

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 6/9/2025
Employee Name	Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-557-0731-XXX	Unit Plant Operations		
Class Title Groundskeeper	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R12	Work Week Group 2	Class Ranges A
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Plants, cultivates, waters and sprays ornamental plants, shrubs, hedges, trees, and flowers, and propagates cuttings; performs general grounds maintenance work; maintains hoses, tools, supplies, and equipment in proper condition and repair; trims trees, hedges, and shrubs and erects tree supports; does general laboring tasks related to grounds and garden maintenance work.			
50%	Knowledge of methods, materials, and equipment associated with the Grounds Department. Mows and sweeps lawns; prunes trees and shrubs; edges and cleans sidewalks and curbs; does street sweeping and watering. Prunes, plants, cultivates ornamental plants and shrubs. Waters plants, shrubs, and lawns. Fertilizes, aerates, and thatches lawns, trees, and shrubs. Sprays herbicides/ pesticides/pre-emergent on plants and soils of the Facility. Has the physical agility to work on his/her hands and knees for a prolonged time, lift and carry a minimum of seventy pounds.		
30%	Installs and repairs sprinkler systems, which require reading of blueprints for ground preparation, material layout and installation. Maintains and repairs watering system clocks, valves, and back-flow preventers.		
10%	Operates numerous types of equipment in the Grounds Department, such as: electric cart, lawn mowers, sweepers, rototillers, tractors, aerators, edgers, weed eaters, chainsaws, etc. Performs preventive maintenance and minor repair of equipment; maintains equipment logs. Performs daily tool inventories, cleans and maintains shops and storage areas where equipment, materials and supplies are kept for daily operation.		
5%	Promotes Plant Operations' safety program by following proper safety procedures in all areas of responsibility. Reports all unsafe conditions to supervisor or responsible person. Maintains a working knowledge of current or new Safety Data Sheets (SDS). Maintains an ongoing safety program on a daily basis pertaining to hazardous waste chemicals and materials used in the department's operation. This safety program includes proper storage, labeling and use of these products. The		

	Groundskeeper shall perceive unsafe operation of equipment, vehicles or tools as life and safety hazards and should take immediate action to resolve these conditions.
5%	Reads, understands and conforms to all Hospital Administrative Directives and Plant Operations policies. Maintains daily tool control procedures and instructs all concerned in proper tool control. As determined by the Chief of Plant Operations, the Groundskeeper may be temporarily assigned to assist in other Plant Operations functions, which would serve the best interests of the Hospital.
Other Information	Supervision Received: The Groundskeeper is under the direction Utility Shops Supervisor-Mechanical Supervision Exercised: N/A KNOWLEDGE AND ABILITIES: 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. SKILL IN: Performing miscellaneous gardening and grounds maintenance work. 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 most common species of ornamental shrubs, trees, and flowers grown in California; follow oral and written directions; direct the work of inmates or patient helpers. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety

	vigilance in the identification of safety or security hazards. CPR Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws. THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. SITE SPECIFIC COMPETENCIES Responsible for the planting, watering, cultivating, pruning and maintaining of flower beds, lawns, trees, shrubs and other ornamental plants and vines; general grounds maintenance and weed control; street sweeping; minor water/sprinkler system installation and repairs; other related grounds keeping duties; maintains a shop and its tools and equipment; advises in the selection and storage of materials, tools and equipment. TECHNICAL COMPETENCIES Keeps records and makes reports; maintains a valid work order system and preventive maintenance program as directed; requisitions and orders materials, tools and equipment. LICENSE OR CERTIFICATION N/A TRAINING CATEGORY - 4 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached
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	WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.
	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 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 Reviewing Supervisor's Signature Date

Physical Requirements of Position
Groundskeeper (0731)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients	X					
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.				X		
11 - 25 lbs.			X			
26 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting		X				
Standing				X		
Walking				X		
Running	X					
Crawling		X				
Kneeling			X			
Climbing		X				
Squatting		X				
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)			X			
Reaching (below shoulder)			X			
Pushing & Pulling			X			
Power Grasping			X			
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)		X				
Walking on uneven ground				X		
Driving			X			
Operating hazardous machinery			X			
Exposure to excessive noise				X		
Exposure to extreme temp.				X		
Exposure to dust, gas, fumes, or chemicals				X		
Working at heights			X			