

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-216-0743-xxx		MCR / HCR 1 / D	
DIVISION / UNIT Business Services/Plant Operations		CLASSIFICATION TITLE Groundskeeper (Correctional Facility)			
		WORKING TITLE			
		TIME BASE / TENURE FT	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.					
DIVISION OVERVIEW					
Plant Operations' primary function is the maintenance and repair of the institutions infrastructure, operational systems, and equipment.					
GENERAL STATEMENT					
Under supervision of the Supervising Groundskeeper II, the Groundskeeper does gardening and general grounds maintenance work, protects and maintains the safety of Persons and property, leads incarcerated people, and does 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.			
40%		Leads incarcerated people in mowing lawns, raking leaves and grass, cultivating, propagating and transplanting trees, shrubs, hedges, flowers, lawns, and various ground covers. Supervises in the care and use of various gardening equipment including shovels, rakes, hoes, power lawnmowers, edgers, weed trimmers, and blowers. Directs the maintenance and repair of Institutional roads and walkways by laying down sand, decomposed granite or asphalt. Prepares minor layout work for installing lawn areas and sprinkler systems. Installs sprinkler systems including sprinkler lines, valves, and timers. Supervises the maintenance and operation of greenhouses and areas where plants and flowers are maintained and stored. Repairs sprinkler systems and valves. Maintains and operates various equipment such as front-end loaders, dump trucks, tractors, and backhoes. Cleaning and maintenance of all Institutional drains.			
15%		Maintains constant tool control by maintaining current inventory lists, utilizing the chit system, inventory tools as necessary/required, use the proper tool color and number codes, and replace broken tools as needed. Completes Work Orders and Daily Work Order Logs.			

10%	Leads incarcerated people in the maintenance of the drain system by unplugging clogged drains and waterways. Inspects drain systems periodically to prevent drain obstruction.
10%	Supervises the control of weed infestation by spraying various chemicals. Uses a hand held applicator or spray rig pulled by a small tractor. Supervises the mixing, loading and application of these chemicals; instructs incarcerated people in the proper safety equipment to be used as well as safety precautions to be utilized while mixing, loading, and applying the chemicals.
10%	Other duties as assigned.
5%	Prepares work performance reports for incarcerated people, monthly incarcerated pay sheets, records daily incarcerated time cards and the incarcerated work supervisors report. Instructs each incarcerated person on the "Right to Know" and the SDS.
5%	Attend In-Service Training, obtain On-the-Job Training, attend safety meetings, and train others as necessary. Familiarize self and trains inmates in SB198, Right to Know, and Hazard Communication Program. Will perform other duties as required throughout California State Prison-Sacramento. Submit to Plant Operations Office a completed Daily Work Order report for time accountability.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

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.

CONSEQUENCE OF ERROR

- 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
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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
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NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING.

Other duties may be assigned: Conservation of natural resources through closely monitored watering, fertilization, and chemical weed control processes.

SUPERVISORY RESPONSIBILITIES: Supervises incarcerated people as required.

QUALIFICATIONS: The Groundskeeper must have the ability to lay out ornamental flower beds and borders; follow oral and written directions; supervise the work of a group of inmate workers; deal tactfully with the public; read and write at a level appropriate to the classifications; effectively contribute to the department's affirmative action objectives.

EDUCATION AND 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.

LANGUAGE SKILLS: The Groundskeeper must have the ability to communicate effectively both orally and in written form, as well as read and interpret documents such as safety regulations, departmental policies and procedures, equipment operating instructions, and technical manuals.

MATHEMATICAL SKILLS: A good aptitude in mathematics is recommended to be successful in this position. The Groundskeeper must be able to apply basic math skills to solve problems and estimate material requirements.

REASONING ABILITY: Must possess the ability to evaluate situations accurately and take appropriate corrective action. The Groundskeeper must be able to follow oral and written instructions.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

OTHER SKILLS AND ABILITIES: Ability to work-well with others, make sound decisions in difficult situations, and demonstrate an interest in accepting increasing levels of responsibility. In addition, the Groundskeeper must have the ability to perform activities with a schedule, perform at a consistent pace, and perform effectively when confronted with potential emergency, critical, or unusual situations.

OTHER QUALIFICATIONS: Knowledge of the methods, materials, and equipment used in the propagating, planting, cultivating, spraying, and otherwise caring for flowers, shrubs, lawns, and trees; flowers, shrubs and ornamental and shade trees commonly grown in California, and their planting and growing requirements; plant pests and diseases and methods of their control and eradication.

SPECIAL PHYSICAL 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 individuals.

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: 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.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly:	Involves 2/3 or more of 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 - stands while making some repairs to the various types of equipment. Typically, will not stand in one place longer than approximately 30 minutes.

Walking: Frequently - walks throughout the prison grounds to various work sites to repair equipment while performing inspections. A pickup truck or golf cart may be used for transportation of materials and equipment in the field.

Sitting: Occasionally - sits to complete paperwork.

Lifting: Occasionally to Frequently - lifts and carries tool bags weighing approximately 20 pounds; the bags may be placed on a hand truck and pushed from one location to another. The employee will also be lifting tools, equipment, and materials throughout the workday. These items can weigh from a few pounds each for hand tools, to overhead door covers that can weigh up to 50 pounds each. Occasionally - may be required to lift bags of concrete or miscellaneous items weighing up to 90 pounds. Other staff or incarcerated people may be utilized to lift heavier items.

Carrying: Occasionally - carries tools, materials, and equipment to perform repair jobs. Supervises in the care and use of various gardening equipment including shovels, rakes, hoes, power lawnmowers, edgers, weed trimmers and blowers.

Bending: Frequently - bends to inspect/repair equipment and buildings.

Reaching in Front of Body: Frequently - performs repairs, preventive maintenance, inspections, and equipment installations. Reaches forward to work with tools and equipment.

Reaching Overhead: Occasionally - most overhead work is done while working on ladders.

Climbing: Occasionally - utilizes ladders to access the roof, work on doors, gates, and other equipment. Each of the living units, administration, and support services buildings contain stairs, which must be accessed to complete required tasks.

Balancing: Occasionally – while carrying a piece of equipment or material.

Pushing/Pulling: Occasionally - repair and installation activities usually require pushing and pulling against parts, tools, and equipment. Inmates may be utilized to assist with these tasks, subject to needs and availability.

Kneeling/Crawling: Occasionally - kneels/crawls while inspecting/repairing equipment.

Fine Finger Dexterity: Frequently - utilizes these skills while working on intricate gardening tools and in the completion of paperwork associated with timekeeping duties.

Hand/Wrist Movement: Frequently to Constantly - manipulates hand tools and parts during the majority of the day.

Hearing/Speech/Sight: Constantly - necessary for successful job performance and to maintain institutional security.

Vehicles/Heavy Equipment: Frequently - operates cars, trucks, golf carts, forklifts, tractors, or other motorized conveyances in the performance of required duties.

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 working in the field can expect to spend approximately 85% percent of his/her workday outdoors and 15% percent indoors. Work days are Monday-Friday with Saturday, Sunday, and holidays off. Schedule is 0700-1500.