

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30058	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Capitol Historic Region / Cal Trans and DOJ	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 5900 Folsom Blvd, Sacramento, CA 95819	
CIVIL SERVICE CLASSIFICATION Supervising Groundskeeper I	POSITION NUMBER 308-231-0719-002	CBID R12
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday; 6:00 a.m. - 2:30 p.m.	TENURE P	
WORKING TITLE Supervising Groundskeeper I	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of the Supervising Groundskeeper II, the Supervising Groundskeeper I in the Facilities Management Division (FMD), California Department of Transportation and Department of Justice areas supervises ground staff and is responsible for the landscaping and grounds maintenance work designated within the assigned FMD region.

SPECIAL REQUIREMENTS ☒ Medical Clearance ☒ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Medical Clearance

This position requires medical evaluation clearance.

Background Clearance

This position and/or location requires background investigation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Assigns, supervises and directs staff by inspecting the work of ground maintenance staff performing the duties that include mowing, edging, aerating lawns, pruning, applying fertilizer and pesticides as needed to plants, trees, shrubs, ground cover, and lawn areas utilizing the appropriate equipment in order to maintain and enhance plant materials in building grounds in accordance with the DGS and FMD guidelines to ensure needed landscaping work is routinely completed in a timely manner.
25%	Oversees the construction, repair, upgrade and improvement of decorative planting borders, retaining walls, walkways, bike paths, mow strips, ponds, fountains, outdoor seating, and the installation and repair of various irrigation systems by directing, instructing and assisting

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PERCENTAGE	DESCRIPTION
	groundskeeping staff, utilizing poly vinyl chloride, copper, and galvanized metal, etc. in order to repair, maintain, improve, and beautify landscape environment to ensure public safety.
20%	Determines work needed and necessary repairs by reviewing work orders or requests, assigning or performing preventive maintenance and minor repairs on gas or electric equipment, landscaping tools, and building grounds and parks in order to complete requests and repairs timely, to ensure the longevity of the state's assets and landscaping resources, and ensure maintenance is completed in accordance with manufacturer's specifications, utilizing Maximo.
15%	Supervises and supports the Integrated Pest Management (IPM) program by scheduling and implementing IPM best practices for all plant materials, and completing and submitting the necessary monthly report utilizing IPM's standards and practices, the manufacturer's operation manuals and product labels to ensure proper use of tools, equipment and chemicals, in order to oversee the control and eradication of plant pests and diseases, in accordance with FMD policies and procedures.
10%	Identifies and remedies potential safety hazards by attending training in the handling of hazardous materials and use of environmental safeguards and monitoring the work site in order to maintain a safe and healthy work environment for the benefit of all employees and the public, utilizing FMD Environmental Safety and Health processes, to ensure compliance with laws and regulations, the Occupational Safety and Health Administration, mandated safety training, the Injury and Illness Prevention Program, and Workers' Compensation protocols.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides back-up and coverage by performing groundskeeping work and assisting with supervisory tasks when personnel shortages occur in order to maintain business continuity and ensure a clean and safe landscape environment in accordance with FMD standards and guidelines.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

Work requires heavy physical and manual labor in safely handling, lifting, or carrying objects weighing up to 50 pounds, and climbing a ladder or operating a lift to reach high spaces.

Works involves reaching, stretching, bending, stooping, kneeling, and moving about to perform duties.

May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.

May require ability to work overtime.

Requires ability to inspect the grounds and the proper operation of machinery/equipment.

Requires use of power and noise-producing tools or equipment and driving motorized equipment or vehicles applicable to job being performed.

Requires removal of human and/or animal waste.

Requires the ability to work in any location in the regional area.

Wear safety equipment during work performance i.e. ear plugs, dust masks, eye goggles, face shield, latex gloves, cloth gloves, rubber boots or rain gear, aprons and back support.

Wear unaltered FMD supplied shirts according to current uniform and safety requirements.

Work involves exposure to unusual elements, such as confined spaces, uneven ground surfaces, extreme

temperatures, dust, fumes, unpleasant odors, and loud noises and may involve exposure to hazardous chemicals or physical risks which requires following basic safety precautions.

DESIRABLE QUALIFICATIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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