



**Landscape Technician
Departmental Open**

Exam Code: 7TR99

Department: Caltrans

Bulletin Revision Date: 1/3/2019

Testing Period: March 2019

Salary: \$3,688.00 – \$5,293.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Landscape Technician** examination. Employment from this examination may be offered in all Caltrans Districts and Sacramento County.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, without regard to race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

Once you have list eligibility, you may not reapply for 18 months from your eligibility date. Candidates that are unsuccessful in the examination must wait six (6) months before reapplying to take the examination.

FILING INSTRUCTIONS

The online Training and Experience Evaluation must be submitted during the testing period listed on this bulletin. MAILED, FAXED, OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

TO ACCESS THE ONLINE EXAMINATION VISIT:

The link to the online examination will be posted here during the next administration, March 2019.

POSITION STATEMENT

Under general supervision, to refine and develop sketch drawings into working drawings for major landscape architectural projects in connection with transportation facilities and buildings; as a journey-working level, under the general direction of a landscape architect, may be given leadworker responsibility on specific projects or may act as a leadperson for skilled assistants involved in drafting, refining designs, and developing of complex landscape architectural details; assist in the inspection of landscape construction projects; and do other related work.

ELIGIBLE LIST INFORMATION

A Departmental Open statewide eligible list will be established for Caltrans in all Caltrans Districts and Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Candidates who meet the minimum qualifications, as stated on this examination announcement, may apply for this examination. All applicants must meet the education and/or experience requirements for this examination by the last day of the online testing period.

You must certify during the online examination process that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Either I

Two years of experience in the California state service working in a landscape architecture unit performing duties comparable to those of a Junior Engineering Technician, Drafting Services Aid, Range B, or Delineator.

Or II

Three years of increasingly responsible landscape architectural experience in a landscape architectural office. [Full-time study (30 semester units or the equivalent number of quarter units) in Agricultural Engineering, Architectural Engineering, Architecture, Irrigation Management, Landscape Architecture, Landscape Management, Ornamental Horticulture, or another closely related field from an accredited college or university or a college or university approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Division 10, Part 59, Chapter 3, may be substituted for the required experience on a year-for-year basis up to a maximum of two years of experience.]

Or III

A certificate of completion of a Landscape Architecture Program from the University of California, Irvine Extension, or Los Angeles Extension.

Or IV

A Bachelor's Degree in Agricultural Engineering, Architectural Engineering, Architecture, Irrigation Management, Landscape Architecture, Landscape Management, Ornamental Horticulture, or another closely related field. (Registration as a senior in an accredited college or university or a college or university approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Division 10, Part 59, Chapter 3, will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Click on the link below to review the California State Personnel Board class specification: <http://calhr.ca.gov/state-hr-professionals/pages/1769.aspx>

EXAMINATION INFORMATION

This examination will consist of an online [Training & Experience Evaluation](#) weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

It is anticipated that this examination will be given on a quarterly basis.

TO ACCESS THE ONLINE EXAMINATION VISIT:

The link to the online examination will be posted here during the next administration, March 2019.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. State-of-the-art technology (e.g., Computer-Aided Drafting (CADD) and related computer programs) to assist in the refinement and development of landscape maintenance
2. Scope problems and methods of landscape architectural design, procedures, practices, and landscape construction
3. Adaptability, horticultural requirements, and use of plants, shrubs, and trees (both native and cultivated) in different landscaping situations to assist in the refinement and development of landscape maintenance
4. Engineer as applied to landscaping features to assist in the refinement and development of landscape maintenance
5. Soil conditions, preparation, irrigation, and planting techniques to assist in the refinement and development of landscape maintenance
6. Safety and health policies and procedures contained in the Department's Injury and Illness Prevention Programs to assist in the refinement and development of landscape maintenance
7. Plant design, irrigation design, plant selection to assist in the refinement and development of landscape maintenance
8. Specification writing and construction methods to assist in the refinement and development of landscape maintenance
9. State policies and procedures as related to landscape architectural projects including project reports, minor contracts, and familiarity with problems involved in contract administration to assist in the refinement and development of landscape maintenance
10. Irrigation methods to adjust the amount of water consumption and to prevent waste
11. Irrigation system techniques to assist in the refinement and development of landscape maintenance

Ability to:

1. Communicate effectively at a level required, both orally and in writing, for successful job performance
2. Understand landscape architectural design work, and refine and develop design sketches for landscape architectural projects in connection with transportation facilities and buildings to assist in the refinement and development of landscape maintenance
3. Read, interpret, and prepare plans to ensure efficient work flow
4. Use state-of-the-art technology, i.e., Computer-Aided Drafting/Design (CADD) and related computer programs to make advances on technical projects
5. Analyze situations accurately and take effective action to stay compliant with legal and professional job analysis standards
6. Coordinate with other Caltrans District and Headquarters personnel, and occasionally externally with community groups, utility companies, consultants and contractors, and local and regional agencies to ensure efficient work flow
7. Maintain flexibility in managing time, priorities, and assignments while maintaining mental activities associated with analyses, problem-solving, and reasoning to ensure efficient work flow
8. Use proper safety precautions and procedure at all times to stay compliant with legal and professional job analysis standards

9. Prune or trim trees, shrubs, or hedges, using shears, prunes, or chain saws to ensure environmental and professional job analysis standards
10. Mix and spray or spread fertilizer, herbicides, or insecticides onto the grass shrubs, or trees, using hand or automatic sprayers or spreaders to ensure environmental and professional job analysis standards
11. Follow planned landscaping designs to ensure environmental and professional job analysis standards
12. Observe, receive, and obtain information from all relevant sources to stay compliant with legal and professional job analysis standards
13. Quickly move your hand, you hand together with your arm, or your two hands to grasp, manipulate, or assemble objects
14. Maintain notes, performance calculations and reports of projects done to ensure efficient work flow
15. Meet deadlines to ensure efficient work flow

SPECIAL PERSONAL CHARACTERISTICS

1. Work in a climate-controlled office under artificial lighting while at their base of operation District Office
2. Maintain cooperative working relationships with all while responding tactfully and professionally
3. Travel and work outdoors as needed, and may be exposed to dirt, noise, water, uneven surfaces, and varying temperatures and weather conditions
4. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down
5. Able to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing
6. Perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this examination, please contact the examination analyst at (916) 227-7855

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the

performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Caltrans reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx> or from the CalHR and the Department of Veterans Affairs

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Executive Selection Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.