

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-216-0743-001,002,003		MCR / HCR	
DIVISION / UNIT Plant Operations		CLASSIFICATION TITLE Groundskeeper, CF			
		WORKING TITLE Groundskeeper, CF			
		TIME BASE / TENURE Perm/ FT	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION Crescent City, California		INCUMBENT		EFFECTIVE DATE 1/1/2026	
CDCR'S MISSION, VISION and COMMITMENT					
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					
You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.					
GENERAL STATEMENT					

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Under the general supervision of the Supervising Groundskeeper II, CF, the Groundskeeper is responsible for the gardening and general grounds maintenance, such as, planting, cultivating, propagating, transplanting, and caring for trees, shrubs, hedges, flowers, lawns and various ground covers.

% 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%	Lead a crew of skilled and unskilled incarcerated persons (IP) groundskeepers in the mowing of lawns, raking leaves and grass, planting, cultivating, propagating, transplanting and care for trees, shrubs, hedges, flowers, lawns and various ground covers. Perform pest and noxious weed control by spraying various chemicals. Instruct IP workers in the proper safety requirements to be utilized when applying pesticides and chemicals.
25%	Perform tree trimming projects to maintain security zones. Install and maintain the drainage and sprinkler systems making minor repairs/adjustments as needed. Maintain and operate equipment, such as, front end loaders, dump trucks, tractors and backhoes.
15%	Maintain proper drainage systems for roads, lawns and grounds. Inspect drain systems to prevent drain obstruction. Develop landscaping and grounds maintenance programs, instruct and coordinate those programs with IP workers.
10%	Receive supplies and materials, maintain inventories and records. Ensure compliance with the tool and material security control programs.
10%	Prepare IP work reports and maintain IP timekeeping records, and record and maintain accurate time worked by IP via the Strategic Offender Management System. Maintain the security of working areas, work materials, and tool control. Inspect work areas and search IP for contraband, maintain IP accountability, and enforce security programs. Provide safety training and enforce safety regulations.
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. Other duties as required.

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, non-employees, and employees shall be made aware of this.

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 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:

394-216-0743-001,002,003

<i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE