



# Recreation and Parks Department Apprenticeship Program Spring 2022 Recruitment

## Apprentice Gardener Spring 2022 Recruitment - Important Dates

**We generally start recruitments twice a year in early October and late April.**

Keep these dates in mind for planning purposes. It can take some time to assemble the required documentation.

### **Late April to early - May – Apprenticeship Announcement Posted**

Posted on Indeed, RPD Website and SFGov Jobs Website. Sent out to mailing list. Posted on jobs board in McLaren Lodge Annex.

### **Early to mid-May – Application filing deadline**

All applications to be filed electronically. Verifications must be emailed as an attachment to the recruitment office by verification deadline.

### **Mid-May – Verifications Deadline**

Paper version of driving record from DMV, Class C drivers license, GED or Highschool Diploma (if under 18 when enrolling for classes at City College). Must be scanned, saved as image or PDF file and sent via email or as an attachment when submitting application electronically.

### **1<sup>st</sup> Week of July– 2<sup>nd</sup> week of August CCSF Web Registration for Fall Classes**

### **1<sup>st</sup> to 2<sup>nd</sup> Week of August – Apprenticeship Program Start Date**

### **3<sup>rd</sup> Week of August – CCSF Fall Instruction Begins**

## Apprentice Gardener 2022 Application Process – Important Steps and Considerations

### **Get your documentation together**

1. Printed Verification of COVID-19 Vaccination – CDC Vaccination Card
2. Class C drivers License
3. Original Printout of Driving Record from DMV (Please see below if you have violations)
4. Highschool Diploma, proof that you have completed 120 units, or a GED (If under 18)
5. College Transcripts, College Degree. (Not required as a minimum qualification)
6. Social Security Card for processing

### **Be prepared to apply online**

1. Make sure you have access to an internet connected device.
2. Make sure you get assistance if you are unfamiliar with applying for a position online.
3. Remember that the announcement will have a contact that you can reach out to if you have any questions.
4. Be prepared to scan and save your paper documents as a .pdf so you can email them as an attachment to the department.



## Recreation and Parks Department Apprentice Program Spring 2022 Recruitment

### **Be prepared for the test and interview**

1. We administer a test that measures basic math skills and reading comprehension.
2. We expect all candidates to safely lift and carry at least 50lb pounds unaided.
3. You will be interviewed by a three-person panel. Make sure to brush up on your interview skills. Remember this is a formal civil service interview with scripted questions.

### **Be prepared to get a drug test and complete a medical exam**

1. The department must follow federal drug and alcohol testing guidelines. Also, all candidates must pass the medical exam.

### **All applicants must provide verification of COVID-19 Vaccination before being considered for the position**

### **Make sure to carefully review the minimum and desirable qualifications for the position**

1. When you submit your work experience and resume make sure to highlight those duties that match the essential duties and desirable qualifications listed on the job announcement.

### **Get your driver's license**

1. Invest in getting a drivers license. Most field positions require use of a city vehicle and driving is considered an essential duty. Make this your first goal if you decide you are interested in a career with the city as a tradesperson.

### **Look into getting your record driving record cleared**

1. If possible, get moving violations or DUI expunged from your record with the assistance of an attorney.

### **If you have a criminal record**

2. If you have a criminal record you may want to inquire as to whether it may disqualify you from getting the position. If that is the case, you may be able to get it expunged from your record with the assistance of an attorney. It all depends on how long ago the incident happened and the nature of what occurred.



## Recreation and Parks Department Apprentice Program Spring 2022 Recruitment

### **Apprentice Gardener Job Description.**

The Apprentice Gardener is a trainee classification which performs routine and basic duties to assist Gardeners in the care of athletic fields, squares, parks, playgrounds, stadiums, thoroughfares, medians and/or other landscaped areas. Under direct supervision, learns to perform care and maintenance of a variety of plants and landscaped areas, including planting, pruning and pest control; removes debris and litter; operates hand or power lawn mower; performs routine maintenance of tools and equipment; and performs related duties as required. Assigned duties increase in scope and difficulty as the Apprentice Gardener demonstrates skills in performing diverse duties that are learned through an on-the-job training rotation. Work is performed under direct supervision and is evaluated on the basis of progress in a structured work experience training program. Demonstrated competence and successful completion of a minimum of 3,000 hours of the structured apprentice training program leads to meeting the minimum qualifications for the promotional class of 3417 Gardener. Failure to achieve demonstrated competence and acceptable work habits or the inability to complete the training program within two (2) years results in loss of employment in the 3410 class. The appointing officer may provide an extension of time to complete the training program, however, appointments to this class cannot exceed 3 years.

