



**COUNTY OF SANTA CLARA  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Gardener**

*An Equal Opportunity Employer*

**SALARY**

\$25.12 - \$30.32 Hourly    \$2,009.44 - \$2,425.52 Biweekly    \$4,353.79 - \$5,255.29 Monthly  
\$52,245.44 - \$63,063.52 Annually

**ISSUE DATE:** 05/01/19

**FINAL FILING DATE:** 05/16/19. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is important to submit your application as soon as possible.

**THE POSITION**

Under supervision, to perform skilled gardening; to maintain landscape, including plant life and grounds of County facilities.

**TYPICAL TASKS**

- Supervises small crews and participates in the planting, cultivating, fertilizing, watering, spraying, pruning trimming and mowing of plants, shrubs, trees, hedges and lawns;
- Performs the more difficult tasks associated with the selection and care of gardens and landscapes, including, the planting, trimming, spraying and pruning of plants, trees, shrubs, hedges, flower beds, lawns, etc;
- Observes plant growth, diagnoses diseases, and determines effective treatment;
- Determines proper watering, fertilizing, spraying and pruning schedules;
- Selects and mixes sprays and fertilizers;
- Instructs others on the County Integrated Pest Management Policy and procedures, and correct application of sprays and fertilizers and the performance of pruning, trimming and other gardening tasks;
- Inspects and reviews the work of assigned crews;
- Installs small, simple irrigation systems such as drip irrigation systems;
- Performs incidental or small repairs to irrigation systems including, sprinkler head replacement, small cracks in lines and reprogramming of timers;
- Supervises crews in the picking up of trash and the sweeping and cleaning of parking lots, driveways, walkways and other paved areas;
- Confers with and acts as a liaison to County managers and landscaping experts regarding County-wide procedures and practices, to resolve problems and to make

recommendations on sustainable landscaping practices;

- May be assigned as a Disaster Service Worker, as required;
- Performs related work as required.

### **EMPLOYMENT STANDARDS**

Sufficient education, training and experience to demonstrate the ability to perform the above tasks and attainment of the knowledge and abilities listed below.

**Training and Experience Note:** Possession of a high school diploma or equivalent and two (2) years of experience in the planting, care and maintenance of trees, shrubs, flowers, and lawns, utilizing sustainable landscaping practices. Education and/or experience in basic computer usage.

#### **Special Requirements:**

Possession of a California Drivers license prior to appointment and the ability to qualify for and maintain a County Drivers Permit.

Possession of Qualified Applicator Certificate may be required for some positions.

Possession of certification and/or experience in any of the following areas is highly desirable: operation, installation and repair of irrigation equipment, sustainable landscaping, arboriculture, permaculture, xeriscape, organic gardening and/or integrated pest management.

#### **Knowledge of:**

- Growing characteristics, pruning, fertilizing, and common diseases of types of plants commonly utilized around buildings in this area;
- Proper planting, cultivating, pruning and care of trees, shrubs, flowers and lawns;
- Sustainable landscaping best practices;
- Common plant diseases and their treatments;
- Irrigation and timer installation, programming, maintenance and repair; proper seasonal setting of timers and associated systems to encourage water conservation;
- Common safety practices, especially those associated with landscaping and the use of powered and motorized equipment;
- Proper use, care and maintenance of tools and equipment used in gardening, landscaping and related grounds maintenance;
- Basic computer operation, such as email, internet navigation, and document filing/retrieval.

#### **Ability to:**

- Properly trim and prune shrubs and trees and care for landscape;
- Identify plants, the health of plants and determine resources to maintain healthy ecosystems, particularly in the area of sustainable landscaping practices;

- Install, modify, program, maintain, diagnose problems and repair irrigation plumbing and timing systems;
- Read, develop and follow schematics, plans and diagrams associated with irrigation systems and landscaping;
- Set and adjust irrigation timers and flow rates;
- Use mechanical, powered and motorized landscaping equipment;
- Work effectively as part of a team;
- Train and supervise others in proper landscaping and gardening procedures and techniques;
- Ensure safety of workers;
- Perform basic repair and maintenance of gardening equipment and tools;
- Use a computer effectively.

