

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 29223	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Capitol Historic Region / Bateson Building	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1300 L Street, Sacramento, CA 95814	
CIVIL SERVICE CLASSIFICATION Groundskeeper	POSITION NUMBER 308-228-0731-XXX	CBID R12
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday; 6:00 a.m. - 2:30 p.m.	TENURE P	
WORKING TITLE Groundskeeper	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the supervision of the Supervising Groundskeeper I, the Groundskeeper in the Facilities Management Division (FMD), Bateson building is responsible for performing gardening and general grounds maintenance and other related work in a designated FMD region.

SPECIAL REQUIREMENTS ☒ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Medical Clearance

This position requires medical evaluation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Plants, cultivates, waters and fertilizes lawn, shrubs, trees, annuals, and perennials by mowing, edging, trimming, pruning, amending soil, clearing leaves, removing weeds, removing and disposing of garbage and debris, and aerating lawn areas in order to replace or renovate lawn and soil for transplanting plants, flowers and trees utilizing the appropriate methods and equipment such as mowers, shovels, backhoes, edge trimmers, and rakes to ensure the maintenance and beautification of the building grounds.
25%	Performs general grounds and garden maintenance work by constructing, repairing and cleaning planter borders, retaining walls, walkways, bike paths, mow strips, various irrigation systems, drainage ditches, catch basins, drains, culverts, ponds, fountains, drinking fountains and outdoor seating utilizing various materials and appropriate hand or power tools including trenchers, shovels, backhoes, sanders, and pressure washers in order to maintain, restore, improve and

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PERCENTAGE	DESCRIPTION
	beautify grounds landscape to ensure public safety.
15%	Maintains equipment and gardening tools such as gas/electric powered lawn mowers, leaf blowers, edge trimmers, etc. by performing preventative maintenance and minor repairs in accordance with manufacturer guidelines by utilizing various hand tools in order to maintain proper and safe operation to ensure maximum longevity of equipment.
10%	Identifies and remedies potential safety hazards by attending training in the handling of hazardous materials and use of environmental safeguards and monitoring the work site in order to maintain a safe and healthy work environment for the benefit of all employees and the public, utilizing FMD Environmental Safety and Health processes, to ensure compliance with laws and regulations, the Occupational Safety and Health Administration, mandated safety training, the Injury and Illness Prevention Program, and Workers' Compensation protocols.
10%	Inspects, monitors, and prevents vegetation damage from insects, disease, and pests by applying granules and/or liquid fertilizers utilizing personal protection equipment, a hand spreader, backpack sprayer, power sprayer, and power spreader pulled by a small utility vehicle in order to prevent the spreading or damage of any harmful pests or diseases to ensure the maintenance and beautification of the building grounds.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Attends trainings in the handling of hazardous materials and use of environmental safeguards and provides back-up and coverage to other groundskeepers in order to maintain business continuity to ensure the grounds are clean and safe in accordance with FMD standards and guidelines.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Work requires heavy physical and manual labor in safely handling, lifting, or carrying objects weighing up to 50 pounds, and climbing a ladder or operating a lift to reach high spaces.

Works involves reaching, stretching, bending, stooping, kneeling, and moving about to perform duties.

May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.

May require ability to work overtime.

Requires ability to inspect the grounds and the proper operation of machinery/equipment.

Requires use of power and noise-producing tools or equipment and driving motorized equipment or vehicles applicable to job being performed.

Requires removal of human and/or animal waste.

Requires the ability to work in any location in the regional area.

Wear safety equipment during work performance i.e. ear plugs, dust masks, eye goggles, face shield, latex gloves, cloth gloves, rubber boots or rain gear, aprons and back support.

Wear unaltered FMD supplied shirts according to current uniform and safety requirements.

Work involves exposure to unusual elements, such as confined spaces, uneven ground surfaces, extreme temperatures, dust, fumes, unpleasant odors, and loud noises and may involve exposure to hazardous chemicals or physical risks which requires following basic safety precautions.

DESIRABLE QUALIFICATIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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POST AND BID REQUEST

Office of Human Resources

DGS OHR 56 (Rev. 1/2022)

Instructions:

This form shall be completed only by **current DGS employees** who are in the same classification as being advertised.This form must be submitted to the contact person/address in Section 3 **NO LATER** than the final filing date.**SECTION 1. EMPLOYEE CURRENT JOB INFORMATION**

LAST NAME	FIRST NAME	MI	CLASSIFICATION
DIVISION	OFFICE		REGION (if applicable)
WORK STREET ADDRESS	CITY	STATE	ZIP CODE
WORK SCHEDULE DAYS (i.e., Monday-Friday)	WORK SHIFT	WORK HOURS (start-end)	
SUPERVISOR FULL NAME (Last, First M.I.)		SUPERVISOR WORK PHONE NUMBER	

EMPLOYEE STATEMENT

Pursuant to the MOU Article listed in section 2, I hereby request that I be considered for the position as referenced below. I certify that I am currently a full-time permanent employee (having successfully completed my probationary period or having completed all requirements of an authorized State apprenticeship program) in the classification below and am currently working in the city of the position being advertised. I understand that the bidder with the most continuous local seniority will be selected for the position and notified of the start date. If I am the most senior bidder and am notified of the start date, I must immediately accept or reject the job offer unless mutually agreed otherwise by the hiring supervisor.

EMPLOYEE SIGNATURE	BEST CONTACT PHONE NUMBER	DATE
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SECTION 2. POSITION IN WHICH EMPLOYEE WISHES TO POST AND BID

RPA NUMBER	BARGAINING UNIT	POSITION NUMBER	CLASSIFICATION
29223	12	308-228-0731-XXX	Groundskeeper
CITY LOCATION	STATE	ZIP CODE	REGION (if applicable)
Sacramento	CA	95814	CAP HX
WORK SCHEDULE DAYS (i.e., Monday-Friday)	WORK SHIFT	WORK HOURS (start-end)	
Monday - Friday	Day	6:00 a.m. - 2:30 p.m.	
MEMORANDUM OF UNDERSTANDING EFFECTIVE DATES		ARTICLE NUMBER	
7/1/2023-6/30/2026		17	
POST & BID TYPE	FINAL FILING DATE (form must be submitted NO LATER than this date)		
Local	10/20/2025		

SECTION 3. ADDRESS TO SEND POST AND BID FORM (EMPLOYEE RESOURCE LIAISON)

CONTACT PERSON NAME	EMAIL ADDRESS		
SABA LODHI	FMDERL@DGS.CA.GOV		
STREET ADDRESS	CITY	STATE	ZIP CODE
707 3RD STREET, 3RD FLOOR	WEST SAC	CA	95605

SECTION 4. OFFICE OF HUMAN RESOURCES USE ONLY

ABMS NUMBER	TENURE	TIME BASE	DATE P&B FORM RECEIVED BY HIRING OFFICE
APPOINTMENT DATE	SENIORITY (months)	DATE VERIFIED	Field reserved for date stamp by Hiring Office upon receipt from bidder.
SENIORITY VERIFIED BY C&P ANALYST (NAME)			
			COMMENTS