

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division DSH-Patton			
Position No / Agency-Unit-Class-Serial 502-557-0731-XXX	Unit Landscape Shop			
Class Title GROUNDSKEEPER	Location Facility Operations			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID 12	Work Week Group: 2	Pay Differential	Other

MAJOR TASKS, DUTIES AND RESPONSIBILITIES:

Groundskeeper is responsible for working outdoors throughout the year performing 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 hospital-wide beautification of grounds.

% 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; percentage must total 100%. (Use additional sheet if necessary). Bold Essential Functions
70%	<p>Working outdoors, servicing and maintaining lawns, bushes, hedges, trees, fields walkways, parking lots, sidewalks, gutters, canals and other areas as needed.</p> <ul style="list-style-type: none"> • 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, beautification and cultivation, throughout the facility. Having a thorough knowledge and understanding of landscaping methods, 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. • Requires ability to bend, kneel, climb, lift, work in confined spaces, and on inclines and declines.

	<ul style="list-style-type: none"> • Propagate, plant, water, spray, cultivate, treat, and care for trees, shrubs, flowers, ornamental plants, hedges, lawns and fields. • 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. • Maintain, repair and installation of irrigation and drainage systems. • Identify and address areas in need of quality control. • Properly applying herbicides. • Other duties as assigned.
15%	<p>Minor maintenance and repair of landscaping tools, and equipment. Maintains tools, supplies, hoses, and equipment in safe and proper working condition and repair.</p> <ul style="list-style-type: none"> • 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. • Attends shop, department and other meetings as required. • May instruct and lead volunteers, patients, and less skilled laborers. Supervision of an Industrial Therapy crew.
15%	<p>Maintains effective communication with others including co-workers, other hospital personnel, vendors, outside agencies, and hospital guest. Maintains professionalism and courteous treatment to others.</p> <ul style="list-style-type: none"> • 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.

<p>Required Competencies</p>	<p>SUPERVISION RECEIVED: The Groundskeeper is under the supervision of the Supervising Groundkeeper II.</p> <p>SUPERVISION EXERCISED: No line supervision exercised, however may be responsible for instructing and leading BMW or unskilled assistants.</p> <p>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.</p> <p>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.</p> <p>TECHNICAL PROFICIENCY (SITE SPECIFIC)</p> <ul style="list-style-type: none"> • Mechanical aptitude, as evidenced by experience in operating and maintaining power equipment. • Knowledge of methods and materials used in groundskeeping. • 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. • Perform groundskeeping labor in the outdoors in all seasons and weather conditions. • Work and effectively communicate with staff, patients, and the public. <p>ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free</p>
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	<p>from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p>INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.</p> <p>HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.</p> <p>THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy.</p> <p>CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively.</p> <p>RELATIONSHIP SECURITY: Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.</p>
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.
Training	The employee is required to keep current with the completion of all required training.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. 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.</p>

All employees are required to have an annual health review 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 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 all Hospital policies and procedures.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Classification
(Employee Signature)

Print Name

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Classification
(Supervisor Signature)

Print Name

Date

Classification
Reviewing Supervisor Signature

Print Name

Date