



COUNTY OF LOS ANGELES
invites applications for the position of:

TREE TRIMMER WORKING SUPERVISOR

SALARY: \$3,986.92 - \$5,229.00
Monthly
\$47,843.04 -
\$62,748.00 Annually

OPENING DATE: 06/01/17

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

DEPARTMENT OF PARKS AND RECREATION

Filing Opens: June 5, 2017 at 8:00 AM

Filing will close when the needs of the service are met and is subject to closure without prior notice.

Exam Number: D0394A

Type of Recruitment: Open Competitive (OC)

APPLICANTS MUST MEET THE SELECTION REQUIREMENTS AT THE TIME OF FILING.

DEFINITION:

Supervises and participates in the arboricultural care of trees, including climbing, rigging, trimming, crown reduction, crown restoration, planting, and removal of trees and stumps.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a Tree District Superintendent or higher and represent the first level of supervision in the tree trimming series. Positions in this class are responsible for supervising, planning, directing, evaluating, training and participating in the work of tree maintenance crews. This responsibility includes enforcing safety rules and arboricultural practices including the care, maintenance, and operation of related equipment. This class is distinguished from the lower-level Tree Trimmer class principally by its supervisory responsibility, preparing tree trimming services contract, inspection and quality control, and responding to request for services from constituents. The contract preparation and inspection duties is specific to the tree maintenance program and is on a rotating basis. These positions require incumbents to exercise considerable knowledge of arboricultural standards, methods, and equipment used in the care and conservation of trees. Incumbents must have considerable knowledge of the principles of supervision, departmental policies, and County ordinances and the ability to communicate clearly to the public and staff the governing rules, policies and regulations, and safety operations associated with arboricultural practices. Incumbents are required to climb, rappel, bend, twist, stand and balance at heights for extended periods of time and on uneven surfaces, lift heavy equipment, tools and other objects, when performing related duties. Some positions in this class require incumbents to work in and around hazardous conditions such as overhead utility lines or on local, secondary, and major roadways where they are exposed to roadway traffic.

ESSENTIAL JOB FUNCTIONS:

Assigns work to crews, such as crown reduction, crown restoration, removal of branches and trees, and tree planting locations.

Supervises and participates in the work of a crew performing duties such as climbing and trimming trees from an aerial lift; removing whole trees and tree stumps; planting, identifying and tagging trees to be utilized for the tree planting program; preparing sample trees for viewing by contractors; trimming and shaping trees from ground-level positions; clearing and cleaning job site, and disposing of tree debris.

Creates and maintains various work records and reports including personnel, equipment, work orders, safety training, and meetings, using both manual and automated methods.

Inspects trees in a defined contract area and determines appropriate maintenance activity for each tree.

Makes recommendations for the removal of trees and which trees should be root pruned to accommodate adjacent construction activities.

Meets with construction inspectors, contract administrators, and contractors to discuss contract specifications, work expectations, contract progress, corrective solutions, and quality control.

Inspects tree trimming contracts to ensure work performed is consistent with the scope of work and in accordance with arboricultural standards.

Trains crew members on appropriate use of personal protective equipment; care, maintenance, and use of related equipment; job site safety; governing rules, departmental policies and procedures; and care of trees according to arboricultural practices and standards.

Inspects fall protection and climbing equipment assigned to crew members to assure adherence with proper safety tolerances removes from service all equipment that does not meet industry standards, and initiates requests for necessary replacements.

Interacts with the public to explain tree care and conservation and answers questions related to the work performed.

Supervises the operation, care, and maintenance of all tools assigned to a crew such as handsaws, pruners, loppers, pole saws, chainsaws, telescoping power saws, hand-held or backpack blowers.

Supervises the operation, care and maintenance of equipment assigned to a crew such as aerial lifts, water trucks, brush chippers, or stump grinders.

Supervises the placing of traffic control devices in the vicinity of tree maintenance work sites according to Federal, State, and local regulations; has general responsibility for the safety of the crew, passersby and property; and ensures the observance of all pertinent safety regulations by all concerned.

Conducts tree surgery duties such as the installation of bracing systems, cabling low or weak branches, preparation of filling materials, disinfection and treatment of tree cavities and bark tracing.

Drives equipment in transporting crews, tows equipment and hauls debris, and may operate aerial lifts, water trucks, or similar equipment on the truck.

Maintains communication via two-way radio or telephone with district headquarters, crews, and dispatchers, as necessary.

Drive vehicles or equipment with gross vehicle weight rating of 26,001 pounds or more, or containing more than 115 gallons of liquid.

Operate tree maintenance equipment during emergency situations or disaster recovery.

Act in the absence of the District Tree Superintendent.

Perform various activities pertaining to arboricultural care of trees in and around hazardous conditions such as overhead utility lines or within major highways requiring lane closures impacting high speed and heavy volume traffic.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

Option I: Two years of experience at the journey level* in climbing trees, performing crown restoration, removing hazardous branches or trees, using rigging and related knots, and using tree trimming tools and equipment.

