State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED: 11/01/2026	HOMES DIVISON	GROUNDS MAINTENANCE	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
GROUNDSKEEPER	GROUNDSKEEPER	576-128-0731-001

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC – WLA	Monday – Friday: 7:00 a.m. - 3:30 p.m.	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	No	2	R12

Under supervision of the Chief of Plant Operations II, the Groundskeeper position performs gardening and general grounds maintenance work for the Veterans Home of California – West Los Angeles.

% of time performing duties	ESSENTIAL FUNCTIONS
40%	Plant, cultivate, water, and spray ornamental plants, shrubs, hedges, trees and propagates cuttings. Plant and care for lawns. Prepare and treat soil for planting; spade and fertilize flowerbeds and set out plants; apply herbicide. Trim trees, hedges, and shrubs. Carry out preventative maintenance on sprinkler system from control valve to sprinkler heads. Keep grounds clean and orderly.
20%	Prepare soil for planting lawns, flowers, shrubs, trees and groundcovers. Plant lawns and set flowers, shrubs, trees and groundcovers. Apply various appropriate pesticides; weed control and weed suppression chemicals. Repair irrigation system leaks; dig up sprinklers and valves; replace broken sprinklers and adjust sprinklers. Program irrigation controllers. Perform turf maintenance and construction. Edge and mow lawns. Miscellaneous grounds related maintenance tasks.
20%	Remove weeds by hand or with hoe; prepare and apply pesticides with power or backpack sprayer. Operate tillers, trimmers, chainsaws, weed-eaters, pole pruners, riding and push mowers, and miscellaneous hand and power equipment. Maintain service tools, vehicles and equipment.
15%	Does general labor tasks related to grounds and garden maintenance work. Observe and follow all safety precautions. Read Material Safety Data Sheets (MSDS) before using chemicals. Prepare requisitions for equipment and supplies for supervisor's review and approval. Complete necessary reports and maintain ground maintenance files and documents.
	NON-ESSENTIAL FUNCTIONS
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
	OTHER

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. *Some travel may be required (i.e., travel to off-site conferences, meetings or training).*

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: Reading gauges, meters, work order requests, control devices, instructions and manuals					X
HEARING: Answering telephone/radio transmitter; answering inquiries and providing verbal information and instructions; ordering supplies.					X
SPEAKING: Answering telephone/radio transmitter; answering inquiries and providing verbal information and instructions; ordering supplies.					X
WALKING: Travel throughout the grounds to points requiring attention, maintenance or repair.					X
SITTING: Sitting at desk answering telephone, preparing reports.		X			
STANDING: Working on the landscape, performing repair and maintenance duties.					X
BALANCING:					X
CONCENTRATING: Working on landscaping; repair and maintenance of irrigation systems, etc.					X
COMPREHENSION: Understanding grounds maintenance procedures and safety standards.					X
WORKING INDEPENDENTLY: Managing department staff and functions with minimal oversight.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:					X
LIFTING 25-50 LBS:					X
FINGERING: Pushing radio buttons; handling small tools and wiring.					X
REACHING: Hoeing, weeding, shoveling, and raking.					X
CARRYING: Plants, equipment, tools, maintenance materials and supplies.					X
CLIMBING: Ladders; stairs.			X		
BENDING AT WAIST:					X
KNEELING:					X
PUSHING OR PULLING:					X
HANDLING:					X
DRIVING: Motorized work vehicle, i.e. lawn mower.				X	
OPERATING EQUIPMENT: Computer; telephone; power tools such as drills; lawn mowers; leaf blowers; etc.					X

WORKING INDOORS: Enclosed office environment		X			
WORKING OUTDOORS:					X
WORKING IN CONFINED SPACE: As needed to complete tasks.			X		

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**

REV. 10/2026