

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-216-0718-001		MCR / HCR 1	
DIVISION / UNIT Business Services Division Plant Operations Department		CLASSIFICATION TITLE Lead Groundskeeper I, CF			
		WORKING TITLE Lead Groundskeeper I, CF			
		TIME BASE / TENURE R12	CBID 2	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179		REVISION DATE 3/1/2026		INCUMBENT EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Under direction, to supervise and be responsible for the landscaping and grounds maintenance work in a State correctional facility other than one of the largest in the Department of Corrections or the Department of the Youth Authority; to lead assistants in this work; to maintain order and supervise the conduct of incarcerated individuals, wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead, or supervise incarcerated individuals, wards, or resident workers; and do other related work. A Lead Groundskeeper I (Correctional Facility) is in charge of landscaping and grounds maintenance at landscaping installations of relatively smaller size as measured by the above factors.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Supervisor of Building Trades, and indirect supervision of the Chief Engineer and Correctional Plant Supervisor. Your scheduled work hours are 0730 hours to 1530 hours. The position in which you are assigned has two (2) fifteen (15) minute rest periods but no lunch period. It is a straight eight (8) hour shift. Your rest periods will be staggered whereby other staff, in your area, will supervise inmates during your rest periods. The Lead Groundskeeper CF will supervise and work with employees and incarcerated individuals engaged in the planting, cultivating, propagating, transplanting, and caring for trees, shrubs, hedges, flowers, lawns, and various other ground covers. Conducts weed control work, supervises tree trimming and performs minor surgery on trees and identifies and labels shrubs, trees and flowers. He/she also does minor lay out work on and directs repair of roads and walks; directs the preparation of athletic fields for various sports and athletic events; maintains the proper drainage system for grounds or roadside via planting, sand bagging or other approved erosion control measures; installs and makes minor repairs and adjustments to sprinkling systems. In addition, as required, he/she maintains time and cost records and assists in the preparation of the ground's maintenance budget. Ensures that all safety rules and practices are observed, maintains order, and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation. Prevents escapes and injury by these persons to themselves, others, or to State property. Maintains security of working areas and work materials, inspects premises, and searches incarcerated individuals for contraband such as weapons or illegal drugs. Establishes and implements tool control measures as prescribed by institutional procedures. Keeps records, incarcerated individual timecards and performs other					

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duties as required. Conducts weekly safety meeting with all incarcerated individuals and records their names and CDC numbers. Incarcerated individuals will be supervised by staff at all times including movement proceeding to and leaving work areas.

% 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.
40%	Instructs, directs, and works with incarcerated individuals to perform maintenance of the assigned equipment as designated in specific responsibilities at Richard J. Donovan Correctional Facility.
30%	Conducts weed control work, supervises tree trimming and performs minor surgery on trees and identifies and labels shrubs, trees, and flowers. He/she also does minor lay out work on and directs repair of roads and walks; directs the preparation of athletic fields for various sports and athletic events; maintains the proper drainage system for grounds or roadside via planting, sand bagging or other approved erosion control measures; installs and makes minor repairs and adjustments to sprinkling systems.
15%	Exercise proper tool control, search incarcerated individuals and work site for contraband. Maintains incarcerated individual's discipline, both verbally and by the writing of Incarcerated Individual Disciplinary Reports, follows the written Incarcerated Individual Work Incentive policy.
10%	Prepares accurate reports and records on a daily basis including but not limited to: TRIRIGA daily time sheets and work orders, incarcerated individual timecards, tool control and 998's.
05%	Attends 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. Participates in safety meetings, provides safety-related training to staff and incarcerated workers, and encourages the prevention of accidents and injuries. It is your responsibility to request appropriate time to complete annual training as identified for your classification. Staff are expected to have a thorough understanding of the laws, rules, regulations, policies, procedures, practices, and job duties that impact their ability to perform the duties of an employee assigned to Ironwood State Prison. Staff are also required to have their whistle and ID in their possession at all times while on institutional grounds. This position has direct and primary supervision of incarcerated workers, including holding work cards, calling in an out count, assigning work, reviewing performance, writing disciplinary paperwork as required, submitting timecards and pay sheets, and providing comprehensive training on work expectations and safety measures. The incumbent will enforce safety measures. If incarcerated individuals fail to report to work, the incumbent will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the incarcerated individual's location. The incumbent will conduct random and unscheduled counts and inspections of incarcerated individuals work areas for potential escape material and contraband. In the event the incumbent is required to work overtime or in outside areas, a positive count will be required. When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or incarcerated individuals. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive, or personal information into the workplace from outside of the institution. All office doors and confidential storage areas are to be locked when unattended. 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 individuals. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal and real property.

SPECIAL REQUIREMENTS

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

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- 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

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 A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE