

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: October 18, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 15 FY 18/19 (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 October 10, 2018.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
E-File

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

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

Posting No: 15
Fiscal Year: 2018/2019
Posted Date: 10/02/2018
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

Item #	Job Code	Title
1	3417	Gardener

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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

Title: Gardener

Job Code: 3417

DEFINITION

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.

DISTINGUISHING FEATURES

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.

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

EXAMPLES OF 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.

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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.

KNOWLEDGE, 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 to 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 and Skill to: safely use and maintain gardening equipment and tools such as pruning shears, rototillers, spades, rakes, power chain saws, chippers, mowers, hand and power edgers, wheelbarrows, hoes 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; maintain a valid driver's license in order to drive a motor vehicle.

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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.

Education:

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.

Substitution:

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SUPPLEMENTAL INFORMATION

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.

PROMOTIVE LINES

To: 3422 Park Section Supervisor

From: 3410 Apprentice Gardener

ORIGINATION DATE: 04/18/1983

AMENDED DATE: 07/21/10, 12/5/11, 10/10/18

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD