

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 44  
**Fiscal Year:** 2009/2010  
**Posted Date:** May 13, 2010

***ESTABLISH THE FOLLOWING JOB SPECIFICATION:  
(Draft job specification attached.)***

<b>Item #</b>	<b>DEPT/ DIVISION</b>	<b>Class/Title</b>
1	REC	3410 Apprentice Gardener

***AMEND THE FOLLOWING JOB SPECIFICATION:  
(Draft job specification attached.)***

<b>Item #</b>	<b>DEPT/ DIVISION</b>	<b>Class/Title</b>
2	REC	3417 Gardener

**For additional information regarding the above proposed actions, please contact Cathy Abela at (415) 557-4933 or email her at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Cathy Abela, DHR  
Clare Leung, MTA  
Suzanne Wong, MTA  
File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: APPRENTICE GARDENER  
Job Code: 3410**

**INTRODUCTION**

The Apprentice Gardener class is an entry level training class. This class exists to develop the competencies required of a journey level Gardener, while working under close guidance and direct supervision. Apprentice Gardeners perform routine tasks in support of Gardeners. Assigned duties increase in scope and difficulty as the Apprentice Gardener demonstrates skills in performing diverse duties that are learned through an on-the-job training rotation. Work is performed under direct supervision and is evaluated on the basis of progress in a structured work experience training program.

Demonstrated competence and successful completion of the structured training program leads to meeting the minimum qualifications for the promotional class of Gardener. Failure to achieve demonstrated competence and acceptable work habits or the inability to complete the training program within two (2) years results in loss of employment in the 3410 class. The appointing officer may provide an extension of time to complete the training program, however, appointments to this class cannot exceed 3 years.

Under direct supervision, learns to perform care and maintenance of a variety of plants and landscaped areas, including planting, pruning and pest control; removes debris and litter; operates hand or power lawn mower; performs routine maintenance of tools and equipment; and performs related duties as required.

**DISTINGUISHING FEATURES**

The Apprentice Gardener is a trainee classification which performs routine and basic duties to assist Gardeners in the care of athletic fields, squares, parks, playgrounds, stadiums, thoroughfares, medians and/or other landscaped areas. This class is distinguished from the Gardener class by structured training program requirements, the close supervision received, and the developmental nature of the class.

Incumbents in this class are Exempt City employees, serving at the pleasure of the appointing authority, and participate in a formal alternative work program which provides experience and training needed to qualify to compete for positions in class 3417 Gardener.

SUPERVISION EXERCISED: none

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

Under direct supervision, duties include:

1. Participates in a structured on-the-job and classroom training program and learns routine and basic manual labor tasks.
2. Waters lawns, planted areas and playfields, manually or by means of automatic sprinklers; uses hand or power mower to cut lawns; fertilizes lawns, shrubs and flower

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: APPRENTICE GARDENER**

**Job Code: 3410**

beds.

3. Performs routine and limited trimming and pruning of shrubs and hedges by use of hand or power shears; gathers and disposes of cuttings.
4. With close supervision, sprays herbicides; plants and transplants shrubs or small plants; traps or destroys rodents; assists in the renovation of lawns or play areas.
5. Removes debris and litter; sweeps and otherwise cleans play areas, paths or roadways; removes trash; assists in the loading of debris on truck.
6. Rakes and weeds lawns; weeds and cultivates planted areas; cleans restrooms or other auxiliary buildings in a playground or park.
7. Sharpens, cleans and otherwise maintains tools and equipment, and performs general maintenance duties.
8. Assists in responding to specific service requests generated by the public, department or other City agency.
9. Loads and unloads materials, supplies, and equipment on and off trucks in proper and safe manner.
10. Assists in making minor repairs and adjustments to landscape irrigation systems, mower equipment, and hoses.
11. Performs related duties and responsibilities as assigned.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Ability to: learn general grounds maintenance and plant care, pest and rodent control and the use of the required tools and equipment.

Requires ability to: follow oral and written instructions and cooperate with others in the performance of duties.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: APPRENTICE GARDENER**

**Job Code: 3410**

Any combination of training and experience that would provide the required knowledge, skills and abilities may be qualifying.

**SPECIAL REQUIREMENTS**

Essential duties require the following physical skills and work environment: Ability to safely and correctly lift, 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. The nature of the work may require exposure to inclement weather conditions and may require exposure to infectious and/or hazardous materials and/or conditions. Some positions require driving. Some positions may require riding mowers and driving small utility vehicles. Some positions may require weekend or shift work.

**LICENSE AND CERTIFICATION**

Some positions may require possession of a valid California Class C driver license.

**PROMOTIVE LINES**

**ORIGINATION DATE:** May 11, 2010

**AMENDED DATE:**

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: GARDENER  
Job Code: 3417**

**INTRODUCTION**

Under general supervision, performs routine maintenance and landscaping renovation tasks to care for athletic fields, squares, parks, playgrounds, stadiums, thoroughfares, medians 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; 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; performing general maintenance tasks on grounds and facilities to ensure clean and safe premises; and performing other job duties as required.

