CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

☐ PROPOSED

POSITION DUTY STATEMENT - General

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Salinas Valley State Prison	936-216-0743-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Groundskeeper, CF			
	WORKING TITLE			
Plant Operations Business Services	Groundskeeper, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R12	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Soledad, California				

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

GENERAL STATEMENT

Under the direction of the Supervising Groundskeeper II CF, the Groundskeeper will perform the following duties:

% 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%	Leads incarcerated persons engaged 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 lay-out 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.
35 %	Maintains constant tool control by maintaining current inventory lists, utilizing the chit system, inventorying tools three times daily, using the proper tool color and number codes, replacing broken tools as needed.
10%	Leads incarcerated persons in the maintenance of the drain system by unplugging clogged drains and waterways. Inspect drain systems periodically to prevent drain obstruction.
10%	Supervises the control of weed infestation by spraying various chemicals. Use a hand held applicator or spray rig pulled by a small tractor. Supervises the mixing, loading and application of these chemicals; instructs incarcerated persons in the proper safety equipment to be used as well as safety precautions to be utilized while mixing, loading and applying the chemicals.
5%	Prepares incarcerated persons work performance reports, monthly IP pay sheets, records daily IP timecards and the IP work supervisors report. Instructs each IP on the “Right to Know” and the MSDS.
5%	Attend In-Service Training, obtain On-the-Job Training, attend safety meetings, train others as necessary. Familiarize self and trains inmates in SB198, Right to Know and Hazard Communication Program. Will perform other work as the needs of Salinas Valley State Prison dictate. Submit to Plant Operations Office a completed Daily Work Order report for time accountability.

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:

- *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