NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: December 5, 2011

Re: Notice of Proposed Classification Actions – Final Notice No. 12 FY 2011/2012 (copy attached)

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective December 5, 2011.

Micki Callahan
Human Resources Director

by: Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Martin Gran, DHR
Carmela Villasca, DHR
Christina Penland, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
Anita Sanchez, CSC
Debra Nebreda, CON
Tinhha Luong, CON
Maria Newport, SFERS
Clare Leung, MTA
RAS Team Leader(s)
DHR Support Services
E-File
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: 12
Fiscal Year: 2011/2012
Posted Date: November 18, 2011

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Final job specification attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Class/Title</th>
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<tr>
<td>1</td>
<td>3422 Park Section Supervisor</td>
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For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or-email her at Christina.Penland@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: 

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Christina Penland, DHR
Maria Newport, SFERS
Clare Leung, MTA
Suzanne Wong, MTA
E-File
INTRODUCTION

Under direction, the Park Section Supervisor supervises staff involved in the care and maintenance of grounds and natural areas, recreational and park facilities and other assigned landscaped and planted areas of City-owned property. The essential functions of the class include: supervising subordinates and inspecting their work in planting, potting, transplanting and propagation of trees, shrubs and other nursery stock; carrying out and enforcing existing procedures and methods of operation; exercising independent judgment in the assignment of work; supervising, instructing and inspecting the work of subordinates; making public contact; preparing records and required reports; and performing related duties as required. Nature of outdoor work requires considerable physical effort and occasional exposure to rain and seasonal elements and some disagreeable working conditions.

DISTINGUISHING FEATURES

The 3422 Park Section Supervisor is the entry-level supervisory class in the Agriculture and Horticulture series. It is distinguished from class 3464 Area Supervisor, Parks, Squares and Facilities in that the latter exercises greater autonomy and performs more difficult and responsible tasks than those assigned to incumbents in this job code.

SUPERVISION RECEIVED/EXERCISED

Supervises gardeners and may supervise custodial staff.

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. Supervises the work of gardeners and others in the maintenance and care of parks, easements and center islands, other planted and landscaped areas or recreational areas or natural areas; instructs subordinates in methods to be used and frequently inspects their work.

2. Supervises irrigation, plant propagation activities, Integrated Pest Management (IPM); weed management, cleanup work, sodding, pruning, mowing and other routine horticultural maintenance operations. May supervise weeding, transplanting, potting and planting of nursery stock.

3. Ensures safe work practices by directing staff to wear protective equipment, conducting accident investigations, instructing in the proper use of tools, equipment and Integrated Pest Management; provides information on employee and public safety related to structural repairs, tree hazards and other unsafe conditions.

4. May perform or supervise minor repairs to buildings, greenhouses or equipment; may supervise maintenance of plants inside buildings, such as lobbies and offices.

5. Requisitions supplies; selects stock and fills orders for plants; keeps records of activities and makes required reports.
Title: Park Section Supervisor  
Job Code: 3422  

6. Trains staff, trainees and volunteers by preparing and conducting training in the use of maintenance equipment, garden tools, pesticide and fertilizer application equipment, and the care and management of natural resource areas; provides safety training; and enforces work procedures, policies, and methods of operation. May be required to prepare educational material and make presentations related to park maintenance and/or the conservation of natural resource areas.

7. Obtains, posts and keeps track of permits required for program implementation by submitting requests to regulatory agencies. This includes reporting and posting of public notices when using pesticides in City property.

8. Plans and implements landscaping and planting projects by developing maintenance standards; maintaining landscaped and planted areas; coordinates tree assessment, removal, replanting and reforestation. May be required to perform landscaping tasks, such as pruning, spraying, fertilizing, planting shrubs and trees, etc.

9. Writes memoranda, reports and completes work orders by drafting memos and letters, filling out requisitions for supplies, materials and services; and completing incident reports, employee evaluations, etc. This may include researching and recommending use of new products and equipment, ordering plants and/or estimating cost of jobs for both landscape and recreation facilities.

10. Makes public contact in person or in writing; responds to issues/complaints brought up by individuals, community groups, volunteers, advisory committees, commission, police, etc.

11. Provides information by participating in work groups in charge of short and long-range parks planning and reforestation. This may include scheduling repairs or renovations at appropriate times.

12. Acts as liaison between or across departments by attending meetings or representing the department at special events, hearings, committees, boards, etc.

13. Drives various vehicles from job site to job site.

14. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Horticultural practices and techniques as applicable to the maintenance of landscaped areas including trees, shrubs, ground covers, ornamental flower beds, recreational areas, etc; Integrated Pest Management practices and techniques; watering and fertilization techniques for established areas; plant installation, replacement and protection techniques; turf management; manual and automatic irrigation systems; watering schedules and conservation practices; ground tilling, pruning and root pruning techniques; safety practices and regulations, including the exercise of proper precautionary measures relating to the use, storage and transport of materials and equipment, in accordance with Material Safety Data Sheet, and Integrated Pest Management guidelines, applicable sections of the San Francisco Administrative Code, and the department’s Operations Manual.

Ability to: assign and coordinate work activities; monitor and evaluate work performance; assure proper accountability and promote efficiency by applying departmental policies, ordinances,
personnel policies and procedures; maintain morale; counsel and discipline employees; train staff, trainees and volunteers in the safe and proper use of equipment and materials; understand and apply proper horticultural practices and techniques; plan and assess landscape maintenance requirements and organizational needs; coordinate and assign work schedules; develop contingency plans; allocate personnel, equipment and supplies; set and meet deadlines; communicate verbally and in writing; apply interpersonal relations principles; and drive a motor vehicle from jobsite to job site.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing 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 And Training Guidelines:

1. Three 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, arboretum, greenhouses, nurseries, botanical gardens and/or public landscaped areas and six (6) months of experience as a supervisor of a group of gardeners; 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, arboretum, greenhouses, nurseries, botanical gardens and/or public landscaped areas; and six (6) months of experience as a supervisor of a group of gardeners; 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, arboretum, greenhouses, nurseries, botanical gardens and/or public landscaped areas; and six (6) months of experience as a supervisor of a group of gardeners; OR

4. Completion of the City and County of San Francisco's gardener apprenticeship program (4000 hours) and six (6) months of experience as a supervisor of a group of gardeners.
Title: Park Section Supervisor  
Job Code: 3422

Substitution: Two (2) years additional qualifying experience may substitute for the six (6) months supervisory experience.

Special Requirements: The nature of the outdoor work requires occasional exposure to rain and wind, other seasonal elements, and some disagreeable working conditions. Some positions may require working rotating shifts, nights, weekends, and/or holidays.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver’s license.

Some positions may require a Qualified Applicator Certificate in the following pest control categories: (A) Residential, Industrial, and Institutional, (B) Landscape Maintenance, (C) Right-of-Way, (E) Forest, and (F) Aquatic.

Some positions may require an Agricultural Pest Control Advisor License: in the following pest control categories: (A) Insects, Mites and Other Invertebrates (Plant), (B) Plant Pathogens (C) Nematodes, (D) Vertebrate Pests, (E) Weed Control; and (G) Plant Growth Regulators.

PROMOTIVE LINES

To: 3464 Area Supervisor, Parks, Squares and Facilities and 0922 Manager I

From: 3410 Apprentice Gardener and 3417 Gardener

ORIGINATION DATE: 7/11/62

AMENDED DATE: July 20, 1970; August 9, 2002; November 21, 2002; December 5, 2011

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 SFCCD SFMTA SFUSD