

## **OWNER/MANAGING EMPLOYEE EXAMINATION**

The examination for the Owner/Managing Employee will be administered to those who have completed the approved course on the source material created by the State Landscape Contractors Board. In order to sit for this examination an applicant must make application, pay a fee and provide proof of completion of the approved course. The one-hundred (100) questions in the exam will be drawn from the Owner/Managing Employee Study Guide, the state Statutes related to landscape construction in Oregon, the Oregon Administrative Rules adopted by The Landscape Contractors Board and other material provided by the Board.

The examination is composed of the following elements:

Laws and Business Operations	Weight
Industry Specific & Related Laws	50%
Non-Industry Specific Laws	25%
Business Practices	25%

### **INDUSTRY SPECIFIC LAWS: 50 QUESTIONS**

#### **A. Licensing Requirements: 25 questions**

- a. Board (2)
- b. License requirements for business and construction professional (11)
- c. Insurance and bonding (3)
- d. Independent Contractor (3)
- e. Employment Law (3)
- f. Business Type (License) (3)

#### **B. Contracts (5)**

#### **C. Supervision (3)**

#### **D. Claims/Dispute Resolution (4)**

#### **E. Enforcement (3)**

#### **F. CCB/Landscape Architect/Plumbing/Electrical/ etc. laws (3)**

#### **G. Lien Law (4)**

#### **H. Building Codes; Permits (3)**

### **NON-INDUSTRY SPECIFIC LAWS: 25 QUESTIONS**

#### **A. Safety/Hazard Communication (10)**

#### **B. EPA, DEQ, Water Rights (3)**

#### **C. Pesticide Law (3)**

#### **D. ADA (2)**

#### **E. Public Contracts (3)**

#### **F. Unlawful Trade Practices Act (2)**

#### **G. Federal Hwy & CDL (2)**

### **BUSINESS PRACTICES: 25 QUESTIONS**

#### **A. Business Setup/Organization (5)**

#### **B. Communication/Contract Administration (5)**

- a. Change Orders

- b. Work Orders

#### **C. Accounting & Budgeting (7)**

#### **D. Estimating (5)**

#### **E. Time Management/Scheduling (3)**

## SAMPLE QUESTIONS

1. The State Landscape Contractors Board consists of \_\_\_\_\_ members.
  - A. 5
  - B. 7
  - C. 6
  - D. 9
  
2. In order to obtain a landscape contracting business license the business must be owned by or employ:
  - A. A responsible managing individual
  - B. A certified managing owner or managing employee
  - C. A licensed landscape construction professional
  - D. A specialty contractor licensed under ORS 701
  
3. The bond and insurance requirements are a required condition for the:
  - A. Landscape construction professional.
  - B. All employees of the landscape contracting business.
  - C. Landscape contracting business.
  - D. Certified employees of the landscape contracting business.
  
4. "LLC" is a commonly used acronym for:
  - A. Limited Liability Company.
  - B. Licensed Landscape Contractor.
  - C. Limited Landscape Construction.
  - D. Liability Limits on Construction.
  
5. Failure to notify the board of a change of address within 10 days of the change by a landscape construction professional or landscape contracting business is:
  - A. \$1000
  - B. \$500
  - C. \$100
  - D. \$200
  
6. When a properly licensed landscape construction professional working for a licensed landscape contracting business installs a backflow assembly the business must:
  - A. Have a owner of the business inspect the work when it is completed.
  - B. Obtain a plumbing permit before the assembly is installed
  - C. Obtain a plumbing permit before the assembly is pressurized.
  - D. Have the assembly properly inspected by a journeyman plumber.
  
7. Which of the following is NOT considered a physical hazard:
  - A. A combustible liquid.
  - B. A compressed gas.
  - C. An explosive material.
  - D. An un-compressed inert gas.
  
8. If a person files Chapter 7 bankruptcy they are still responsible for:
  - A. Child support
  - B. Credit card debt
  - C. Car payments
  - D. Medical Bills

9. When interviewing an applicant for a new job you may:
  - A. Ask questions about an applicant's physical state.
  - B. Ask question about an applicants mental problems
  - C. Not ask questions about an applicants medical problems
  - D. Not ask questions about their attendance rate at a previous job.
  
10. When installing a pathway a slope of 3:12 (14.5 degrees):
  - A. Is recommended for only electric powered wheel chairs.
  - B. Is recommended for both commercial and public access ramps.
  - C. Is recommended for only commercial ramps.
  - D. Is recommended for only residential use when loading unoccupied electric wheel chairs.
  
11. When performing landscape work in Oregon all work must be done in conformance:
  - A. With a written contract.
  - B. To industry standards set out in the OLCA guidelines.
  - C. To standards set by the State Building Code Division.
  - D. To standard set by the State Landscape Contractors Board.
  
12. The ratio of Current Assets to Current Liabilities is called:
  - A. Quick Ratio
  - B. Liability to Asset Ratio
  - C. Cash to Current Liability Ratio
  - D. Current Ratio
  
13. The first step in determining a price for labor or materials in a landscape business is to:
  - A. Set up a chart of accounts.
  - B. Determine the true cost of the labor or material.
  - C. Determine what markup your competitors use for labor and material.
  - D. Determine and use what your competitors charge for labor and then markup cost of materials at least 10% if you desire a 10% profit on materials.
  
14. The difference between passive and active listening is:
  - A. Passive listening requires more motivation to listen.
  - B. Active listening requires more active verbalization of your ideas.
  - C. Passive listening requires more focus on the passiveness of the speaker.
  - D. Active listening requires intent to understand.
  
15. In the pre-contract phase of the contract process which of the following is NOT included:
  - A. Determine objective of client
  - B. Make an offer
  - C. Discuss time expectations
  - D. Determine exactly who is the client.

**Answers: 1(B); 2(C); 3(C); 4(A); 5(D); 6(B); 7(D); 8(A); 9(C); 10(D); 11(A); 12(D); 13(A); 14(D); 15(B).**