

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>CENTINELA STATE PRISON (CEN)</b>		POSITION NUMBER (Agency-Unit-Class-Serial) 403-216-0743-XXX		MCR / HCR 1
DIVISION / UNIT  Division of Adult Institutions / California Department of Corrections and Rehabilitation		CLASSIFICATION TITLE Groundskeeper, CF		
		WORKING TITLE Groundskeeper, CF		
		TIME BASE / TENURE P/FT	CBID R12	WWG 2
LOCATION PLANT OPERATIONS		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION, VISION and COMMITMENT</b>				
<p><b>Mission</b> To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p><b>Commitment</b> CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p>				
<b>DIVISION OVERVIEW</b>				
Under the supervision of the Supervisor of Building Trades and the general direction of the Supervising Groundskeeper II, the Groundskeeper is responsible for maintenance and upkeep of all landscaping and grounds maintenance throughout the institution.				
<b>GENERAL STATEMENT</b>				
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<b>% of time performing duties</b>	<b>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.</b>
35%	Works with a small crew of incarcerated people engaged in the planting, cultivating, propagating, transplanting, and caring for trees, shrubs, hedges, flowers, lawns, and various ground covers; maintains proper drainage; supervises the use and maintenance of gardening tools and equipment. Leads and trains unskilled incarcerated people.
25%	Responsible for the operation and maintenance of greenhouses and other buildings used for plant propagation; keeps greenhouses, nurseries, and grounds free from plant diseases and pests; performs weeding; prunes shrubs and rose bushes; buds and grafts plants; cares for ornamental flowers and plants; designs beds and borders; performs tree trimming; identifies and labels shrubs, trees, and flowers; installs, repairs and adjusts irrigation systems.
15%	Required to perform preventive maintenance of all landscaping equipment, as mandated by the Department of Corrections and Rehabilitation, to ensure its efficient, continuous operation, with minimal impact on institutional programs and services. This includes cleaning and lubrication of all ground’s maintenance tools and associated equipment.
10%	Maintains accountability of tools, keys, and power equipment used in the performance of required duties. Performs daily tool checks, completes inventory checklists, and maintains accountability of hazardous materials. The Groundskeeper is also responsible for ordering parts and materials that are needed to complete equipment repairs, as well as preparing cost estimates. The Groundskeeper will complete paperwork including personal time sheets, incarcerated person timecards, and incarcerated person work supervisor's reports (when incarcerated person labor is utilized).
10%	Required to obtain a combination of 40 hours per year of In-Service Training and on-the-job training. This will consist of Safe Workplace Practices Training in accordance with the institution's Injury and Illness Prevention Program. The Groundskeeper is required to participate in safety meetings, provide safety-related training to incarcerated person workers, and encourage the prevention of accidents and injuries.
5%	Perform administrative duties including, but not limited to adhering to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.

**SPECIAL PERSONAL CHARACTERISTICS**

Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.  
 Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.  
 Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.  
 Ability to build trust, improve communication, and assist with the transformation of correctional culture.

**SPECIAL REQUIREMENTS**

CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:** None noted.

**SUPERVISORY RESPONSIBILITIES:** May lead other staff in accounting activities by special assignment.

**INCARCERATED PERSON SUPERVISORY RESPONSIBILITIES:** When incarcerated person labor is utilized, is responsible for supervising incarcerated person conduct, maintaining strict control over materials which could be used to make weapons; maintaining timecards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Candidates who are within six months satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

Equivalent to completion of the 12th grade; **and Either I:** Six months of experience in the California State Service performing the duties of a Service Assistant (Grounds and Maintenance). **Or II:** One year of experience in flower gardening and general grounds maintenance work. **Or III:** Successful completion of a formal vocational training program in flower gardening and general grounds maintenance work such as those operated under the Manpower Development Training Act, the Work Incentive Program, or similar programs operated by State, Federal, or local agencies through school districts. **Or IV:** Education: Completion of a two-year curriculum in ornamental horticulture or landscape work at the junior college or college level.

**LANGUAGE SKILLS:** Must have the ability to communicate effectively both orally and in written form, as well as read and interpret documents such as safety regulations, departmental policies and procedures, equipment operating instructions, and technical manuals.

**MATHEMATICAL SKILLS:** Must be able to apply basic math skills to solve problems.

**REASONING ABILITY:** Must possess the ability to evaluate situations accurately and take appropriate corrective action. Must be able to follow oral and written instructions, read and write English at a level required for successful job performance

**CERTIFICATES, LICENSES, REGISTRATIONS:** None required.

**OTHER SKILLS AND ABILITIES:** Ability to apply the 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.

**OTHER QUALIFICATIONS:** Ability to work well with others, make sound decisions in difficult situations, and demonstrate an interest in accepting increasing levels of responsibility. In addition, must have the ability to perform activities with a schedule, maintain regular attendance and be punctual, perform at a consistent pace without an unreasonable number of rest periods, and perform effectively when confronted with potential emergency, critical, or unusual situations.

**SPECIAL PHYSICAL CHARACTERISTICS:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated persons.

Assignments during tour of duty may include sole responsibility for the supervision of incarcerated people and/or the protection of personal and real property.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.

Frequently: Involves 1/3 to 2/3 of workday.  
Occasionally: Involves 1/3 or less of workday.  
N/A: Activity or condition is not applicable.

**Standing:** Frequently - will stand while making some repairs to the various types of equipment. Typically, he/she will not stand in one place longer than approximately 30 minutes.

**Walking:** Frequently - walks throughout the prison grounds, back and forth to various work sites to repair equipment, while performing inspections, and making repairs. A pickup truck or golf cart may be used for transportation of materials and equipment in the field.

