

EDITED TASK LISTING

CLASSIFICATION: Lead Groundskeeper (Correctional Facility)

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

Task Statements	
1.	Propagate flowers, ornamental plants and shrubs in a large greenhouse and nursery to provide restoration and beautification utilizing fertilizers, plant soil, plant containers, proper irrigation, pest and climate control under the direction of the correctional plant manager, as needed.
2.	Design beds and borders in order to provide erosion control, esthetic, and beautification utilizing plant reference guides, Computer Assisted Drafting (CAD) program, blueprints, etc., in accordance with the Departmental Operational Manual (DOM) and institutional guidelines, as needed.
3.	Plant and care for flowers, ornamental plants and shrubs to promote a healthy plant environment utilizing mulch, fertilizers, pesticides, hand tools (e.g. shovels, pruners, rakes cultivators, etc.) in accordance with locally recommended plant guidelines, as needed.
4.	Keep greenhouses, nurseries, and grounds free from plant diseases and pests in order to promote a healthy and sustainable plant environment by properly maintaining institutional grounds utilizing chemical and mechanical techniques in accordance with Integrated Pest Management (IPM) practices, as required.
5.	Prune shrubs and rose bushes in order to promote and maintain plant health and appearance utilizing hand tools (e.g. shears, pruners, loppers, etc.) in accordance with recommended pruning guidelines and institutional needs.
6.	Bud and graft plants to provide preventative maintenance, variety, and additional inventory utilizing budding and grafting tools in accordance with standard budding and grafting techniques, as needed.
7.	Care for ornamental flowers and plants in State buildings to provide indoor esthetic and promote a healthy plant environment utilizing indoor specific methods (e.g. watering, pruning, defoliating, fertilizing, transplanting, etc.) in accordance with locally recommended indoor plant guidelines, on an ongoing basis.
8.	Maintain order of persons committed to the Department of Corrections and Rehabilitation to provide safety and security of the institution and the community utilizing proper staff and inmate relation skills, safety training and documentation in accordance with DOM, Title 15, and institutional policies, on a daily basis.
9.	Supervise the conduct of persons committed to the Department of Corrections and Rehabilitation to ensure and promote a safe working environment utilizing basic supervision skills and effective communication in accordance with the DOM, Title 15, and institutional policies, on a daily basis.
10.	Prevent escapes by persons committed to the Department of Corrections and Rehabilitation to promote a safe and secure institution and community by utilizing accountability actions (e.g. inmate count, visual awareness, custody assistance, etc.) and security measures in accordance with the DOM on a daily basis.

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11.	Prevent injury by persons committed to the Department of Corrections and Rehabilitation to themselves or others or to property to promote a safe and secure environment by training and documentation through the Injury and Illness Prevention Program (IIPP) in accordance with departmental policies, on a daily basis.
12.	Maintain security of working areas and work materials to ensure a safe and productive work environment utilizing accountability measures (e.g. tool control, inmate count, visual awareness, etc.) in accordance with the DOM, on a daily basis.
13.	Inspect premises and searches inmates, youthful offenders, residents, or patients for contraband, such as weapons or illegal drugs to provide a safe and secure environment utilizing training, documentation and resources (e.g. custody, K-9, Electronic Records Management System, etc.) provided by the Department of Corrections and Rehabilitation in accordance with the DOM and Title 15, on a daily basis.
14.	Install and maintain proper drainage to prevent erosion, flooding, saturation, and injury due to excessive water accumulation utilizing hand and power equipment (e.g. trenchers, shovels, drainage pipes, drain rock, catch basins, etc.) in accordance with the local codes and regulations, as needed.
15.	Supervise the use of tools, keys, and power equipment used in the performance of required duties to maintain accountability by utilizing the chit system, tool and key inventories and training manuals in accordance with the DOM and Title 15, on a daily basis.
16.	Perform minor tree trimming to promote healthy growth through thinning of branches, maintain height and removal of excess growth that may affect the safety and security of the institution by utilizing Proper Protective Equipment (PPE), hand tools (e.g. loppers, pruning saws, pole pruners, etc.) following local and institutional needs seasonally and as needed.
17.	Identify shrubs, trees, and flowers in order to administer proper care, instruction, and maintenance to promote a healthy plant environment by utilizing reference manuals and publications under the direction of a supervisor as needed.
18.	Install, repair and adjust irrigation systems to efficiently supply water to landscaped areas by utilizing hand and power equipment (e.g. trenchers, shovels, control valves, sprinklers, controllers, etc.) in accordance with local codes and regulations, as needed.
19.	Perform preventive maintenance to all landscaping equipment, to ensure its efficient, continuous operation, with minimal impact to institutional programs and services utilizing service and operation manuals as mandated by the institution policy, on a daily basis.
20.	Maintain accountability of hazardous materials in order to comply with local, state and federal policies and regulations utilizing Safety Data Sheets (SDS) and inventory records in accordance with the DOM and Title 15, on a daily basis.