



DUTY STATEMENT

<input checked="" type="checkbox"/>	Current
<input type="checkbox"/>	Proposed

Position Classification: Supervising Groundskeeper I	Working Title: Supervising Groundskeeper I
Position Number: 006-675-0719-100	CBID: R12
Work Week Group: 2	Work Hours: Monday – Friday 7:00am – 3:30 pm
Command/Directorate/Unit: Department of Public Works Grounds Section	Physical Work Location: Roads and Grounds section, Bldg. 3023 Camp Roberts, CA 93451
Supervisor Name: Jason Garcia	Supervisor Classification/Rank: Utilities Shop Supervisor
Current Incumbent: Vacant	Effective Date: TBD

Position Requirements:

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|---|--|
| <input type="checkbox"/> Conflict of Interest Filer (Form 700)
<input checked="" type="checkbox"/> California Driver's License
<input type="checkbox"/> Class A <input type="checkbox"/> Class B <input checked="" type="checkbox"/> Class C
<input type="checkbox"/> Class C w/Endorsement: _____ | <input type="checkbox"/> Travel to Multiple Locations
<input type="checkbox"/> Occasional Travel
<input type="checkbox"/> Other (Specify): _____ |
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As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.

Position Identification:

Under the direction of the Utilities Shop Supervisor, the Supervising Groundskeeper I supervises and leads grounds maintenance work across multiple sites, including landscaping, irrigation systems, pest management, and equipment upkeep, while ensuring work is completed safely, efficiently, and on schedule. Manages Integrated Pest Management spray programs, maintains required certifications and records, and ensures compliance with environmental, safety, and regulatory standards. Coordinates personnel, materials, and equipment, responds to grounds-related emergencies, and trains staff in proper maintenance, chemical handling, and safety procedures. The Supervising Groundskeeper I ensures that all tasks are completed accurately, in a timely manner, and in compliance with established policies and procedures, while upholding professionalism and confidentiality.

Essential Functions:

45%	<ul style="list-style-type: none"> Supervise groundskeepers in planting, cultivating, and caring for trees, shrubs, hedges, lawns, and ground covers, oversee mowing, edging, pruning, and tree trimming. Manage and implement spray programs in accordance with the Integrated Pest Management Plan. Maintain records of certified spray personnel, chemical usage logs, and inventory; order new chemicals and herbicides as needed. Supervise installation, repair, and adjustment of sprinkler and irrigation systems, including replacing sprinkler heads. Ensure buildings and grounds are free of weeds, pests, and plant diseases; maintain overall cleanliness and orderliness of grounds. Lead and participate in ground maintenance tasks while ensuring work orders are completed safely and on time. Attend training on hazardous material handling and environmental safeguards; monitor worksites to maintain a safe, healthy environment for staff. Operate government-owned vehicles (GOVs), (pickup trucks, vans, and utility carts) to transport themselves, crew members, tools, and equipment, respond to grounds-related
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	emergencies (e.g., fallen trees, irrigation breaks, safety hazards), and oversight of grounds maintenance across multiple sites on the military installation.
40%	<ul style="list-style-type: none"> • Perform grounds maintenance and repair, including edging, watering, mowing, and trimming lawns, shrubs, hedges, groundcover, and trees. • Apply fertilizer and treat soil as required. Program and manage irrigation controls. • Inspect, maintain, and repair all service tools, hoses, supplies, vehicles, and equipment. Identify maintenance needs based on daily, monthly, annual, and cyclical schedules. • Perform preventative maintenance and minor repairs on equipment and gardening tools, including gas/electric mowers, leaf blowers, and edge trimmers, following manufacturer guidelines. • Utilize hand tools to ensure safe operation and maximize equipment longevity. • Maintain accurate documentation of all maintenance activities in accordance with established procedures.
10%	<ul style="list-style-type: none"> • Coordinate and maintain supplies, materials, and safety equipment required for groundskeeping projects; prepare lists, estimate costs, and plan project layouts. • Train groundskeepers on the proper handling of materials, chemicals, and equipment used in landscaping and facility maintenance. • Ensure compliance with federal, state, and local laws, regulations, and OSHA guidelines to maintain a safe work environment.
Non-Essential/Marginal Functions:	
5%	<ul style="list-style-type: none"> • Other duties as assigned.
Knowledge, Skills, and Abilities:	
<p>Knowledge of: Use of modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns; plant pests and diseases and the methods for their control and eradication; methods, materials, equipment, and tools used in gardening work; principles of effective supervision; State's Affirmative Action Program objectives; a manager's role in the Affirmative Action program and the processes available to meet affirmative action objectives.</p>	
<p>Skills: Use of modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns.</p>	
<p>Ability to: Read and write English at a level required for successful job performance; plan, organize, and direct the work of others; identify flowers, trees, and shrubs commonly grown in California; plan minor ground beautification projects; direct the layout and repair of roads and walks; maintain sprinkling and drainage systems; read and interpret landscaping plans and specifications; prepare budget estimates and reports; analyze situations accurately and take effective action; effectively contribute to the State's affirmative action objectives.</p>	
Required Qualifications:	
<ul style="list-style-type: none"> • Must be certified in the application of pesticides and the eradication of undesirable vegetation, holding a current Qualified Applicator License (QAL). • Will provide training for qualified applicants as necessary to maintain compliance and proficiency. 	
Desirable Qualifications:	
<ul style="list-style-type: none"> • Ability to work overtime as needed. • Ability to work independently with minimal supervision. • Ability to recognize unsafe conditions and take appropriate corrective action. • Strong attention to detail. • Willingness to work in a military environment. 	
Work Environment:	
<ul style="list-style-type: none"> • May encounter live or dead insects, reptiles, rodents, or other wildlife. 	

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<ul style="list-style-type: none"> Work involves exposure to confined spaces, uneven ground surfaces, extreme temperatures, dust, chemicals (e.g., herbicides like Roundup), loud noises, and varying weather conditions, including rain, wind, heat, and cold. 		
<p>Physical/Mental Abilities:</p> <ul style="list-style-type: none"> Ability to perform general manual labor in an outdoor environment. Ability to sit, stand, reach, stretch, bend, stoop, and kneel for extended periods. Ability to lift or carry objects weighing up to 60 pounds and climb ladders up to 15 feet. Ability to understand, apply, and follow safety procedures. Ability to recognize and solve problems effectively. Ability to inspect and evaluate grounds for maintenance needs. Ability to properly and safely operate groundskeeping machinery and equipment. 		
<p>Equipment Used:</p> <ul style="list-style-type: none"> Use of power equipment, hand tools, tow-behind sprayers, and backpack sprayers. Operate and drive state-owned motorized equipment and vehicles as required. Utilize appropriate personal protective equipment (PPE) during work, including earplugs, dust masks, safety goggles, face shields, latex or cloth gloves, rubber boots or rain gear, and back supports. 		
<p>Employee Certification:</p> <p>This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.</p> <p>I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.</p> <p>I have read the duty statement and discussed the duties with my supervisor.</p>		
Employee Name (Print)	Signature	Date
<p>Supervisor Statement:</p> <p>I have discussed the duties outlined in the duty statement and provided a copy to the employee.</p>		
Supervisor Name (Print)	Signature	Date
State Personnel Office Use Only		
State Personnel Certification: Approval		
C&P Analyst Name (Print)	Signature	Date