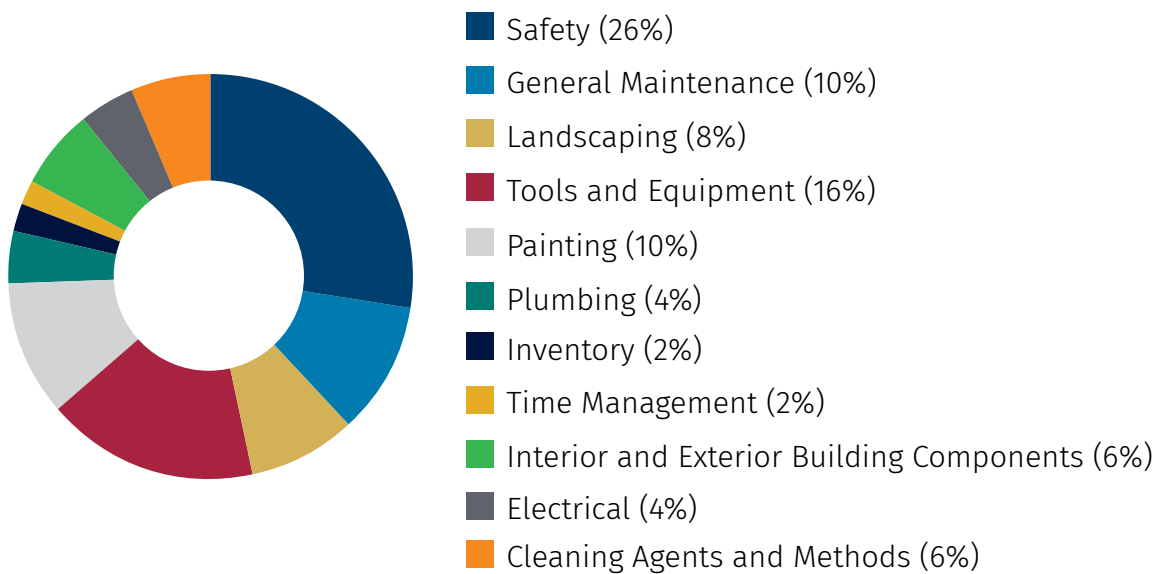
## WRITTEN ASSESSMENT

The written competency test consists of questions to measure an applicant’s knowledge.

**Administration Time:** 50 minutes

**Number of Questions:** 50

## STANDARDS COVERED ON THE WRITTEN ASSESSMENT



### Safety

- › Demonstrate knowledge of safety, including basic first aid, fire prevention, and proper lifting.
- › Demonstrate safe use of chemicals and hazardous materials (e.g., MSDS, OSHA standards).
- › Erect scaffolding/ladders and demonstrate appropriate uses.
- › Use personal protective equipment (PPE).
- › Visually inspect building and grounds for accident hazards.

### General Maintenance

- › Clear debris (trash, leaves, grass clippings, branches, etc.) from building and/or grounds.
  - › Hang and/or adjust an interior door.
  - › Visually inspect building hardware, furniture, office equipment, and grounds for repairs.
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**Landscaping**

- › Construct water features and raised beds.
- › Identify types of water techniques.
- › Inspect and operate power equipment.

**Tools and Equipment**

- › Demonstrate appropriate care of tools and equipment.
- › Identify, use, and properly care for hand tools.
- › State and follow all safety rules and precautions for using portable power tools.

**Painting**

- › Demonstrate knowledge of cleaning and surface preparation.
- › Demonstrate methods of protecting furniture, materials, and surrounding surfaces from overspray and paint splatter.
- › Demonstrate proper procedures for cleaning paint brushes and rollers.

**Plumbing**

- › Replace and repair a faucet.
- › Install, replace, and repair commodes.

**Inventory**

- › Distinguish physical characteristics of inventory.

**Time Management**

- › Develop time management skills by setting priorities and performing multiple tasks.

**Interior and Exterior Building Components**

- › Repair damage to interior walls.

**Electrical**

- › Demonstrate proper ground techniques.

**Cleaning Agents & Methods**

- › Define flash point.
  - › Demonstrate an understanding of neutral acidic, or alkaline substances.
  - › Demonstrate familiarity with dry cleaning techniques, dusting methods, methods of sweeping stairwells, methods of mopping, exterior cleaning.
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## SAMPLE QUESTIONS

**Instructions:** This is a multiple-choice test. Choose the best single answer and write it below in the designated section.

- \_\_\_\_\_ 1. How many ounces does it take to make a quart?
- 32
  - 8
  - 16
  - 64
- \_\_\_\_\_ 2. When reading a ruler, how many sixteenths are in one inch?
- 12
  - 8
  - 6
  - 4
- \_\_\_\_\_ 3. When required to carry a long extension ladder, one should \_\_\_\_\_.
- determine difference in rung patterns
  - adjust units for overall shortest length
  - always check all individual rungs
  - first clean all individual rungs
- \_\_\_\_\_ 4. True/False. All employees of public buildings should be thoroughly familiar with locations of fire alarm stations, fire extinguishers, the type of the extinguisher, and what type of fires to use each extinguisher on.
- True
  - False
- \_\_\_\_\_ 5. Anyone carrying keys to public buildings should \_\_\_\_\_.
- carry them in their pocket
  - leave them in the nearest public building when not in use
  - leave them in their personal vehicle
  - have them securely fastened to their person