

**DUTY STATEMENT  
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

<b>PART A</b>	
<b>Position No:</b> 578-128-0725-001	<b>Date:</b>
<b>Class:</b> Lead Groundskeeper	<b>Name:</b>
Under direction of the Chief of Plant Operations I, the Lead Groundskeeper performs gardening and general grounds maintenance work for the Veterans Home of California – Redding.	
Percentage of time performing duties:	<b>ESSENTIAL FUNCTIONS</b>
30%	Work with and be in charge of a small crew doing planting, cultivating, watering, and spraying ornamental plants, shrubs, hedges, trees and propagates cuttings. Plant and care for lawns. Prepare and treat soil for planting; spade and fertilize flowerbeds and set out plants; apply herbicide. Trim trees, hedges, and shrubs. Carry out preventative maintenance on sprinkler system from control valve to sprinkler heads. Keep grounds clean and orderly.
25%	Prepare soil for planting lawns, flowers, shrubs, trees and groundcovers. Plant lawns and set flowers, shrubs, trees and groundcovers. Apply various appropriate pesticides; weed control and weed suppression chemicals. Repair irrigation system leaks; dig up sprinklers and valves; replace broken sprinklers and adjust sprinklers. Program irrigation controllers. Perform turf maintenance and construction. Edge and mow lawns. Miscellaneous grounds related maintenance tasks.
25%	Remove weeds by hand or with hoe; prepare and apply pesticides with power or backpack sprayer. Operate tillers, trimmers, chainsaws, weed-eaters, pole pruners, riding and push mowers, and miscellaneous hand and power equipment. Maintain service tools, vehicles and equipment.
15%	General labor tasks related to grounds and garden maintenance work. Observe and follow all safety precautions including wearing Personal Protective Equipment. Read Material Safety Data Sheets (MSDS) before using chemicals. Prepare requisitions for equipment and supplies for supervisor’s review and approval. Complete necessary reports and maintain ground maintenance files and documents.
<b>NON-ESSENTIAL FUNCTIONS</b>	
5%	Other related duties as required.
<b>OTHER</b>	
Must maintain regular and acceptable attendance at such level as is determined at the Department’s sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.	

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<b>PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>					
<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
<b>VISION:</b> Read gauges, meters, work order requests, control devices, instructions and manuals					X
<b>HEARING:</b> Answer telephone/radio transmitter; answer inquiries and provide verbal information and instructions; order supplies.					X
<b>SPEAKING:</b> Answer telephone/radio transmitter; answer inquiries and provide verbal information and instructions; order supplies.					X
<b>WALKING:</b> Travel throughout the grounds to points requiring attention, maintenance or repair.					X
<b>SITTING:</b> Sit at desk answering telephone, prepare reports.		X			
<b>STANDING:</b> Work on the landscape, perform repair and maintenance duties.					X
<b>BALANCING:</b>					X
<b>CONCENTRATING:</b> Work on landscaping; repair and maintenance of irrigation systems, etc.					X
<b>COMPREHENSION:</b> Understand grounds maintenance procedures and safety standards.					X
<b>WORKING INDEPENDENTLY:</b> Manage department staff and functions with minimal oversight.					X
<b>LIFTING UP TO 10 LBS OCCASIONALLY:</b>					X
<b>LIFTING UP TO 20 LBS OCCASIONALLY AND/OR 10 LBS FREQUENTLY:</b>					X
<b>LIFTING UP 25-50 LBS OCCASIONALLY AND/OR 20 LBS FREQUENTLY:</b>					X
<b>FINGERING:</b> Push radio buttons; handle small tools and wiring.					X
<b>REACHING:</b> Hoe, weed, shovel, and rake.					X
<b>CARRYING:</b> Plants, equipment, tools, maintenance materials and supplies.					X
<b>CLIMBING:</b> Ladders; stairs.			X		
<b>BENDING AT WAIST:</b>					X
<b>KNEELING:</b>					X
<b>PUSHING OR PULLING:</b>					X
<b>HANDLING:</b>					X
<b>DRIVING:</b> Motorized work vehicle, i.e. lawn mower.				X	
<b>OPERATING EQUIPMENT:</b> Computer; telephone; power tools such as drills; lawn mowers; leaf blowers; etc.					X
<b>WORKING INDOORS:</b> Enclosed office environment		X			
<b>WORKING OUTDOORS:</b>					X
<b>WORKING IN CONFINED SPACE:</b> As needed to complete tasks.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_