California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☒ CURRENT
☐ PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Lead Groundskeeper	Lead Groundskeeper

BRANCH
Building Educational Success Together Branch

DIVISION	OFFICE
State Special Schools and Services Division	California School for the Deaf, Riverside

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R12	2		205-300-0725-002	Riverside

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
6 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
In-Office	Yes	No

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under direction of the Supervisor of Building Trades, the Lead Groundskeeper at the California School for the Deaf, Riverside (CSDR) will provide leadership, direction, organization, and assistance for the landscaping and grounds maintenance work; train and instruct a group of four groundskeepers in the day-to-day maintenance and beautification of a more than sixty acre campus.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

The Lead Groundskeeper reports directly to and receives a majority of assignments from the Supervisor of Building Trades (SBT) but may receive supervision by Chief of Plant Operations I (CPO I) in the absense of the SBT.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Outdoor physical labor in various climates and temperatures. Must have ability to operate work related equipment and machinery.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 40	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Briefs grounds keeping staff on priorities and training specified by the Supervisor of Building Trades (SBT).
Provides supportive input to the SBT in the development of probationary, quarterly, and annual performance reports.
Coordinates the daily activities of the grounds crew; inspects assigned work areas, insures standard practice of safety and confirms grounds department staff understand and follow CSDR and California Department of Education (CDE) policies and procedures.
Performs installation, maintenance, and repair activities for the CSDR landscape and grounds systems and equipment.
Responsible for maintaining the campus irrigation system in good operating condition, and updates related documents.
Plans and assigns the groundskeepers in pesticide, herbicide, and noxious weed control.
Takes daily attendance and forwards to SBT, and CPO.
Opens the state property storage room daily and issues tools and Personal Protective Equipment (PPE); collects and inspects issued property at the end of the shift and secures the state property storage locker.
Monitors the proper use of PPE. Monitors equipment for improper use/damage.
Assists grounds crew in proper tool and equipment use; reports all equipment service issues.

Relative % of Time Required: 25	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Assist in the preparation of athletic fields for various sports and athletic events.
Applies fertilizers and ensures their proper use.
Attends tailgate meetings as directed by SBT.

Relative % of Time Required: 20	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Works with the SBT on needs related to budgeting for equipment replacement.
Requisitions, receives, inspects, stores, controls and inventories tools and supplies needed by the grounds department.
Assists the SBT with planning and scheduling of major and minor repair improvement projects; develops, writes, and manages various service and public works contracts.
Trains, and assists groundskeepers in pest and noxious weed control.
Acts as the Contract Manager for contracts related to the grounds department and CSDR landscape in general.
Ensures adequate supply of PPE.
Submits requests for tools and supplies.

Relative % of Time Required:	15	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Works with SBT to conduct health and safety meetings on a regular basis (semi-monthly).
Informs all groundskeepers of the hazardous nature of chemicals used in the Grounds Department.
Maintains Safety Data Sheets in a notebook.
May be required to provide coverage for other grounds staff and work on special projects as needed.
Maintain compliance of all mandatory staff trainings and attend all-staff meetings.

Relative % of Time Required:		☐ Essential Function	☐ Non-Essential Function

Duties Performed

Relative % of Time Required:		☐ Essential Function	☐ Non-Essential Function

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

- Shall create and promote an equitable and inclusive workplace where diversity is celebrated and valued.
- Ability to lead grounds crew, maintain assigned area, exercise initiative, independence, and manage workload.
- Ability to communicate effectively and willingness to learn American Sign Language (ASL).
- Ability to maintain a positive attitude and work under stressful conditions independently, or as a team.
- Experience with irrigation systems and controls in a school or facility setting.
- Responsible for adhering to all safety protocols while operating and maintaining grounds equipment.

The employee understands and adheres to all policies and procedures related to Mandated reporting of Suspected Child Abuse and Dependent Adult Abuse.

PERSONAL CONTACTS

The Lead Groundskeeper may have contact with various levels of staff across department, external agencies, vendors, and stakeholders.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor