

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

(03-07-86)

### GARDENER CARETAKER (Code 3141)

**Summary of Duties:** Does gardening, landscape construction and maintenance work in parks, playgrounds, golf courses and other landscaped areas; and does related work.

**Distinguishing Features:** An employee of this class usually receives oral instructions and performs work according to established methods and procedures. Work is usually reviewed by a Senior Gardener while in progress and upon completion. When performing plant propagation and similar skilled gardening tasks, close technical supervision is maintained.

#### **Examples of Duties:**

- Landscapes, plants, transplants, waters, cultivates, fertilizes, treats soil, plants, trees and shrubs with toxic chemicals to control and eradicate insect infestation, fungi, and other diseases;
- Mows and edges lawns;
- Rakes leaves, picks up paper and debris and washes and sweeps walks;
- Patrols and maintains order in parks and playgrounds;
- Watches for fires, vandalism and misuse of area;
- Enforces departmental rules and regulations;
- Performs custodial work in buildings and rest rooms adjacent to parks and other cultivated areas;
- Cares for recreational facilities such as golf courses, baseball fields, and horse shoe courts;
- Answers questions from the public regarding park information and general maintenance.
- Assists in propagation work by potting plants, making cuttings, and preparing soils;
- Helps to box and ball trees;
- Under close supervision, assists in the maintenance of golf and bowling greens by mixing compost, removing Bermuda grass and weeds, raising divots, raking traps, changing cups, and laying sod;
- Assists Tree Surgeons by passing tools, operating chipper, painting wounds and cuts on trees, trimming smaller trees, directing traffic away from work area, and cleaning up debris;
- Assists with the construction of sprinkler systems by performing semi-skilled work;
- Mows lawns and greens with hand and power mowers;
- Operates various other small power equipment, such as renovators, sprayers, and tillers;
- And drives a light truck as required.

May occasionally be assigned to other duties for training purposes or meet technological changes or emergencies.

**Qualifications:** A Gardener Caretaker must have the following knowledges and abilities:

**A knowledge of:**

- Basic gardening methods, plant identification, landscaping, pruning and grounds maintenance;
- The supplies and methods used in janitorial work;
- The pesticides and methods used in spraying;
- Safe working practices.

**The ability to:**

- Make minor repairs and adjustments to power mowers and similar mechanical equipment, sprinkling and water systems;
- Understand and carry out verbal instructions.

Persons with a medical limitation may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on a individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

**Minimum Requirements:**

One year of full-time paid gardening experience; **or** completion of six semester or nine quarter units at a recognized college or university in gardening, agriculture, **or** horticulture; **or** six months or 1040 hours of employment as an Occupational Trainee, Vocational Trainee, **or** Special Program Assistant, involved in gardening work for the City of Los Angeles; **or** one year of experience as a corpsmember with the California Conservation Corps is required.

**License:** A valid California driver's license is required.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.**