3417 Gardener
Recruitment #TPV-3417-903110

DEPARTMENT  Recreation and Parks
ANALYST     Antonio Archuleta
DATE OPENED  10/25/2018 08:00:00 AM
FILING
DEADLINE    11/7/2018 5:00:00 PM
SALARY      $61,074.00 - $74,282.00/year
JOB TYPE    Provisional
EMPLOYMENT  Full-Time
TYPE

INTRODUCTION

Appointment Type
TYPE OF APPOINTMENT: PROVISIONAL This is not a permanent appointment. A provisional appointee must participate and be successful in a Civil Service examination for this classification and be selected through an open competitive process in order to be considered for permanent appointment. Provisional appointments may not exceed three (3) years.

About Us
The San Francisco Recreation and Park Department (RPD) manages and maintains more than 220 parks, playgrounds and open spaces in the city, including two outside of city limits: Sharp Park in Pacifica and Camp Mather in the High Sierras. Our 4,100-acre system includes 24 recreation centers, 9 swimming pools, 5 golf courses and numerous athletic facilities, including sports courts, ball diamonds, soccer fields and gymnasiums. Included in the department's responsibilities are Golden Gate Park, Coit Tower, the Marina Yacht Harbor, the Palace of Fine Arts and Lake Merced.

https://jobapscloud.com/SF/sup/bulpreview.asp?R1=TPV&R2=3417&R3=903110  11/2/2018
More than 2,000 talented individuals comprise our team, from gardeners, foresters and recreation leaders to park patrol officers, custodians, electricians, painters and more. Our core mission, as it has been throughout our history, is to provide opportunities for San Francisco residents and visitors alike to gather, play, learn, relax, and enjoy nature in the city.

Position Description
Under general supervision, this position performs routine maintenance and landscaping renovation tasks to care for athletic fields, squares, parks, playgrounds, stadiums, thoroughfares, medians, natural areas and/or other landscaped areas. Essential functions of this class include: preparing soil by rototilling, spading and fertilizing; maintaining plants by planting, transplanting, cultivating, irrigating and pruning; identifying a large variety of plant material and their cultural requirements; identifying pests and diseases, performing techniques such as Integrated Pest Management (IPM) to control or mitigate the pests and diseases; maintaining lawns by raking, edging, mowing, watering, weeding, aerating, fertilizing, and over seeding; implementing habitat restoration and wildlife enhancement projects; maintaining grounds by clearing brush and debris, sweeping and raking public activity areas, cleaning up litter and clearing drains; changing sprinkler heads when required; operating power and manual equipment and/or tools such as mowers, watering equipment, gopher traps, and other types of gardening equipment and/or tools; performing routine maintenance on landscaping equipment and/or tools to ensure they are in good working condition; and performing general maintenance tasks on grounds and facilities to ensure clean and safe premises. May be assigned to work with and/or direct the work of park volunteers, and perform other job duties as required.

WORKING CONDITIONS: The nature of the work may require exposure to inclement weather conditions and may require exposure to hazardous conditions and/or materials which may include feces and/or urine, used syringes, etc. All positions require driving. Some positions may require riding mowers and driving small utility vehicles. Some positions may require weekend or shift work.

SPECIAL REQUIREMENTS: The 3417 Gardener requires the ability to safely and correctly list, drag and/or move with assistance large and/or heavy plants and equipment to truck bed level and the ability to kneel, bend and squat for considerable periods of time.

Essential Duties
The 3417 Gardener:

1. Prepares soil by rototilling, grading, spading, and fertilizing to promote plant growth and to prevent drainage problems.

2. Maintains plants by planting, transplanting, cultivating, irrigating and pruning to promote plant growth and to prevent plant deterioration.

3. Identifies and destroys pests and diseases on plants and/or lawn areas by performing techniques such as Integrated Pest Management (IPM) to control and/or mitigate the pests and diseases.

4. Maintains lawn areas by raking, edging, mowing, watering, weeding, aerating, fertilizing, over seeding and/or other landscaping function(s) to promote lawn health and erosion control.
5. Maintains grounds of athletic fields, squares, parks, playgrounds, stadiums, thoroughfares and/or other landscape areas by clearing brush and debris, sweeping and raking areas, cleaning up litter, clearing drains, and preventing hazardous conditions.

6. Operates power and manual equipment and/or tools such as mowers, water equipment, gopher traps, and other types of gardening equipment and/or tools to assist in maintaining landscape areas.

