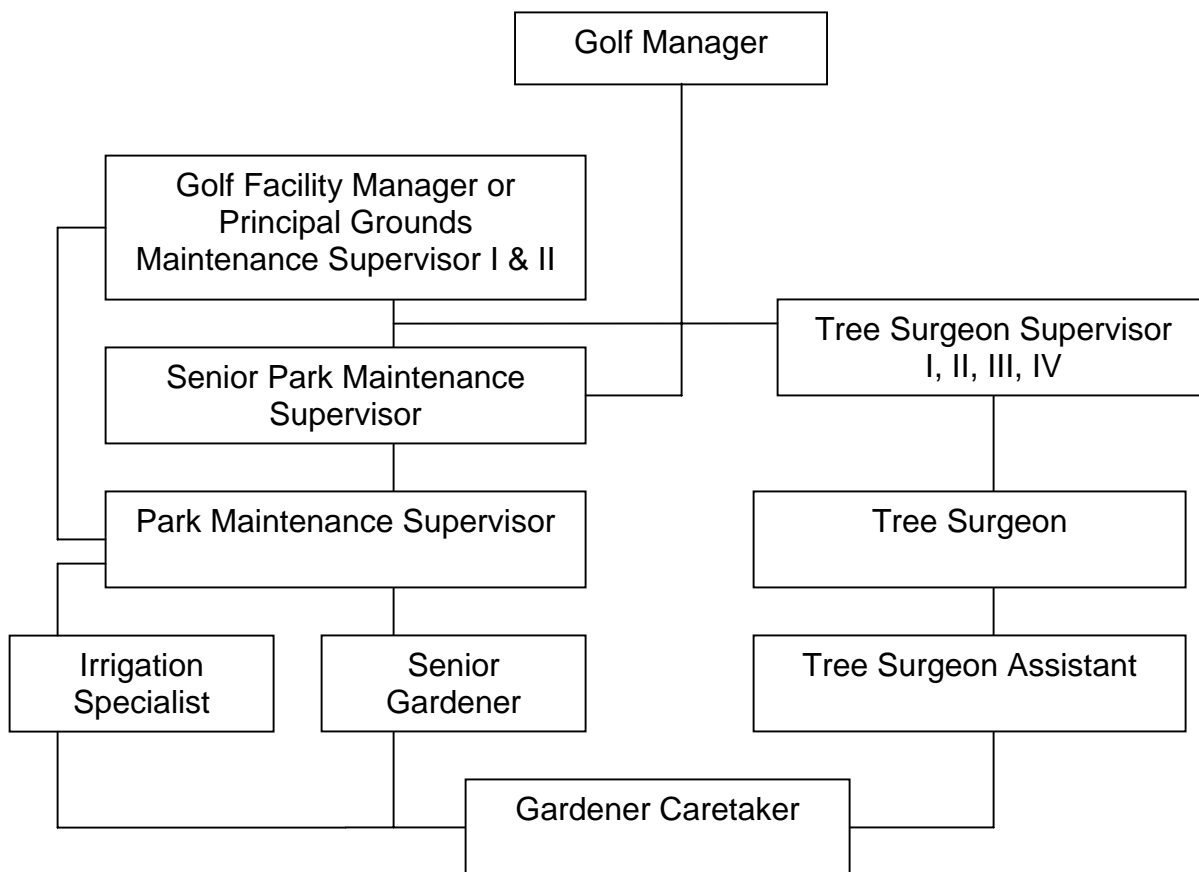


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR GARDENER CARETAKER

This information is being given to you to describe potential opportunities as a Gardener Caretaker. The career ladders that Gardener Caretakers most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are also described. However, these may be subject to change. You may review class specifications and some job bulletins through the Personnel Department's website at www.lacity.org/PER or you may request a copy of this information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

DUTIES

Senior Gardener – Performs skilled gardening and irrigation work; assigns, reviews and evaluates the work of employees engaged in routine gardening, ground maintenance and irrigation work in a City park, recreation area, golf course, nursery, the grounds of public buildings, City-wide traffic islands, medians, slopes, grade separations and other landscaped

areas; applies sound supervisory techniques in building and maintaining an effective workforce; and fulfills equal employment opportunity responsibilities.

Tree Surgeon Assistant – Assists in tree trimming and removal work and performs a variety of skilled and unskilled tasks on the ground and in the trees.

Irrigation Specialist – An Irrigations Specialist performs skilled irrigations work by installing and repairing irrigation systems including sprinkler heads, fittings, valves, irrigation water lines, and irrigation control wiring.

REQUIREMENTS

Senior Gardener

1. Two years of full-time paid experience in the propagation, care or maintenance of plants, flowers, shrubs, trees and lawns.
2. One year of accredited college education with at least two courses in horticulture, botany or a related field may be substituted for one year of the required experience.

Tree Surgeon Assistant

1. One year of full-time paid tree trimming, tree surgery or gardening experience; and
2. Willingness to do hard physical labor with frequent heavy lifting under noisy and dirty conditions; and
3. Willingness to learn the specialized techniques for climbing and working in trees and demonstrating the ability within six months after appointment.
4. A valid California driver's license is required at the time of appointment. Applicants must have a driving record free of at-fault accidents and/or moving violations within the last year. Applicants who have three or more moving violations or at-fault accidents, or any combination of moving violations and at-fault accidents totaling three or more within the last five years, will be disqualified and will not be eligible for hire.
5. A valid Class B driver's license with medical certificate is required prior to the completion of probation. Prior to appointment, all candidates must submit a commercial driving history in accordance with the California Department of Motor Vehicles, CVC Section 18081.1.

Irrigation Specialist

One year of full-time paid experience as a Senior Gardener or 2 years of full-time paid experience as a Gardener Caretaker with the City of Los Angeles performing work on irrigation systems including repairing and replacing sprinkler heads, fittings, valves, and irrigation water lines.

Note: The above information does not replace class specifications and examination bulletins.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (213) 847-9240 to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, in Room 380, Personnel Building.