

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM San Quentin Rehabilitation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 095-216-0743-XXX		MCR / HCR 1/D	
DIVISION / UNIT Business Services / Plant Ops		CLASSIFICATION TITLE Groundskeeper, CF			
		WORKING TITLE			
		TIME BASE / TENURE FT	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION San Quentin, CA		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					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under the direction of the Supervisor of Building Trades, this position will perform duties which include, gardening and general grounds maintenance work; maintain order and supervise the conduct of incarcerated people; protect and maintain the safety of persons and property; may instruct, lead, or supervise incarcerated workers; and to do other related work.					
% 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.				
35%	Responsible for plants, cultivates and waters/sprays vegetation, shrubs, hedges, trees and flowers, and propagates cuttings; plants and cares for lawns; maintains plants along highways and in semiarid regions; rakes leaves, hoes weeds, and performs general grounds maintenance work; prepares and treats soils for planting, and spades and fertilizes flower beds and sets out plants; maintains the appearance of institutional grounds. Keeps greenhouses and other related buildings in repair and free from diseases and pests; keeps grounds clean and orderly; 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;				
30%	Supervise incarcerated people and other incarcerated worker crews as necessary by maintaining order and supervising the conduct of persons committed to the Departments of Corrections; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches incarcerated people for contraband, such as weapons or illegal drugs. Responsible for incarcerated worker's timecards, attendance sheets, and accident reports.				
20%	Assists in ordering and maintaining necessary supply of materials and chemicals for grounds use; maintain inventory control of materials and supplies. Responsible for assigned keys, tool control, and on the job safety of self and others.				

10%	Directs the use of modern methods, materials, equipment, and tools used in the gardening field.
5%	Attends all meetings, training, and seminars as needed or required. Performs other related duties.

SPECIAL REQUIREMENTS

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

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 and others or to property; maintains security of the working areas and work materials; inspects premises and searches incarcerated people; documents incarcerated people's behavior; writes reports.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: 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. (Persons registered in the last year of the required curriculum will be admitted to the examination, but must produce evidence of completion of the required education before eligible for appointment.)

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 more common species of ornamental shrubs, trees, and flowers grown in California; follow oral and written directions; direct the work of incarcerated workers, ward, resident, or patient helpers.

LANGUAGE SKILLS: Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.

REASONING ABILITY: Ability to analyze data and draw logical conclusions, and apply departmental rules and regulations to specific instances.

CERTIFICATES, LICENSES, REGISTRATIONS: None noted.

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance and to be punctual. Willingness and ability to do general manual labor.

OTHER QUALIFICATIONS: Knowledge of modern office methods, supplies and equipment; business English and correspondence; methods, practices and terminology used in financial and statistical record-keeping work.

SPECIAL PERSONAL 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 people. 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 accommodations 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 a 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 – To perform groundskeeper duties, file, shred, or confer with other staff.

Walking: Frequently - to report to work site, perform groundskeeper duties, access printouts from the printer, obtain files or supplies, or confer with other staff.

Sitting: Occasionally - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

Lifting: Occasionally - to perform groundskeeper duties, move paperwork, files, binders and supplies weighing up to ten pounds.

Carrying: Occasionally - to perform groundskeeper duties, move the above noted items short distances.

Bending/Stooping: Occasionally - to perform groundskeeper duties, access forms under a counter or supplies or files on lower shelves or in lower drawers. Slight bending at the waist and neck may occur frequently during the day while performing groundskeeper duties or working at a desk over paperwork.

Reaching in Front of Body: Frequently- To perform groundskeeper duties, access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.

Reaching Overhead: Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.

Climbing: To utilize stairs

Balancing: To maneuver the uneven terrain in and around the institution.

Pushing/Pulling: Frequently - to perform groundskeeper duties, open and close drawers and binders.

Kneeling/Crouching: N/A.

Crawling: N/A

Fine Finger Dexterity: Frequently - to perform groundskeeper duties, sort through paper, operate a computer and ten-key, and write notes.

Hand/Wrist Movement: Frequently - to perform groundskeeper duties, operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Frequently – to perform groundskeeper duties, utilize electric cart.

Hearing/Speech: Frequently – to communicate with incarcerated people, co-workers and by telephone.

Sight: Constantly - to perform groundskeeper duties, access a computer, read, review and generate paperwork.

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

The Groundskeeper, CF may work in an office area where each employee has their own desk area. Floors may be carpeted/linoleum covered concrete and lighting florescent. Temperatures may be thermostatically controlled. The Groundskeeper, CF works outside and around the institution grounds.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, electric typewriter, personal computer, printer, 10-key, copy machine, shredder, hole punch, paper cutter, and fax machine.

COMMENTS: Work hours from 6:30am to 2:30pm, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

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 times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated people and wards, families of incarcerated people 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: _____

Nepotism/Fraternization Policy: Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25

Initial: _____

CONSEQUENCE OF ERROR

- Example: 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 time line 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