DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - PATTON

JOB CLASSIFICATION:
GROUNDSKEEPER

1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES

The Groundskeeper performs a variety of landscaping groundskeeper tasks which includes but is not limited to servicing and maintaining lawns, bushes, hedges, trees, fields, walkways, parking lots, sidewalks, gutters, canals and other areas as needed. Responsible for mowing, edging, trimming, irrigation, clearing of weeds, leaves and debris, and overall beautification of grounds.

70% Servicing and maintaining lawns, bushes, hedges, trees, fields walkways, parking lots, sidewalks, gutters, canals and other areas as needed.

- Cares for lawns, rakes leaves, hoes weeds, edges lawns, trim hedges and trees, irrigation maintenance and repairs, and maintains fallow fields. Cleans debris from walkways, parking lots, sidewalks, gutters and other areas as needed.
- Landscaping, ground maintenance, grounds beautification and cultivation, throughout the facility, having a thorough knowledge and understanding of landscaping methods, as well as materials, equipment, and tools used in work.
- Operates automotive equipment and hauls material (Valid California Driver's License and Defensive Driver Permit is required contingent on the class of vehicle to be driven, in accordance with Administrative Directive 7.07)
- Work outdoors in all-weather conditions.
- Propagate, plant, water, spray, cultivate, treat and care for trees, shrubs, flowers, ornamental plants, hedges, lawns and fields.
- Maintains tree trimming, tree pruning, planting, removal and weed abatement.
- General laboring tasks related to grounds and garden maintenance work.
- Able to identify flowers, trees, and shrubs commonly grown in California.
- Maintains irrigation and drainage systems repairs and installation.
- Identify and address areas in need of quality control.
- Properly applying herbicides.
- Other duties as assigned

15% Minor maintenance and repair of landscaping tools, and equipment. Maintains tools, supplies, hoses, and equipment in safe and proper working condition and repair.

- Abides by all administrative directives, policies and procedures
- Maintains and supports a safe and clean working environment.
- Demonstrate problem-solving skills; analyze situations accurately and takes appropriate and effective actions.
- Maintains all training requirements.
- Attends shop, department and other meetings as required.
- May instruct or lead volunteers, patients and otherwise less skilled laborers. Supervision of an Industrial Therapy crew.

15% Maintains effective communication with others including co-workers, other hospital personnel, vendors, outside agencies, and hospital guest. Maintains professionalism and courteous treatment to others.

- Perform problem solving and troubleshooting of department activities to ensure effective relations with others and achievement of department goals.
- Maintain and promote effective working relationships within the Facility Operations Department, between peers, and subordinates; with other departments, programs, other staff within the hospital; with individuals served; with other State agencies; and with contractors, vendors, and hospital visitors.

2. SUPERVISION RECEIVED

The Groundskeeper is under the supervision of the Supervising Groundkeeper II.

3. SUPERVISION EXERCISED

No line supervision exercised, however may be responsible for instructing and leading BMW or unskilled assistants.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Proper methods of planting, cultivating, and caring for hedges, ornamental trees, shrubs, lawns, and flowers; gardening materials, tools, and equipment, and their use and care;

approved methods and materials use in controlling and eradicating common plant diseases and pests.

ABILITY TO:
Ability to bend; reach; ascent stairs, slopes and inclines; work at heights applicable to trade demands; and labor in the outdoors in all weather conditions. Read and write English at a level required for successful job performance; recognize the more common plant diseases and insect pests and approved methods and materials used in control and eradication; recognize the more common species of ornamental shrubs, trees, and flowers grown in California. Follow oral and written directions; direct the work of clients/patients.

5. REQUIRED COMPETENCIES

INFECTION CONTROL
Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY
Actively supports a safe and hazard-free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS
Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work with others effectively.

SITE SPECIFIC COMPETENCIES
- Knowledge of methods and materials used in grounds keeping.
- Ability and willingness to labor in the outdoors in all seasons and weather conditions.
- Ability to work and communicate with staff, patients, and the public

TECHNICAL PROFICIENCY
- Mechanical aptitude, as evidenced by experience in operating and maintaining power equipment.
- Ability to lift 50 pounds or more to shoulder height.
- Stand, kneel, squat or bend over for long periods of time while performing all the duties of a Groundskeeper.
- Ability to wear a respirator.

6. LICENSE OR CERTIFICATION
It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

7. TRAINING

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS:

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public;
- Comply with Hospital policies and procedures.

Employee may be asked to respond to a call back for health and safety issues, after any shift and schedule, in a variety of settings throughout the Hospital in accordance with Facility Operations Call Back Procedures for BU 12 & 13 Employee and as determined by the operational needs of the Hospital.

All employees are required to have an annual health review pursuant to Administrative Directive (AD) 4.14 and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature	Print Name	Date
Supervisor Signature	Michael Gomez Print Name	2/2/2022 Date
Reviewing Officer Signature	Kristen Hernandez Print Name	2/2/22 Date