STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Academy Operations Section/Grounds Unit	Departmental Training Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Groundskeeper	R12	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-093-0731-XXX	09/04/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
☐ YES ☐ NO	☐ YES ☐ NO	APPROVED BY	DATE

FUNCTION OF POSITION

Under the supervision of the Supervising Groundskeeper II, the Groundskeeper is responsible for performing general grounds maintenance and manual labor associated with grounds maintenance and landscape work. Cleans sidewalks, roadways, parking lots, and undeveloped areas and cleans and maintains assigned grounds equipment for the Grounds Unit at the Academy and the grounds surrounding CHP's Fleet Operations Section and the Supply Services Unit Warehouse.

SUPERVISION RECEIVED

The Groundskeeper reports directly to and receives the majority of their assignments from the Supervising Groundskeeper II. However, direction and assignments may also come from the Chief of Plant Operation I, Business Manager II, or Staff Services Manager III.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Willingness and ability to do general manual labor.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
55%	Perform general lawn care duties to include mowing, trimming, watering, applying of fertilizers and weed killers, and removing weeds from lawns by hand as necessary. Prepare soil by treating for weed control, roto-tills or spades by hand, fertilizes, sows seed or installs sod as appropriate, finishes soil to the proper grade, and waters as necessary. Repair the irrigation system as needed. Sweep, blow down, or vacuum sidewalks, gutters, parking lots, and roadways. Pick-up and dispose of trash, leaves, and clippings. Empty and clean yard trash cans and cigarette containers. Perform other duties which may require heavy manual labor associated with grounds maintenance duties.
25%	Keep ornamental beds and plants free from weeds. Arrange plastic or weed control fabric, spread ornamental rock or bark, cultivate soil, water and fertilize, and apply insecticide when and where necessary. Trim and prune plants and trees as needed, prepare soil, and plant new, or replant, shrubs and trees when needed.
10%	Perform preventive maintenance and servicing of powered equipment including fuel, oil, and lubrication as required; check and adjust or change belts and chains; keep blades and tools sharp and clean; and care for hand tools and equipment to reduce risk of injury.
5%	Attend and participate in regular staff and safety meetings. Consistently works in a safe manner and reports unsafe conditions to the Grounds Unit supervisor. Maintain inventory of supplies and pro-actively advise the supervisor of needs so timely orders can be submitted.
	Non-Essential Functions
5%	Perform other job related duties within the scope of the classification. Set up and remove chairs, tables, and other items as needed for special functions and trainings.
TOTAL 100%	

DUTY STATEMENT

Groundskeeper

CHP 129 (Rev. 5-19) OPI 052

388-093-0731-XXX

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE