STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

☐ Current
☑ Proposed

RPA NUMBER	DGS OFFICE or CLIENT AGENCY	
24671 & 24672	Facilities Management Division (FMD)	
UNIT NAME	REPORTING LOCATION	
Cap Historic Management Unit	9645 Butterfield Way, Sacramento, CA 95827	
SCHEDULE (DAYS / HOURS)	POSITION NUMBER	CBID
Monday - Friday, 6:00 A.M. - 2:30 P.M.	308-228-0731-XXX	R12
CLASS TITLE	WORKING TITLE	
Groundskeeper	Groundskeeper	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the supervision of the Supervising Groundskeeper I, the Groundskeeper is responsible for performing gardening and general grounds maintenance and other related work in a designated Facilities Management Division (FMD) region.

SPECIAL REQUIREMENTS ☐ Conflict of Interest ☑ Medical Evaluation ☐ Background Evaluation ☑ Background Evaluation FTB ☐ Office Technician (Typing)

Medical Evaluation
This position requires Medical Evaluation clearance.

Background Evaluation FTB
Employees of the Department of General Services working at the Franchise Tax Board (FTB) will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records. Potential employees must also be in compliance with the California revenue and taxation code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California revenue and taxation code may prevent you from being hired to work at the FTB campus.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Plants, cultivates, waters and fertilizes lawn, shrubs, trees, annuals, and perennials by mowing, edging, trimming, pruning, amending soil, clearing leaves, removing weeds, removing and disposing of garbage and debris, and aerating lawn areas in order to replace or renovate lawn and soil for transplanting plants, flowers and trees utilizing the appropriate methods and equipment such as mowers, shovels, backhoes, edge trimmers, and rakes to ensure the maintenance and beautification of the building grounds.
25%	Performs general grounds and garden maintenance work by constructing, repairing and cleaning planter borders, retaining walls, walkways, bike paths, mow strips, various irrigation systems, drainage ditches, catch basins, drains, culverts, ponds, fountains, drinking fountains and outdoor seating utilizing various materials and appropriate hand or power tools including trenchers, shovels, backhoes, sanders, and pressure washers in order to maintain, restore, improve and beautify grounds landscape to ensure public safety.

PERCENTAGE	DESCRIPTION
15%	Maintains equipment and gardening tools such as gas/electric powered lawn mowers, leaf blowers, edge trimmers, etc. by performing preventative maintenance and minor repairs in accordance with manufacturer guidelines by utilizing various hand tools in order to maintain proper and safe operation to ensure maximum longevity of equipment.
10%	Identifies and remedies potential safety hazards by attending training in the handling of hazardous materials and use of environmental safeguards and monitoring the work site in order to maintain a safe and healthy work environment for the benefit of all employees and the public, utilizing FMD Environmental Safety and Health processes, to ensure compliance with laws and regulations, the Occupational Safety and Health Administration, mandated safety training, the Injury and Illness Prevention Program, and Workers' Compensation protocols.
10%	Inspects, monitors, and prevents vegetation damage from insects, disease, and pests by applying granules and/or liquid fertilizers utilizing personal protective equipment, a hand spreader, backpack sprayer, power sprayer, and power spreader pulled by a small utility vehicle in order to prevent the spreading or damage of any harmful pests or diseases to ensure the maintenance and beautification of the building grounds.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Attends trainings in the handling of hazardous materials and use of environmental safeguards and provides back-up and coverage to other groundskeepers in order to maintain business continuity to ensure the grounds are clean and safe in accordance with FMD standards and guidelines.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Work requires heavy physical and manual labor in safely handling, lifting, or carrying objects weighing up to 50 pounds, and climbing a ladder or operating a lift to reach high spaces.
- Work involves reaching, stretching, bending, stooping, kneeling, and moving about to perform duties.
- May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.
- May require ability to work overtime.
- Requires ability to inspect the grounds and the proper operation of machinery/equipment.
- Requires use of power and noise-producing tools or equipment and driving motorized equipment or vehicles applicable to job being performed.
- Requires removal of human and/or animal waste.
- Requires the ability to work in any location in the regional area.
- Wear safety equipment during work performance (i.e., ear plugs, dust masks, eye goggles, face shield, latex gloves, cloth gloves, rubber boots or rain gear, aprons and back support).
- Wear unaltered FMD supplied shirts according to current uniform and safety requirements.
- Work involves exposure to unusual elements, such as confined spaces, uneven ground surfaces, extreme temperatures, dust, fumes, unpleasant odors, and loud noises and may involve exposure to hazardous chemicals or physical risks which requires following basic safety precautions.

☐ Current
☑ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED