



City of Los Angeles

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City of Los Angeles Personnel Department

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GARDENER CARETAKER

Class Code: 3141

Open Date: 11-07-14

ANNUAL SALARY

\$41,008 to \$50,968

The salary in the Department of Water and Power is \$49,047 to \$60,927.

NOTES:

1. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
2. **For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.**

DUTIES

A Gardener Caretaker does gardening, landscape construction, and maintenance work in parks, playgrounds, Citywide traffic islands, medians, slopes, grade separations and other landscaped areas.

NOTE:

Gardener Caretakers may be required to work weekends and holidays and can be reassigned to work any location in the City. They may be required to work overtime and in bad weather.

REQUIREMENTS

1. Currently employed with the City of Los Angeles; and either
2. Two years of full-time paid gardening experience; or
3. 1040 hours of paid experience as a Special Program Assistant involved in performing gardening, park maintenance or landscape work for the City of Los Angeles. Special Program Assistants must submit with their application a City of Los Angeles "Verification of Work Experience" form. The form should indicate the type of work performed and the amount of time spent performing such work.

NOTES:

1. Some positions may require a valid California driver's license or Class B driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI). For positions requiring a valid Class B driver's license, candidates must submit a commercial driving history in accordance with the California Department of Motor Vehicle CVC Section 1808.1.
2. Applicants filing under Requirement #3 will have 7 calendar days from the on-line application submission date to submit a copy of their "Verification of Work Experience" (VWE) form. The VWE form may be downloaded at <http://per.lacity.org/exams/vwe-sup.pdf> or may be obtained at the Personnel Department, Room 100, 700 East Temple Street, Los Angeles, CA 90012.
3. Applicants may attach the completed VWE form to their on-line application at the time of filing or will have seven (7) calendar days from the on-line application submission date to submit a copy of their completed VWE form to: Personnel Department, Room 100, 700 East Temple Street, Los Angeles, CA 90012. Applicants who fail to submit their documents within the time required will not be considered further in this examination and their applications will not be processed.
4. Completion of 12 semester or 18 quarter units from a recognized college or university in gardening, agriculture, or horticulture may be substituted for one-year of full-time paid experience lacking in Requirement #2. Applicants must list their school name and location, course titles with the number of semester or quarter units, and completion dates in the free flowing text box within in the supplemental questions.

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by THURSDAY, NOVEMBER 20, 2014.

SELECTION PROCESS

Examination Weight: Written Test 100%

In the written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: good watering practices; how to properly care for common types of plants, trees, grasses, and shrubs; the kinds of plants which should be planted in the types of climates in the Los Angeles area; proper storage uses and common types of hand and power gardening tools and equipment; how to operate power equipment safely; how to use basic cleaning agents and equipment; how to use tools and equipment safely; basic arithmetic; the ability to: identify common types of plants, trees, grasses, and shrubs; perform a variety of basic custodial tasks; read and understand route sheets, labels, soil amendments, and cleaning compounds; work as a member of a team; deal effectively and tactfully with the public; and other necessary knowledge, skills, and abilities.

Candidates will be notified later by mail of the time and location of the written test, which will be administered in a single half-day session on **SATURDAY, JANUARY 24, 2015** in Los Angeles.

NOTES:

1. This examination is based on a validation study.
2. Based on the Federal Omnibus Transportation Employee Testing Act of 1994, you may be required to undergo mandatory drug and alcohol testing prior to and during employment in this class.
3. The incumbents of some positions in this class may be required to pass an annual or periodic fitness evaluation to determine their eligibility for continued employment in this class.
4. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
5. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
6. A final average score of 70% is required to be placed on the eligible list.
7. Based on City policy, before being hired in one of these positions, you may be required to undergo a drug and alcohol screening test.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN OPEN COMPETITIVE BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.