### **PHYSICAL REQUIREMENTS**

- Lift up to fifty (50) pounds;
- Climb ladders, crouch stoop and work outside in all weather conditions.

**VETERANS PREFERENCE INFORMATION:** Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

**THE EXAMINATION PROCESS:** The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

\*New Hires shall be subject to a pre-employment criminal background check.

**DISASTER SERVICE WORKERS:** Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

**INFORMATION ON PERS CONTRIBUTION:** For new members, salaries above a limitation imposed by federal law (that limit per IRS is \$124,180 for 2019): (1) neither the County nor the

employee makes contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is \$280,000 for 2019.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing  
San Jose, CA 95110

EXAM #19-H28-A

GARDENER

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### Gardener Supplemental Questionnaire

- \* 1. Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** for your application and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. A response of "**see resume**" or "**see application**" will deem your application incomplete. **Please include the name of employer, job title, dates of employment and hours worked per week for questions asking about your work experience.**
- Do you understand these requirements?**
- Yes    No
- \* 2. Do you possess a high school diploma or GED equivalent?
- Yes  
 No
- \* 3. Do you understand and agree to possess a valid California Driver's license prior to appointment, and the ability to qualify for and maintain a County Drivers Permit?
- Yes    No
- \* 4. Do you possess certifications in any of the following areas? Check all that apply. **For each selected below attached a copy of your certification..**
- Sustainable landscaping  
 Permaculture  
 Xeriscape  
 Arboriculture  
 Organic gardening  
 Integrated pest management  
 None of the above
- \* 5. For each answer checked above (Question #4) please describe how you obtained your certification(s) and your experience. **Include the employer name(s), job title, start/end dates of employment, hours worked per week, and your job duties.**
- \* 6.

Possession of a California Department Pesticide Regulation (DPR) Qualified Applicator Certificate/License may be required for some positions.

Do you possess any CA DPR QAC/QAL?

**Attach certifications to this application if applicable.**

Yes  No

- \* 7. How many years of experience do you have in the planting, care and maintenance of trees, shrubs, flowers, and lawns.
- None  
 Less than 2 years  
 Two to less than 4 years  
 Four to less than 6 years  
 Six to less than 8 years  
 Eight to less than 10 years  
 Ten or more years.
- \* 8. Describe your working experience in the planting, care and maintenance of trees, shrubs, flowers, and lawns. If none, type N/A.  
**Include the employer name(s), job title, start/end dates of employment, hours worked per week, and your job duties.**
- \* 9. Describe your experience **evaluating the health of plants, turf and trees.** in your description include your diagnosis and how you resolved the problem. If none, type N/A.  
**Include the employer name(s), job title, start/end dates of employment, hours worked per week, and your job duties.**
- \* 10. Describe your experience working with **irrigation systems** – installation, maintenance and repair of sprinklers, valves and controllers. Please explain the types of irrigation systems and controllers you have worked with. If none, type N/A.  
**Include the employer name(s), job title, start/end dates of employment, hours worked per week, and your job duties.**
- \* 11. Do you possess working experience with mechanical, powered and/or motorized landscaping equipment. Check all that apply.
- Ride-on-Mowers  
 Tillers  
 Backhoe  
 Tractor  
 Forklift  
 None of the above
- \* 12. For each answer check above (Question #12) please describe how you obtained the experience or certification. Describe your experience with motorized equipment (e.g. tractor, backhoe, ride-on-mowers, tillers,...etc.). In your description, include how you use, care and maintain your equipment. If none, type N/A.  
**Include the employer name(s), job title, start/end dates of employment, hours worked per week, and your job duties.**

- \* 13. Describe your computer usage (e.g. PC's, laptops, PDA's, Smartphone, Tablets,...etc.).  
If none, type N/A.
  
- \* 14. Incumbents working in a locked facility, must be able to obtain and maintain a Department of Correction Security Clearance.  
**Do you understand and agree to this requirement?**  
 Yes    No
  
- \* 15. This position has physical requirements. With or without an accommodation, are you able to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull lift and grasp?  
 Yes    No
  
- \* 16. With or without accommodation, are you able to safely move and lift objects that weigh up to 50 pounds?  
 Yes.  
 No.
  
- \* Required Question