

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-216-0743-xxx			
DIVISION / UNIT CMF / Business Services / Facility Operations		CLASSIFICATION TITLE Groundskeeper, CF			
		WORKING TITLE Groundskeeper, CF			
		TIME BASE / TENURE FT/P	CBID R12	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Solano County		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<p>Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
<p>The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.</p> <p>CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p>					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Groundskeeper, CF is responsible for practices, policies and procedures of the Facility Operations established by the Department.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Lead Groundskeeper I, CF, the Groundskeeper, CF, oversees all gardening and general grounds maintenance work; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work. Maintains security of working area and work materials.					
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.			
40%		Supervises, instructs, and works with inmate workers in the planting, cultivating, watering and spraying of ornamental plants, shrubs, hedges, trees and flowers, and propagates cuttings; plant and care for lawns; rake leaves, hoe weeds, and perform general grounds maintenance. Prepare and treat soils for planting, spade and fertilize flowerbeds. Trim trees, hedges and shrubs.			
35%		Keep grounds clean and orderly. General laboring tasks related to grounds and garden maintenance work. Maintain hoses, tools, supplies, and equipment in proper condition and repair.			
15%		Prepares purchase orders and requests, receives supplies, and maintains tool and material security control programs. Provides safety training and enforces safety regulations. Completes assignments in energy conservation programs. Performs other job related duties as required.			
10%		Prevents escapes and injury to inmates and property. Maintains security of working area and work materials. Inspects premises and searches inmates for contraband such as weapons or illegal drugs. Prepares inmate work reports and timekeeping records.			

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE