

## EDITED KSAPC LISTING

CLASSIFICATION: GROUNDSKEEPER, CORRECTIONAL FACILITY (CF)

*NOTE: Each position within this classification may perform some or all of these KSAPCs.*

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Basic knowledge of the methods of planting, cultivating, and caring for hedges, ornamental trees, shrubs, lawns and flowers to ensure proper maintenance and care of institutional grounds.
K2.	Basic knowledge of gardening and landscaping materials, tools, and equipment, and their use and care to maintain proper function and longevity.
K3.	Basic knowledge of approved methods and materials used to identify, control and eradicate common plant diseases and insect pests to maintain proper health of landscape and plants on institutional grounds.
K4.	<b>Basic knowledge of procedures used to safely lift and transport heavy objects in order to prevent injuries to staff and inmates and maintain a safe working environment.</b>
K5.	<b>Basic knowledge of clean-up and proper disposal of hazardous chemicals (i.e., pesticides and solvents) in order to prevent accidental exposure and to protect the environment.</b>
K6.	<b>Basic knowledge of proper pruning techniques for trees and shrubs in order to maintain plant health and appearance.</b>
K7.	<b>Basic knowledge of departmental rules and regulations governing the process of procuring landscaping materials, tools, and equipment in order to maintain efficiency of the institutional grounds.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Communicate effectively at a level required for successful job performance in order to understand information and provide direction to inmates, youthful offenders and others.
A2.	Recognize the more common plant diseases and insect pests and approved methods and materials used in controlling and eradicating them in order to maintain a healthy landscape.
A3.	Recognize common species of ornamental shrubs, trees, and flowers grown in California to provide for their adequate care and maintenance.
A4.	Follow oral and written directions in order to perform and complete assigned duties.
A5.	Direct the work of inmates, youthful offenders, residents or patient helpers in order to ensure proper completion of work assignments and compliance with safety codes and regulations.
A6.	<b>Maintain records and reports in order to provide information and documentation to comply with departmental policies and regulations.</b>
A7.	<b>Lift and carry heavy objects in accordance with proper safety procedures in order to prevent injuries.</b>
A8.	<b>Prioritize job assignments to ensure projects are completed in a timely manner.</b>
A9.	<b>Interpret and apply rules, regulations, policies, and procedures, in order to function effectively in a safe and secure environment.</b>

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<b>Skill to:</b>	
S1.	Perform miscellaneous gardening and grounds maintenance work in order to ensure a healthy landscape environment.
S2.	<b>Operate and maintain various gasoline-powered landscape tools (e.g., chain saws, leaf blowers, wood chippers, etc.) to perform routine daily tasks.</b>
S3.	<b>Troubleshoot and repair irrigation systems (e.g., pipes, sprinkler heads, drip, low voltage controls, valves, etc.) to maintain proper function.</b>
S4.	<b>Direct and supervise inmate labor and delegate job assignments to complete daily tasks.</b>

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
PC1.	Willingness and ability to do general manual labor to compete job assignments.
PC2.	<b>Patience to work with and instruct unskilled workers in order to perform landscape maintenance duties.</b>