

**DUTY STATEMENT**  
**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

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| <b>PART A</b>                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Position No: 575-244-0725-001</b>                                                                                                                                                                                                                                                                                                   | <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Class: Lead Groundskeeper</b>                                                                                                                                                                                                                                                                                                       | <b>Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>Under direction of the Chief of Plant Operations II, the Lead Groundskeeper position performs gardening and general grounds maintenance work including the composting of green waste for the Veterans Home of California – Chula Vista, as well as may assist, in a lead capacity, in the supervision of grounds keeping staff.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Percentage of time performing duties:</b>                                                                                                                                                                                                                                                                                           | <b>ESSENTIAL FUNCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 30%                                                                                                                                                                                                                                                                                                                                    | <p>Instruct and lead staff engaged in the mowing, edging, planting, cultivating, propagating, caring for trees, shrubs, hedges, flowers, lawn and various ground cover; supervise the use and maintenance of gardening tools, and landscaping equipment. Will oversee new projects and direct and instruct groundskeepers and volunteers in their work assignments. Lead Groundskeeper may also perform all tasks listed above.</p> <p>Maintain and update log books and ensure trash dumpsters are scheduled for regular pick up which includes; bulk, green waste, trash compactor, cardboard compactor and three yard bins.</p> <p>Receive and assign work orders by priority and process orders in maintaining gardening supplies.</p> |
| 30%                                                                                                                                                                                                                                                                                                                                    | <p>Supervise vendors and groundskeepers with pest and weed control assignments. Identify and label shrubs, trees, and flowers for instruction purposes. Supervise tree trimming and perform minor tree surgery. Lead Groundskeeper may also perform all tasks listed above.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 25%                                                                                                                                                                                                                                                                                                                                    | <p>Use computerized irrigation system and control panels. Maintain the drainage system for grounds and roadside plantings; repairs irrigation leaks, digs up sprinklers and valves, replace broken sprinklers, adjust sprinklers. Design and install new sprinkler systems as needed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 10%                                                                                                                                                                                                                                                                                                                                    | <p>Report all unsafe conditions to Chief of Plant Operations II or designee. Maintain a working knowledge of current or new Material Safety Data Sheets (MSDS). Promote Plant Operations' safety operations by following proper safety procedures in all areas of responsibility. Conduct safety meetings with staff pertaining to proper storage, labeling, and handling of hazardous waste chemicals and materials.</p>                                                                                                                                                                                                                                                                                                                  |
| <b>NON-ESSENTIAL FUNCTIONS</b>                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5%                                                                                                                                                                                                                                                                                                                                     | <p>Other related duties as assigned.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| <b>Position No: 575-244-0725-001</b>                                                                                                    |                     | <b>Date:</b>         |                   |                   |                    |
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| <b>Class: Lead Groundskeeper</b>                                                                                                        |                     | <b>Name:</b>         |                   |                   |                    |
| <b>PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>                                                                 |                     |                      |                   |                   |                    |
| <b>Activity</b>                                                                                                                         | <b>Not Required</b> | <b>Less than 25%</b> | <b>25% to 49%</b> | <b>50% to 74%</b> | <b>75% or More</b> |
| <b>VISION:</b> Read gauges, meters, work order requests, control devices, instructions and manuals                                      |                     |                      |                   |                   | X                  |
| <b>HEARING:</b> Answer telephone/radio transmitter; answer inquiries and providing verbal information and instructions; order supplies. |                     |                      |                   |                   | X                  |
| <b>SPEAKING:</b> Answer telephone/radio transmitter; answer inquiries and provide verbal information and instructions; order supplies.  |                     |                      |                   |                   | X                  |
| <b>WALKING:</b> Travel throughout the grounds to points requiring attention, maintenance or repair.                                     |                     |                      |                   |                   | X                  |
| <b>SITTING:</b> Sit at desk answering telephone, prepare reports.                                                                       |                     |                      |                   | X                 |                    |
| <b>STANDING:</b> Work on the landscape, perform repair and maintenance duties.                                                          |                     |                      |                   |                   | X                  |
| <b>BALANCING:</b>                                                                                                                       |                     |                      |                   | X                 |                    |
| <b>CONCENTRATING:</b> Work on landscaping; repair and maintenance of irrigation systems, etc.                                           |                     |                      |                   |                   | X                  |
| <b>COMPREHENSION:</b> Understand grounds maintenance procedures and safety standards.                                                   |                     |                      |                   |                   | X                  |
| <b>WORKING INDEPENDENTLY:</b> Direct department staff and functions with minimal oversight.                                             |                     |                      |                   |                   | X                  |
| <b>LIFTING UP TO 10 LBS:</b>                                                                                                            |                     |                      |                   |                   | X                  |
| <b>LIFTING 10-25 LBS:</b>                                                                                                               |                     |                      |                   |                   | X                  |
| <b>LIFTING 25-50 LBS:</b>                                                                                                               |                     |                      |                   |                   | X                  |
| <b>FINGERING:</b> Push radio buttons; handle small tools and wiring.                                                                    |                     |                      |                   | X                 |                    |
| <b>REACHING:</b> Hoe, weed, shovel, and rake.                                                                                           |                     |                      |                   |                   | X                  |
| <b>CARRYING:</b> Plants, equipment, tools, maintenance materials and supplies.                                                          |                     |                      |                   |                   | X                  |
| <b>CLIMBING:</b> Ladders; stairs.                                                                                                       |                     |                      | X                 |                   |                    |
| <b>BENDING AT WAIST:</b>                                                                                                                |                     |                      |                   |                   | X                  |
| <b>KNEELING:</b>                                                                                                                        |                     |                      |                   |                   | X                  |
| <b>PUSHING OR PULLING:</b>                                                                                                              |                     |                      |                   |                   | X                  |
| <b>HANDLING:</b>                                                                                                                        |                     |                      |                   |                   | X                  |
| <b>DRIVING:</b> Motorized work vehicle, i.e. lawn mower.                                                                                |                     |                      |                   | X                 |                    |
| <b>OPERATING EQUIPMENT:</b> Computer; telephone; power tools such as drills; lawn mowers; leaf blowers; etc.                            |                     |                      |                   |                   | X                  |
| <b>WORKING INDOORS:</b> Enclosed office environment                                                                                     |                     | X                    |                   |                   |                    |
| <b>WORKING OUTDOORS:</b>                                                                                                                |                     |                      |                   | X                 |                    |
| <b>WORKING IN CONFINED SPACE:</b> As needed to complete tasks.                                                                          |                     |                      | X                 |                   |                    |

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

HR signature \_\_\_\_\_ Date \_\_\_\_\_