### **City College Course Work Requirements to complete Apprentice Program:**

All Apprentices must complete the following courses within the 24-month period between hire date and graduation; Classes will be scheduled within the time frame of the program. All classes must be completed with a C/Pass grade or better to remain in the program and receive a certificate of completion.

OH 50 – Introduction to Horticulture

OH 76 – Fall & Winter Plant ID

OH 77 – Spring and Summer Plant ID

OH 66 – Irrigation

### **Example of Important and Essential Duties:**

1. Participates in a structured on-the-job and classroom training program and learns routine and basic manual labor tasks.
2. Waters lawns, planted areas and playfields, manually or by means of automatic sprinklers; uses hand or power mower to cut lawns; fertilizes lawns, shrubs and flower beds.
3. Performs routine and limited trimming and pruning of shrubs and hedges by use of hand or power shears; gathers and disposes of cuttings.



## Recreation and Parks Department Apprentice Program Spring 2022 Recruitment

4. With close supervision, sprays herbicides; plants and transplants shrubs or small plants; traps or destroys rodents; assists in the renovation of lawns or play areas.
5. Removes debris and litter; sweeps and otherwise cleans play areas, paths or roadways; removes trash; assists in the loading of debris on truck.
6. Rakes and weeds lawns; weeds and cultivates planted areas; cleans restrooms or other auxiliary buildings in a playground or park.
7. Sharpens, cleans and otherwise maintains tools and equipment, and performs general maintenance duties.
8. Assists in responding to specific service requests generated by the public, department or other City agency.
9. Loads and unloads materials, supplies, and equipment on and off trucks in proper and safe manner. Minimum and Desirable Qualifications for the Apprentice Gardener 3410 position.
1. \*\*\*Meet admission and eligibility requirements for enrollment at City College of San Francisco as follows:

### Minimum Qualifications

- a.) You must be eighteen (18) years old on or before the first day of instruction for the term which you are applying. or
- b.) You are a high school graduate; or
- c.) You are the equivalent of a high school graduate, i.e., you have passed GED or a state's high school proficiency examination;
- d) You completed a minimum of 120 high school credits and have submitted a permission/consent form. Please visit the High School Programs page for more information.

Please visit the link for City College of San Francisco's admission policy:

<https://www.ccsf.edu/admissions-recordsregistration/credit-admission>

AND

2. Possession of a valid California (Class C) driver's license (Copy of a driver's license must be submitted with application)

\*\*\*NOTE: If selected for this program, participants must register with City College of San Francisco, and enrolled in OH 50 Introduction to Environmental Horticulture. Please visit the City College of San Francisco website for registration information. <https://www.ccsf.edu/en/student-services/admissions-and-registration/registration.html>



## Recreation and Parks Department Apprentice Program Spring 2022 Recruitment

### Desirable Qualifications

The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

- Six (6) months (1,040 hours) of verifiable experience in the care and maintenance of landscaped general ground areas or as a journey level tradesperson in construction or industrial field;
- A good driving record (An applicant will be considered a negligent driver and he/she may be disqualified if the driving record shows: 6 or more violation points in the last 12 months; 8 or more violation points in the last 24 months; or 10 or more violation points in the last 36 months. The months will be calculated from the date the report was requested.)
- Verifiable experience in a physically demanding position (e.g., gardening assistant, laborer, etc.);
- 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 this qualification.);
- New or continuing student status at City College of San Francisco.

### Other Requirements

**Drug Testing Requirement:** Applicants for positions in this classification who are not currently employed by the City and County of San Francisco in a safety-sensitive position represented by Laborers International, Local 261, are required to pass pre-employment drug and alcohol testing. All employees in this classification may also be subject to drug and alcohol testing upon reasonable suspicion or after a work-related accident.

**Physical Examination:** Prior to appointment, candidates must successfully pass a medical examination to determine his/her ability to perform the essential functions of the job and/or the ability to meet the physical minimum requirements.

General Information concerning City and County of San Francisco Employment Policies and Procedures:

Important Employment Information for the City and County of San Francisco can be obtained at <http://sfdhr.org/information-about-hiring-process> or hard copy at 1 South Van Ness Avenue, 4th Floor.

**Copies of Application Documents:** Applicants should keep copies of all documents submitted, as these will not be returned.