

State of California
DUTY STATEMENT



California Department of
State Hospitals

SH3002 (Rev. 02/2024)

RPA Control No.#

C&P Analyst Approval
FA

Date
3.14.2025

Employee Name

Division

Department of State Hospitals-Metropolitan

Position No / Agency-Unit-Class-Serial

487-557-0731-

Unit

Plant Operations

Class Title

Groundskeeper

Location

Plant Operations

SUBJECT TO CONFLICT OF INTEREST

CBID

WORK WEEK GROUP

PAY DIFFERENTIAL

OTHER

☐ Yes ☒ No

R12

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BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under direction and supervision of the Supervising of Building Trades (SBT), the Groundskeeper, completes tasks related to gardening and general grounds maintenance work. Groundskeeper may also instruct, lead, or supervise clients/patients and to do other related work.

% 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.)
	<u>ESSENTIAL FUNCTIONS</u>
45%	Plants, cultivates, waters, and sprays ornamental plants, shrubs, hedges, trees, and propagates from cuttings. Prepares and treats soil for planting, spades and fertilizes flower beds and sets out plants, applies Herbicide. Carries out preventive Maintenance on sprinkler system from control valve to sprinkler heads. Operates lawn mower, hedge trimmer, tree pruner and other groundskeeping tools in a safely manner using appropriate PPE. Plants and cares for lawns.
40%	Maintains hoses, tools, supplies, and equipment in proper condition and repair. Keeps greenhouse and other buildings in repair and free from diseases and pest. Trims trees, hedges, and shrubs and erects tree supports. Does general labor tasks related to grounds and garden maintenance work. Observes and follows all safety precautions. Keeps grounds clean and orderly.
	<u>MARGINAL FUNCTIONS</u>
5%	Reads the SDS sheets before using chemicals. Prepare requisitions for equipment and supplies for supervisor's review and approval. Complete necessary reports.
5%	Responsible for understanding and demonstrating the Department of State Hospitals' Core Competencies:
	1. Adaptability and Flexibility 2. Communication 3. Customer/Client Focus 4. Teamwork 5. Work Standards, Quality Orientation
5%	All other duties and special projects as assigned consistent with this classification.

Other Information	SUPERVISION RECEIVED Under direction and supervision of the Supervising of Building Trades (SBT). SUPERVISION EXERCISED Industrial Therapy and or California Conservation Corpsman <u>KNOWLEDGE AND ABILITIES</u> 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 used in controlling and eradicating common plant diseases and insect pests. Ability to: 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 controlling and eradicating them; 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. <u>SPECIAL REQUIREMENT</u> Ability to: <u>REQUIRED COMPETENCIES</u> PHYSICAL The incumbent must possess the necessary physical, mental, and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing, and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion. 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 enables the employee to work effectively. CPR Maintains current certification SITE SPECIFIC COMPETENCIES • Interact successfully in a team environment. • Communicate successfully in a diverse community. • Communicate effectively with individuals from varied experiences, perspectives, and backgrounds, which may involve some exposure to aggressive clientele and adversarial conditions. • Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal matter so as not to alienate or antagonize them. TECHNICAL PROFICIENCY (SITE SPECIFIC) • Provide supervisory consultation/direction in disciplinary matters LICENSE OR CERTIFICATION - not applicable
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TRAINING - Training Category = Type II General

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

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

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

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.
- The employee is required to work any shift and schedule in a variety of settings 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.

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 can safely perform their essential job functions.

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.

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.

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).

Employee's Signature

Date

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

Supervisor's Signature

Date
