

EDITED TASK LISTING

CLASSIFICATION: GROUNDSKEEPER, CORRECTIONAL FACILITY (CF)

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

Task Statements	
1.	Plant ornamental plants, shrubs, hedges, trees and flowers, and propagates cuttings to ensure appropriate maintenance of grounds, utilizing various tools and/or equipment (e.g., shovels, hand tools, etc.), in accordance with institutional operational procedures, as needed.
2.	Cultivate ornamental plants, shrubs, hedges, trees and flowers, and propagates cuttings to maintain and beautify institutional grounds, utilizing various tools and/or equipment (e.g., hoes, shovels, rototillers, etc.), in accordance with institutional operational procedures, as needed.
3.	Water ornamental plants, shrubs, hedges, trees and flowers, and propagates cuttings to maintain plant survival, utilizing various tools and /or equipment (e.g., portable sprinklers, hoses, irrigation systems, etc.), under the direction of the supervisor, as needed.
4.	Spray ornamental plants, shrubs, hedges, trees and flowers, and propagates cuttings to control weeds, insects and plant diseases in order to maintain healthy and insect free grounds, utilizing herbicides and pesticides, in accordance with institutional operational procedures, California Occupational Safety and Health Administration (Cal OSHA) and Department of Pesticide Regulations, as needed.
5.	Maintain plants along highways and in semiarid regions to remove brush, weeds and debris in order to reduce weed infestation, fire hazards and visual obstruction, utilizing various tools/equipment (e.g., saws, trimmers, mowers, gloves, safety glasses, etc.), in accordance with Cal OSHA and Department of Pesticide Regulations, as needed.
6.	Rake leaves, hoes weeds, and perform general grounds maintenance work to beautify institutional grounds, utilizing appropriate tools/equipment (e.g., rakes, blowers, hoes, shovels, etc.) in accordance with proper safety and maintenance standards, on a continuous basis.
7.	Prepare and treat soils for planting and fertilizing flower beds to promote healthy plant and flower growth, utilizing various hand tools and fertilizers, in accordance with institutional needs, as required.
8.	Set out plants to maintain and beautify institutional grounds, utilizing various hand tools (e.g., rakes, shovels, and trowels, etc.), under the direction of the supervisor, as needed.
9.	Supervise the work of inmates or patient helpers engaged in on-going landscape maintenance (e.g., mowing, edging, debris removal, etc.) to ensure completion of job assignments and to maintain the safety and security of the institution, utilizing interpersonal skills and expertise, Departmental Operational Manual (DOM), and Title 15, on a daily basis.
10.	Keep greenhouses and other buildings in repair and free from diseases and pests to promote a healthy work environment, utilizing various tools and equipment (e.g., disinfectants, water, brushes, blowers, etc.), in accordance with institutional operational procedures and (DOM), as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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11.	Keep grounds clean and orderly preventing potential safety hazards and to maintain an esthetically pleasing work environment, utilizing grab sticks, sacks, rakes, shovels, blowers, etc., under the direction of the immediate supervisor, on a continuous basis.
12.	Maintain hoses, tools, equipment, and supplies in proper condition and repair to keep them operational, utilizing mechanical skills and knowledge, under general direction of the immediate supervisor, on a regular basis.
13.	Trim trees, hedges and shrubs to encourage plant growth, development, and to enhance institutional safety and security by utilizing a variety of hand and power tools (e.g., shears, pruners, chain saws, etc.), in accordance with institutional operational procedures and DOM, as required.
14.	Erect tree supports to maintain proper tree growth and development by utilizing post hole digger, shovels, hammers, etc., under the direction of the immediate supervisor, as needed.
15.	Perform general laboring tasks related to grounds and garden maintenance work to keep grounds clean and orderly, utilizing various tools and equipment, in accordance with DOM, and institutional operational procedures, as needed.
16.	Maintain order and supervise the conduct of persons committed to the California Department of Corrections and Rehabilitation to ensure institutional safety and security, utilizing DOM, Title 15, and institutional policies, as needed.
17.	Maintain the safety and security of the institution, preventing escapes and injuries by inmates to themselves, others, or property, utilizing interpersonal skills, situational awareness, DOM, and Title 15, on a daily basis.
18.	Maintain security of working areas and work materials to ensure the safety and security of the institution, utilizing personal awareness and observational skills, in accordance with DOM, Title 15, and institutional operational procedures, on a daily basis.
19.	Inspect premises and search inmates, youthful offenders, residents, or patients for contraband (e.g. weapons, illegal drugs, and cell phones, etc.) to ensure a safe and secure environment, utilizing observational skills, correctional awareness and training, in accordance with DOM, Title 15, and institutional operational procedures, on a daily basis.
20.	Order supplies for all aspects of grounds keeping (e.g., equipment parts, fertilizers, herbicides, flowers, bushes, trees, etc.) to properly maintain institutional grounds, utilizing procurement forms, computers, fax machines and telephones, in accordance with institutional operational procedures, as needed.
21.	Complete written records (e.g., Inmate time, performance reviews, CDCR 115, Self-Inspection form, etc.) to comply with institutional policies, by utilizing computer and writing skills, in accordance with the DOM and Title 15, on a daily basis.

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22.	Conduct inventory of equipment, supplies, and materials (e.g., hazardous materials, landscaping tools, Personal Protective Equipment, etc.) to comply with institutional safety and security rules and regulations, utilizing writing and mathematical skills, in accordance with the DOM and Title 15, on a regular basis.
23.	Attend training (e.g., Institutional Safety Training, Plant Operations, Equipment Operations, etc.) to enhance skills and knowledge of institutional and grounds keeping practices, utilizing training manuals, group discussions, hands-on activities, etc., in accordance with the DOM and institutional operational procedures, as required.
24.	Apply proper methods and techniques (i.e., Integrated Pest Management and pesticide applications, etc.) to effectively control unwanted vegetation on institutional grounds and surrounding areas, utilizing sprayers, shovels, spreaders, and rakes, etc., in accordance with the California Department of Pesticide Regulations, as needed.
25.	Install, repair and adjust irrigation systems to efficiently distribute water to landscaped areas by utilizing hand tools (e.g., trenching shovels, irrigation pipes and fittings, time controllers, etc.), in accordance with institutional requirements, as needed.