

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM SQRC		POSITION NUMBER (Agency-Unit-Class-Serial) 095-216-0718-xxx		MCR / HCR 1/D	
DIVISION / UNIT Business Services / Plant Ops		CLASSIFICATION TITLE Lead Groundskeeper I			
		WORKING TITLE			
		TIME BASE / TENURE FT	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION		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 coordinate and lead the landscaping and grounds maintenance of San Quentin State Prison.					
% 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%		Lays out, designs, oversees, and works with inmate crews in the planting, cultivating, and maintaining flower beds, lawns, shrubs, and trees, and grounds maintenance work.			
35%		Propagate flowers and ornamental plants and shrubs; design beds and borders; plant and care for flowers, ornamental plants and shrubs; ensure greenhouses, nurseries, and grounds are free from plant diseases and pests; schedule the pruning of shrubs and rose bushes; bud and graft plants; care for ornamental flowers and plants in the state facility; properly store, date, label, procure, and dispose of pesticides, herbicides, supplies, and applicable equipment.			
20%		Plans and lays out of schedules, requisitions materials and equipment necessary to complete work orders in assigned areas; read schematics, plans, and blueprints and provide guidance to inmate work crews in the completion of maintenance work orders; ensure that materials and equipment are prepared and ready for scheduled work; contacts outside vendors for price quotes; prepares form CDCR 954 (Interoffice Requisition); and keeps simple work records.			
5%		Attends all other training, meetings, and seminars as needed or required. Performs other duties as needed or required.			

SPECIAL REQUIREMENTS

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

Knowledge and Abilities:

Knowledge of: Use of modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns; plant pests and diseases and the methods for their control and eradication; methods, materials, equipment, and tools used in gardening work.

Skill in: Use of modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns.

Ability to: Read and write English at a level required for successful job performance; plan, organize, and direct the work of others; identify flowers, trees, and shrub commonly grown in California; plan minor ground beautification projects; direct the layout and repair of roads and walks; maintain sprinkling and drainage systems; read and interpret landscaping plans and specifications; prepare budget estimates and reports; analyze situations accurately and take effective action.

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 inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates 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 coordinate and/or lead the landscaping, maintenance, and other related work of the landscape and grounds of the institution.

Walking: Frequently – walking to various areas for supervision of inmate crews or various projects.

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 move various pieces of equipment/machinery, and various office equipment.

Carrying: Frequently - to perform the duties of landscaping and maintenance of the grounds.

Bending/Stooping: Frequently – in the course of landscaping/maintaining the grounds.

Reaching in Front of Body: Frequently - to perform the duties of landscaping and maintenance of the grounds.

Reaching Overhead: Occasionally - to retrieve equipment/supplies from higher shelves.

Climbing: To utilize stairs.

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

Pushing/Pulling: Frequently - to perform the duties of landscaping and maintenance of the grounds.

Kneeling/Crouching: Occasionally – to perform the duties of landscaping and maintenance of the grounds.

Crawling: N/A

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

Hand/Wrist Movement: Frequently - to operate equipment, 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: Occasionally – to operate a state vehicle or an electric cart.

Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.

Sight: Constantly - to perform the duties of landscaping/maintenance of the grounds, 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Various landscaping/maintenance tools and power equipment, phone, computer, and the usual office equipment.

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, inmates and wards, families of inmates 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: _____

COMMENTS: Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

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