**Sitting:** Occasionally to Frequently - will sit occasionally during breaks or to complete paperwork.

**Lifting:** Occasionally to Frequently - will lift and carry his/her tool bag weighing approximately 20 pounds; however, the bag may be placed on a hand truck and pushed from one location to another. He/She will also be lifting tools, equipment, and materials throughout the workday. These items can weigh from a few pounds each for hand tools, to overhead door covers that can weigh up to 50 pounds each. Occasionally, may lift bags of mortar mix and other items weighing up to 90 pounds each. Other staff or incarcerated people may be used to lifting heavier items.

**Carrying:** Occasionally - may carry tools, materials, and equipment to perform repair jobs. At times, heavier items such as blower, mower, fertilizing material which may need to be moved from one location to another, or up and down stairs as necessary. Typically, incarcerated people or additional staff are used to assist with these functions.

**Bending/Stooping:** Frequently - will be bending as they inspect and repair equipment and perform bottom blows to the boilers. This is usually done on a routine basis and sometimes can be performed in tight quarters.

**Reaching in Front of Body:** Frequently - when performing repairs, preventive maintenance, inspections, and equipment installations. Will usually have his/her hands forward while working with tools and equipment.

**Reaching Overhead:** Occasionally - most overhead work is done while working on ladders. Examples of these duties include removing steel security door covers, installing conduit, performing plumbing and/or electrical repairs.

**Climbing:** Occasionally - utilizes ladders to access the roof.

**Balancing:** Occasionally - will need to balance themselves while working on roofs, stairs or ladders.

**Pushing/Pulling:** Occasionally - repair and installation activities usually require pushing and pulling against parts, tools, and equipment. Incarcerated people may be utilized to assist with these tasks, subject to availability, and provided that the necessary work activities are not being performed in incarcerated person-restricted areas.

**Kneeling/Crouching:** Occasionally - will need to assume this position while inspecting/repairing equipment or working in small or confined spaces such as attics, pipe chases, or utility vaults.

**Crawling:** N/A

**Fine Finger Dexterity:** Frequently - utilizes these skills while working on intricate mechanical/electrical devices and in the completion of paperwork associated with timekeeping duties.

**Hand/Wrist Movement:** Frequently to Constantly - manipulates hand tools and parts during the majority of the day while performing repairs and preventive maintenance to the equipment.

**Hearing/Speech:** Necessary for successful job performance and to maintain institutional security.

**Sight:** Necessary for successful job performance and to maintain institutional security.

**Vehicles/Heavy Equipment:** Frequently - will operate cars, trucks, golf carts, forklifts, tractors, or other motorized conveyances in the performance of his/her duties.

**WORK ENVIRONMENT:** The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The Groundskeeper (CF) typically spends approximately 40 percent of the workday indoors and 60 percent outdoors; however, these percentages may vary depending on the type of inspections that must be completed.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday  
Frequently: Involves 1/3 to 2/3 of workday  
Occasionally: Involves 1/3 or less of workday  
N/A Activity or condition is not applicable

**Noise and Vibration:** Frequently - May be exposed to noise and vibration working around machinery such as lawn mowers, string and hedge trimmers, backpack blowers, large tractors, field mowing equipment, chain saws or while utilizing power tools.

**Hazards:** Occasionally - May be exposed to hazards such as operating machinery and equipment, chemicals, dust and fumes, pesticides, or herbicides.

**Fumes or Airborne Particles:** Occasionally - works near fumes from gas or diesel equipment or particles of dirt, herbicides or pesticides when working outside.

**Outdoor Weather Conditions:** The employee must perform job tasks/inspections in whatever condition is prevailing at the time.

**Risks of Electrical Shock:** Frequently - works in and around electrical tools.

**Toxic or Caustic Chemicals:** Occasionally - works near pesticides, herbicides, and other grounds chemicals.

**Wet or Humid Conditions:** Occasionally - encounter wet or humid conditions when working outside or when inspecting certain areas of the institution.

**Work in High, Precarious Places:** Occasionally - Some tasks located 10 to 29 feet high occasionally require inspections.

**Work Near Moving Mechanical Parts:** Frequently - inspect and works around mowers, hedge trimmers, tractors, weed eaters and chainsaws.

**Working Surfaces:** Working surfaces consist of blacktop, concrete, dirt, rock, tile, and lawn surfaces.

**Temperature Extremes:** Depending upon the nature of the job being performed and the season, exposure to temperatures ranging between 32°F and 120°F may be experienced.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** This position utilizes various basic hand tools such as screwdrivers, hammers, wrenches, hack saws, chisels, files, ladders, welding torches, barrel dollies for chemicals, and reciprocating saws, lawnmowers, weed eaters, and backpack blowers.

**Sexual Harassment Policy:**

*Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.*

Initial: \_\_\_\_\_

**Code of Conduct:**

*As an employee of the Division of Adult Institutions, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated persons and wards, families of incarcerated persons and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.*

Initial: \_\_\_\_\_

**Incompatible Activities:**

*Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.*

Initial: \_\_\_\_\_

**COMMENTS:** You have two 15-minute breaks to be taken at your work site.

The work hours are **0700-1500 hours, Monday through Friday. RDO'S: SAT/SUN/HOL.**

**Your shop's location is Plant Operations.**

The Groundskeeper is expected to work independently and/or with other maintenance staff to accomplish both essential and non-essential duties. One or more incarcerated person workers may be utilized in the performance of these duties; however, the employee must be able to meet the physical demands as described because incarcerated person workers are not always available. Due to security requirements, incarcerated people are not permitted to work on the building rooftops, or in any of the equipment rooms located within the maximum-security compound or in the housing control units. Also, incarcerated person workers are not available during periods of lockdown or times of institutional emergencies.

Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

**EMPLOYEE'S COMMENTS:**

**CONSEQUENCE OF ERROR**

Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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