7. Performs routine maintenance on gardening equipment and/or tools to ensure they are maintained and in good working condition.

8. Performs general maintenance duties on grounds and facilities such as athletic fields, sandboxes in parks, public easements, restroom facilities, irrigating systems, and other ground and facility areas to ensure clean and safe premises.

9. May be assigned to work with and/or direct the work of park volunteers.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Experience:

1. Three years of verified experience in the care, construction or maintenance of landscaped areas by planting, weeding, fertilizing, irrigating, pruning, and controlling pests in the following areas: sports and athletic natural turf fields, golf courses, parks, ornamental gardens, arboreta, greenhouses, nurseries, botanical gardens and/or public landscaped areas; OR

2. Possession of a Certificate of Achievement from an accredited college or university in horticulture, landscaping, gardening, nursery and garden center operation, commercial cut flower and greenhouse production or related field and two years of verifiable experience in the care, construction or maintenance of landscaped areas by planting, weeding, fertilizing, irrigating, pruning, and controlling pests in the following areas: sports and athletic natural turf fields, golf courses, parks, ornamental gardens, arboreta, greenhouses, nurseries, botanical gardens and/or public landscaped areas; OR

3. Possession of an Associate of Arts or Science degree from an accredited college or university in horticulture, landscaping, gardening, nursery and garden center operation, commercial cut flower and greenhouse production or related field and 18 months of verifiable experience in the care, construction or maintenance of landscaped areas by planting, weeding, fertilizing, irrigating, pruning, and controlling pests in the following areas: sports and athletic natural turf fields, golf courses, parks, ornamental gardens, arboreta,
greenhouses, nurseries, botanical gardens and/or public landscaped areas; OR
4. Completion of 3,000 hours of the City and County of San Francisco's gardener apprenticeship program.

License and Certification:
Requires possession of a valid California driver's license.

Notes:
1. Candidates must be insurable under the department's automobile liability insurance policy. After employment, employees must maintain insurability and valid driver license.

HOW TO APPLY

Applications for City and County of San Francisco jobs are only accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement (TPV-3417-903110)
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flsfo.com, @sfwater.org, @sfdept.org, @asianart.org, @sfmra.com, @sfpl.org, @dcyf.org, @first5sf.org).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst Antonio Archuleta by telephone at (415) 831-6858, or by email at antonio.archuleta@sfgov.org.
SELECTION PROCEDURES

Training and Experience Evaluation:
Applicants will be prompted to complete the Supplemental Questionnaire that must be submitted during the online application process. Candidates’ responses to the supplemental questionnaire will be evaluated to determine their relative knowledge, skills and abilities in job-related areas, which have been identified as critical for this position. All candidates’ responses to the supplemental questionnaire are subject to verification.

Note: Depending on the number of applicants, the Department may establish and implement additional screening mechanisms to comparatively evaluate qualifications of candidates. If this becomes necessary, only those applicants whose qualifications most closely meet the needs of the Department will be invited for an interview. Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

CONVICTION HISTORY

As a finalist for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a finalist. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

*Having a conviction history does not automatically preclude you from a job with the City.*

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION
Drug Testing Requirement: Applicants for positions in this classification who are not currently employed by the City and County of San Francisco in a safety-sensitive position represented by Laborers International Local 261 (LIUNA) are required to pass a pre-employment drug and alcohol testing. All employees in this classification may also be subject to drug and alcohol testing upon reasonable suspicion or after a work-related accident. Applicants with a positive result from a pre-employment drug test will be restricted from hire in safety-sensitive positions for six months after the date of the positive test.

Physical Examination:
Before appointment, selected eligible candidates must pass a thorough physical examination by the Department Physician. This exam includes a urine test to screen for the presence of drugs or alcohol. Appointees must also pass an additional physical exam prior to the completion of their probationary periods.

Reasonable Accommodation Request
Applicants with disabilities requiring reasonable accommodation for this recruitment can find information on requesting a reasonable accommodation at: http://www.sfdhr.org/index.aspx?page=20#reasonableaccommodation.

Clerical Errors

General Information

Driver’s License requirement
Most positions require a valid California’s driver’s license: http://www.sfdhr.org/index.aspx?page=20#license.

Right to Work
All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States. http://www.sfdhr.org/index.aspx?page=20#identification.

Issued: 25 October 2018
Micki Callahan, Human Resources Director
Department of Human Resources
Recruitment ID Number: TPV-3417-903110
REC / AA/ 415-831-6858

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click here.