



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATIONS CENTER  
18 WASHINGTON STREET  
NEW YORK, NY 10004

MICHAEL R. BLOOMBERG  
Mayor

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Commissioner

# NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

**GARDENER**  
**Exam. No. 5036**

**WHEN TO APPLY:** From: **December 7, 2005**    **APPLICATION FEE: \$40.00**  
 To: **December 27, 2005**    *Payable only by money order to D.C.A.S. (EXAMS)*

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, March 25, 2006.**

**WHAT THE JOB INVOLVES:** Gardeners, under general supervision, perform horticulture work. Gardeners may supervise subordinate employees, including temporary workers, instructing them in gardening techniques and in the proper use and care of materials and equipment. Gardeners are required to drive motor vehicles to and from work sites and to transport plants and materials. All Gardeners perform related work.

**Special Working Conditions:** Gardeners may be required to work shifts including Saturdays, Sundays and holidays.

Some of the physical activities performed by Gardeners and environmental conditions experienced are: Standing, bending, kneeling and stooping for extended periods of time; climbing around and over various types of terrain; loading and unloading plants and horticulture supplies; operating mechanized equipment; and working outdoors in all kinds of weather. These tasks may be performed in City grounds and propagation facilities.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$39,630 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

**HOW TO QUALIFY:**

**Education and Experience Requirements:** By the **last day of the Application Period** you must have:

1. Two years of satisfactory, full-time experience in gardening work, including experience in each of the following areas: propagating, planting, cultivating, and caring for trees, plants, shrubs and lawns; or
2. A certificate from a horticulture or botanic program containing college-level courses, such as programs offered by the New York Botanical Garden, the Brooklyn Botanic Garden, etc., and one year of satisfactory, full-time experience as described in "1" above; or
3. A satisfactory combination of education and/or experience that is equivalent to "1" above. Thirty semester credits from an accredited college in horticulture, agriculture, agronomy, plant pathology, botany, landscape design or architecture, entomology, forestry, floriculture, plant production, and/or crop management, may be substituted for one year of the work experience described in "1" above. However, all candidates must have at least one year of satisfactory, full-time experience as described in "1" above.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

**Driver License Requirement:** By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Commercial Pesticide Applicator - Category 3A License Requirement:** By the time you are appointed to this position, you must have a Commercial Pesticide Applicator-Category 3A License issued by the New York State Department of Environmental Conservation. This license must be maintained for the duration of your employment.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

**REQUIRED FORMS:**

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page and fill in the examination title and number in the box provided. Fill out Sections A.1, A.2, and/or A.3 (as applicable), A.4, A.6, B and C. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST:** You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test may include questions on turf establishment and management; cultivation, propagation, planting, pruning and identification of trees, shrubs, flowers, and other plant materials; operation and maintenance of hand and mechanized gardening tools; handling and use of pesticides, herbicides, fertilizers, lime and soil conditioners; diagnosis and treatment of plant diseases and insect infestation; basic botany and plant physiology; supervisory techniques; standards of proper employee ethical conduct; and other related areas.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Promotion Test:** A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 81310; The Parks Operation and Maintenance Service

**For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**