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

☒CURRENT
☐PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Groundskeeper	Groundskeeper

BRANCH
Building Educational Success Together (BEST)

DIVISION	OFFICE
State Special Schools and Services	Diagnostic Center Central (DCC)

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R12	2		193-220-0731-900	Fresno

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
N/A	Limited Term (LT)	Full-Time	No

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

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the supervision of the Business Service Officer III, the incumbent serves as a member of the facility maintenance support services unit. Responsible for the planning and maintenance of all exterior lawns, gardens, trees/shrubs and irrigation systems at the Diagnostic Center. Also responsible for maintaining any plants which are inside the buildings.

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

Business Service Officer III (BSO III)

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Will work outside in inclement weather and in a temperature controlled environment with LED lighting. This position will use tools, manual and powered and may be kneeling, squatting, bending, reaching overhead/above shoulder level, sitting, or using a ladder. This position may need to access tight crawl spaces, climb on roof of buildings or be on the ground on concrete or in dirt/mud. May predominantly walk, drive in golf cart or stand during normal working hours.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 55%	☐ Essential Function	☐ Non-Essential Function

Duties Performed

Routine Maintenance :
Performs a variety of tasks including maintenance and caring for all lawns; mows, rakes, edges, pulls weeds and fertilizes lawns. Cultivates soil, plants trees, shrubs and flowers, weeds all flowerbeds. Prunes trees, shrubs and seasonal flower replacement as needed. Remove debris from parking lots and gutters. Raises flags daily.

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

Duties Performed

Irrigation System:
Keeps irrigation system operational; maintains, Inspects, repairs damaged sprinkler heads, valves and irrigation lines. Trench and install new irrigation lines, valves and control boxes as required.

Relative % of Time Required: 10%	☐ Essential Function	☐ Non-Essential Function

Duties Performed

Other Duties :
Performs other non-grounds keeping tasks as assigned to assist Maintenance Mechanic and Building Maintenance Worker with repairs/modifications or other tasks assigned by management.

Relative % of Time Required: 5%	☐ Essential Function	☐ Non-Essential Function

Duties Performed

Chemical Application:
Sprays pre-emergent, herbicides and pesticides per schedule.

Relative % of Time Required: 5%	☐ Essential Function	☐ Non-Essential Function

Duties Performed

Requests supplies:
Inventories and submits list to BSO III for purchase.

Relative % of Time Required: 5%	☐ Essential Function	☐ Non-Essential Function

Duties Performed

Tools and Equipment:
Inventories, maintains and performs all minor repair on all gardening tools and equipment. Justifies and submits requests for equipment replacement.

Other duties as assigned and mandatory training.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Responsible for following all State safety policies and procedures while performing the above tasks and for notifying supervisor of any safety violation, hazard or unsafe working condition prior to performing a task.

May be required to drive state vehicle (e.g. golf cart).

PERSONAL CONTACTS

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