Option II: Possession of a valid International Society of Arboriculture (ISA) Tree Worker Certification and six months of additional experience at the journey-level in climbing trees, performing crown restoration, removing hazardous branches or trees, using rigging and related knots, and using tree trimming tools and equipment

LICENSE:

A valid California Class C Driver License** is required to perform job-related essential functions. Some positions may require a valid California Class A or B Driver License, and may require special endorsements to operate assigned vehicles.

A copy of your Driver License must be submitted at the time of filing or within 15 calendar days of filing.

PHYSICAL CLASS: 4 - Arduous - Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

Special Requirement Information

* Journey-level experience is defined as possessing the required knowledge, skills, and training to perform a full range and diversity of work independently and reliably. Positions at this level operate with fairly significant freedom from day-to-day supervision and need little or no guidance on such matters as selecting appropriate problem solving methods and techniques, locating appropriate regulations, or applying proper procedures to carry out work.

License Information: Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being hired. A copy of your driving record must be presented at the time of your appointment. License must not be suspended restricted or revoked. **An Applicant whose driving record shows four or more moving violations within the last two years will not be appointed.

ADDITIONAL INFORMATION:

Examination Content - This examination will consist of two parts:

Part I: Qualifying Performance Test consisting of inspection of safety equipment; knot tying; tree climbing (footlock or body thrust method); use of a chain saw; procedure for cutting and lowering limbs; procedure for felling a tree; and correct use of a brush chipper.

Only those who pass Part I with 70% or higher will be invited to Part II of the exam.

Part II: Interview weighted 100% covering training, experience, interpersonal and communication skills, problem-solving ability, adaptability/dependability, personal fitness and general ability to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible register.

Eligibility Information Applications will be processed on an as-received basis and promulgated to the eligible register accordingly. **NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.** The names of candidates receiving a passing grade in the exam will be placed on the eligible register in the order of their score group for a period of 12 months following promulgation date.

Special Information

FINGERPRINTING AND SECURITY CLEARANCE: Employment is subject to security clearance which may include fingerprinting. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification

VACANCY INFORMATION Position is headquartered at 265 Cloverleaf Drive, Baldwin Park, CA, but incumbents are expected to travel to work locations throughout the county.

Available Shift Any

APPLICATION AND FILING INFORMATION:

INSTRUCTIONS FOR FILING ONLINE: Go to:
<http://governmentjobs.com/careers/lacounty> and search for "Tree Trimmer Working Supervisor". Applicants must apply online by clicking on the tab that reads, **Apply to Job**, so you can apply online and track the status of your application and get notified of your progress by email.

Applications must be filed online only. Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification. We may reject your application at any time during the examination process. The acceptance of your application depends on whether you clearly show that you meet the **MINIMUM REQUIREMENTS**.

Please fill out the application completely and correctly so that you will receive full credit for related education, work experience, and receive all corresponding letters/emails regarding your exam status. Be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, detailed description of work performed, your role, level of involvement, independence, size of organization, complexity, level of

accountability surrounding your experience, and salary earned. All information is subject to verification. Failure to provide the complete information may impact assessment of your qualifications and acceptance into the examination process.

Utilizing VERBIAGE from the Class Specification and Minimum Requirements serving as your description of duties WILL NOT be sufficient to demonstrate that you met the requirements. Doing so may result in an INCOMPLETE APPLICATION and you may be DISQUALIFIED.

Applicants must submit their applications by 5:00 P.M. (PST) on the last day of filing. In order to receive credit for any college course work or for completion of a training program or seminar program, you **MUST** include a legible photocopy of the official college transcript(s), official license, or official certificate of completion with your application at the time of filing. Your transcript(s) MUST indicate that you meet the Minimum Requirements. **Applications submitted without the required documentation will be rejected as incomplete.**

NOTE: If you are unable to attach the required documents, you may email them to Mariam Petrosian at mpetrosian@parks.lacounty.gov by the end of the filing date or within fifteen (15) calendar days of filing, or your application will be rejected as incomplete. Please include your name, exam number, and exam title on all the faxed documents. Documents submitted after the end of the filing period will not be considered as part of your application submission.

SOCIAL SECURITY NUMBER
Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

NO SHARING USER ID AND PASSWORD
All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Department Contact Name: Exams Unit
Department Contact Number: (213)738-2995
Department Contact Email: mpetrosian@parks.lacounty.gov
ADA Coordinator Phone: (213) 738-2970
Teletype Phone: (213) 427-611
California Relay Services Phone: (800)735-2922

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:
 - a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
 - b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.
- benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of either workers' compensation fraud or human trafficking is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
<http://file.lacounty.gov/dhr/CCHQ.pdf>

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below.

by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or

period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Test Preparation: Study Guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit>. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may be listed on the job posting.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons,

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below.

regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #D0394A
TREE TRIMMER WORKING SUPERVISOR
MP

Los Angeles, CA 90010
