

## EDITED TASK LISTING

### CLASSIFICATION: SUPERVISING GROUNDSKEEPER II, CORRECTIONAL FACILITY

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

<b>Task Statements</b>	
1.	Supervise staff (e.g., inmates, youthful offenders, residents, and patients) engaged in the landscape maintenance (e.g., planting, cultivating, transplanting, and caring for vegetation and various ground covers) to ensure safety/security and aesthetics using communication, training, and work orders under the direction of the immediate supervisor on a daily basis.
2.	Supervise staff (e.g., inmates, youthful offenders, residents, and patients) in the maintenance of gardening tools and equipment to ensure safety and proper operation using Operations and Maintenance Manuals, communication, training, documentation, and work orders as required.
3.	Direct staff in their work to ensure productivity and compliance utilizing work orders and communication skills on a daily basis.
4.	Design minor landscapes work (e.g., sprinkler systems, flower beds, and hardscapes) to ensure safety/security and aesthetics using training, blue prints, and plans under the direction of the immediate supervisor.
5.	Supervise staff in the operation and maintenance of greenhouses and other buildings used for plant propagation to produce landscape vegetation using communication, training, and work orders as needed.
6.	Supervise Pest Control Technician to control and exterminate unwanted pests in accordance with proper licensing, laws, and regulations using communication, training, and work orders on a daily basis.
7.	Supervise staff performing the task of tree trimming and minor tree surgery to maintain tree health, safety/security, and aesthetics utilizing industry standards, safety orders, communication, training, and work orders as needed.
8.	Identify and label shrubs, trees, and flowers for training purposes utilizing manuals and reference materials under the direction of the immediate supervisor.
9.	Direct staff and inmates/youthful offenders (skilled and non-skilled) in the maintenance and repair of roads, walks (e.g., asphalt, gravel, soil, decomposed granite, concrete, etc.) and surface water drainage ditches and canals in order to maintain erosion control, safety, proper drainage, wildlife preservation, and aesthetics utilizing established landscape procedures and personal knowledge under the guidelines of regulatory agencies and the direction of the immediate supervisor.
10.	Direct staff in the preparation of athletic fields for various sports and athletic events to ensure a safe and functional field using reference materials, communication, training, and work orders as needed.
11.	Maintain the proper drainage system for grounds or roadside plantings to prevent erosion from surrounding area utilizing work orders or as directed.
12.	Make minor repairs and adjustments to irrigation systems to prevent runoff and flooding utilizing automated timers to ensure water conservation on a daily basis.

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13.	Maintain time and cost records for projects, cost estimates, budget consumption, reimbursements using spreadsheets and various documents to stay within projected budget under the direction of the immediate supervisor.
14.	Assist in the preparation of the grounds maintenance budget to ensure an adequate supply of material using previous consumption reports under the direction of the immediate supervisor on a yearly basis.
15.	Inspect contract landscaping work for compliance utilizing contract specifications scope of work under the direction of the immediate supervisor as needed.
16.	Maintain order by supervising the conduct of persons committed to the Department of Corrections or the Youth Authority to ensure safety/security utilizing Departmental Operations Manual (DOM) and California Code of Regulations (CCR), Title 15 as needed.
17.	Prevent escapes of inmates and youthful offenders to protect the public by maintaining physical barriers (e.g. fence, locks, windows) and ensuring staff follow inmate count procedures while carrying and utilizing proper safety equipment (e.g., whistle, radio and personal alarm) on an on-going basis.
18.	Maintain security of tools and work materials to protect the safety/security of the institution by training, directing and monitoring staff compliance utilizing DOM and Title 15 for tool control, material storage and disposal procedures on an on-going basis.
19.	Inspect premises and search inmates, youthful offenders, residents, or patients for contraband (e.g. weapons, illegal drugs, and cell phones) to ensure safety/security as needed.
20.	<b>Develop scope of services for service and expense contract for landscaping projects in order to provide services and/or goods for identified needs/problems/deficiencies outside of the normal job scope of staff utilizing rules, laws, regulations, job descriptions, Architectural/Engineering requests, industry standards, former contracts, etc., under the direction of the immediate supervisor as needed.</b>
21.	<b>Initiate and/or participates in the Progressive Disciplinary process in order to correct/improve employee performance/behavior or address issues of substandard performance by utilizing various resources (e.g., Memoranda of Understanding, training, California Department of Human Resources (CalHR) rules and regulations, Employee Assistance Program, Departmental policy, etc.) in accordance with CalHR rules and regulations and departmental policy as needed and/or upon request.</b>
22.	<b>Supervise staff to control and remove noxious weeds in accordance with proper licensing, laws, and regulations as per the County Agriculture Department rule using communication, training, and work orders on a daily basis.</b>

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23.	<b>Prevent injury to inmates, youthful offenders, and staff in order to maintain the safety and security of the institution/facility utilizing training, DOM, institutional/facility operational procedures, and building design criteria as required.</b>
24.	<b>Attend training and workshops to acquire knowledge, personnel management techniques, and interpersonal skills for effective supervision in the work unit utilizing mandated and annual training agreements under the direction of the immediate supervisor as required.</b>
25.	<b>Provide training for staff in order to develop knowledge, skills, and the potential for advancement and meet minimum training requirements utilizing in-service training facilities, on-the-job training, and contracted training services under the direction of the immediate supervisor.</b>
26.	<b>Meet with plant manager/supervisors in order to share and receive information to resolve difficult problems (custody and non-custody) utilizing Standard Automated Preventive Maintenance System (SAPMS), departmental policies, and procedures as needed.</b>
27.	<b>Write periodic reports (e.g., project status, inmate/youthful offenders timecards, vector control, shop/building inspection, etc.) in order to maintain accurate records, compile data and comply with rules, laws, and regulations utilizing SAPMS, Business Information System (BIS), CCR, Title 15, DOM, institution/facility operational procedures, Injury Illness Prevention Program (IIPP) and safety guidelines under the direction of the immediate supervisor.</b>
28.	<b>Supervise/inspect the work of staff, inmates, youthful offenders, residents, and patients performing the general maintenance of landscape irrigation systems to provide water conservation and ensure healthy plant life and growth utilizing SAPMS, personal knowledge, industry standards, safe work practices, effective supervisory skills, etc. under the direction of the immediate supervisor.</b>
29.	<b>Instruct staff and/or inmates/youthful offenders in the storage and application of chemicals and proper use of Personal Protective Equipment to promote and provide a safe work environment utilizing Material Safety Data Sheets, IIPP, DOM, institution/facility operational procedures, laws, rules, regulations, etc. under the direction of the Hazardous Materials Coordinator, Safety Officer, and immediate supervisor.</b>
30.	<b>Prepare and discuss written performance reports (e.g., Probation Report, Individual Development Plan, Review of Performance, etc.) in order to aid in staff development and ensure performance objectives/standards are met by monitoring and evaluating the work activities and behaviors as required by law.</b>
31.	<b>Interpret civil service rules, laws, regulations, departmental policies and procedures, etc., in order to gain an understanding, and appropriately apply to grounds keeping issues, as needed and/or upon request.</b>

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

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32.	<b>Complete forms for requisitioning tools, materials, supplies, and equipment to ensure proper flow of materials with the assignments of various trades groups utilizing personal knowledge and experience as needed and/or directed by the immediate supervisor.</b>