~~skilled ornamental horticultural work in the starting and care of a wide variety of flowers, the care and maintenance of shrubs and trees in outdoor areas, or assists in plant propagation activities in a nursery; plants and cares for landscaped areas; maintains existing plots and other planted areas; rides and operates power lawn mower in connection with the maintenance of large lawns; performs routine servicing of mowers; and performs related duties as required.~~

**DISTINGUISHING FEATURES**

~~Employees in this class~~ The 3417 Gardener performs skilled, semi-skilled and manual labor work related to the routine maintenance and landscaping renovation of athletic fields, squares, parks, playgrounds, stadiums, thoroughfares, medians and/or other landscaped areas, turf areas, lawns, shrubs, trees and other plants. Work includes minor maintenance of hand and power gardening tools.

The 3417 Gardener is distinguished from the 3422 Park Section Supervisor in that the latter is the entry-level supervisory class in the Agricultural and Horticulture series.

SUPERVISION EXERCISED: None

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

- 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

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: GARDENER  
Job Code: 3417**

- 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 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.

~~1. Sterilizes and mixes soils; transplants seedlings; cultivates fields and flower beds; pots and repots plants; stakes and sprays plants; weeds flower beds and containers; balls plants and shrubs; fertilizes plants; plants and transplants nursery stock.~~

~~2. Maintains ornamental gardens; cares for trees, plants, shrubs and lawns; performs specialized duties in connection with the care of special plant exhibits.~~

~~3. Sprays for diseases and insect control; makes repairs to damaged trees and shrubs; resods and otherwise repairs lawns or playing areas.~~

~~4. May mow and trim lawns; prune a wide variety of trees, plants and shrubs, and trim hedges with hand and power driven equipment; may water lawns and planted areas with hoses or automatic sprinklers; may plant trees, shrubs and ground cover; trap rodents; weed lawns and planted areas.~~

~~5. Loads and drives light trucks in making deliveries of nursery stock; makes simple emergency repairs to nursery buildings or greenhouses; sweeps and cleans nursery or conservatory; makes wooden frames for plant beds; inspects and makes minor repairs to sprinkler, mower equipment, and hoses; sharpens, cleans, lubricates and otherwise services tools and equipment and performs general maintenance duties.~~

~~6. May operate a commercial type power lawn mower in cutting large ornamental lawns and athletic fields.~~

~~7. Picks up litter; sweeps and otherwise clean play areas, paths or roadways; burns trash; assists in the loading of debris on clean-up truck.~~

~~8. Rakes and weeds lawns; weeds and cultivates planted areas; cleans restrooms or other auxiliary buildings on a playground or a park; makes minor repairs to buildings, drains and fences.~~

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: practices, methods, and procedures used to identify erosion of soil, squares, parks, playgrounds, stadiums and other landscaped areas and the knowledge to perform corrective measures; knowledge of safety practices, methods and procedures (e.g., OSHA and other State regulations) used to ensure the safety of employees and the general public; knowledge and ability

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: GARDENER  
Job Code: 3417**

perform landscaping procedures to maintain grounds and facility areas; knowledge to correctly identify and control insects, diseases and other pests that are harmful to plants and lawn areas; knowledge and ability to identify various species of plants and to care for the plants based on their cultural requirements; knowledge of irrigation principles which include the ability to operate and troubleshoot sprinklers, time clocks, detect leaks, and perform minor repairs as needed.

Ability to: safely use and maintain gardening equipment and tools such as pruning shears, rototille spades, rakes, power chain saws, chippers, mowers, hand and power edgers, wheelbarrows, hoe; and other gardening equipment and/or tools; safely lift, carry or move large plants in containers, fertilizer, hoses, power tools and equipment, ladders, debris and other gardening equipment and products as needed; communicate written information in a clear, concise and understandable manner to staff, departmental personnel and the general public; communicate effectively and courteously with staff, other departmental personnel, and the general public as well as understand and correctly follow instructions; establish and maintain effective and cooperative working relationships and effectively work with staff, departmental personnel and the general public; maint; a valid driver's license in order to drive a motor vehicle.

~~Knowledge, Abilities and skills: Requires a good working knowledge of general grounds maintenance and plant care, knowledge of pest and rodent control and the use of the required tools and equipment.~~

~~Requires ability to follow oral or written instructions and cooperate with others in the performance of duties.~~

## **MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

1. Two (2) years of verifiable experience in the care and maintenance of landscaped or general ground areas; **OR**
2. 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 one (1) year of verifiable experience in the care and maintenance of landscaped or general ground areas; **OR**
3. Completion of the City and County of San Francisco's gardener apprenticeship program (4000 hours) (Applicants who have completed 3000 hours may apply and be placed under waiver pending successful completion of the gardener apprenticeship program).

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: GARDENER  
Job Code: 3417

Requires two years of education in landscape gardening or garden center operation or at least one year of experience in the care and maintenance of landscaped areas; or an equivalent combination of training and experience.

**NOTE:**

The nature of the work may require exposure to inclement weather conditions and may require exposure to infectious and/or hazardous materials and/or conditions. 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 lift, 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. The probationary period will be used to evaluate these abilities.

**LICENSE AND CERTIFICATION**

Requires possession of a valid ~~state motor vehicle operator's~~ California driver's license.

**PROMOTIVE LINES**

**ORIGINATION DATE:** April 18, 1983

**AMENDED DATE:**

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN