

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

10459-BPM

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Building and Property Management	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Capitol Historic - Sacramento	CLASS TITLE Groundskeeper
WORKING DAYS AND WORKING HOURS Monday through Friday 6:00 a.m. to 2:30 p.m.	SPECIFIC LOCATION ASSIGNED TO Franchise Tax Board and Downtown Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-232-0731-032

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.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Supervising Groundskeeper I/II, the incumbent performs grounds maintenance at State-owned facilities in the Capitol Park Downtown area. These facilities consist of office buildings and parking lots.

% of time performing duties

Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)

The Capitol Historic Region is located in Sacramento and includes facilities within a 15-mile radius of Capitol Park (including but not limited to Sacramento downtown facilities, Franchise Tax Board, Department of Motor Vehicles, Department of Justice and CalTrans).

All work to be accomplished in accordance with guidelines of the Department of General Services (DGS), Building and Property Management (BPM) Manuals, Real Estate Services Division (RESA) and BPM strategic plans. Assignment may require temporary shift change or building location change.

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.

Special Requirements:

- **INCUMBENTS WILL NEED MEDICAL CLEARANCE**
- **INCUMBENTS WILL NEED TO PASS A BACKGROUND CHECK**

****IMPORTANT NOTICE**** 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.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES

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35%	<p>This position will work under the supervision of the Supervising Groundskeeper I/II, Regional Manager and the Office Building Manager to assist in incorporating an Integrated Pest Management Plan for the State-owned grounds designed to focus on the long-term prevention or suppression of pest and plant disease problems using non-chemical practices and biological control programs. This work is performed in order to establish innovative and resource-efficient operational methods and practices in accordance with published guidelines as set forth in Executive Order D-16-00, Sections 14600 through 14973 of the Government Code, the Excellence in Public Building Initiative, Building and Property Management (BPM) and Real Estate Services Division (RES) manuals and strategic plans. Additionally, to promote AB2415 and the Healthy Schools Act application of chemicals and cultivation tactics will be restricted to biological maintenance controls.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to maintain and beautify plant materials in DGS maintained grounds, under the supervision of the Supervising Groundskeeper:</p> <ul style="list-style-type: none"> • Mows, edges, and aerates lawn areas using power tools, riding lawn mowers, hand operated mower(battery or gas powered), edgers, trimmers and aerators; • Cultivates and amends soil prior to planting, using hoes, shovels, and rototillers; • Trims, prunes, and shapes shrubs, hedges, and trees, using hand and power trimmers, hand and pole saws, pruners, and loppers; • Waters plants using hoses, portable water machines and irrigation systems; • Clears leaves using power rakes, rakes, shovels, tarps, small utility vehicles, and power leaf blowers; • Removes weeds from flowerbeds and other areas by hand-weeding or using hand tools and/or power/battery equipment including natural weed control products such as organic chemicals and/or flamer torch (used via backpack or cart); • Plants and transplants flowers, small trees, shrubs, groundcover, etc., using shovels and hand tools. • Hauls away/disposes of cut branches, grass clippings, weeds, and other plant materials using a small utility vehicles, handcart and tarp; • Sows grass seed using a hand spreader or power spreader pulled by a small utility vehicle to replace or renovate lawn areas; • Visually inspects and monitors vegetation for damage, and applies pesticides as needed to control insects, diseases and pests, using all personal protection equipment (PPE), by use of hand spreader, backpack sprayer, power sprayer, and power spreader pulled by a small utility vehicle; and • Applies granules and/or liquid fertilizers to plants, trees, shrubs, ground cover, lawns, annuals, etc. using all PPE, by use of hand spreaders, backpack sprayers, power sprayers, and power spreader pulled by a small utility vehicle;
25%	<p>In order to maintain and beautify, upgrade/improve, repair and ensure public safety of physical landscape environment, under the direction of Supervising Groundskeeper:</p> <ul style="list-style-type: none"> • Constructs decorative planting borders and retaining walls from wood, brick, concrete, plastic bender board, using hand and power tools; • Repairs and cleans mow strips, bike paths, walkways made of various materials (such as concrete, asphalt, decomposed granite, paver stones), using steam cleaners, jack hammers, concrete tools, and other hand and power tools as appropriate; • Installs, repairs, and maintains various type of irrigation systems (to include drip, overhead, automatic, manual, low voltage controls and valves, etc.) using trenchers, shovels, backhoes, etc; • Cleans out drainage ditches, catch basins, bio-swales, drains, and culverts, using shovels and rakes, power drain cleaners, and water pumps to prevent flooding of parking lots, sidewalks, and landscape areas; • Repairs/maintains ponds or fountains (including minor pump repair) using hoses, pressure washers, water pumps, brushes, nets, filters, and appropriate chemicals to keep them functioning and free of debris; • Repairs/maintains outdoor furniture (objects and structures such as picnic tables and park benches) using paint brushes, sanders, pressure washers, wire brushes, scrapers, and graffiti remover to restore and beautify; and • Picks-up and/or removes garbage and refuse from DGS maintained properties, using grab sticks, buckets, bags/sacks, rakes shovels, backpack blowers, sweeper vehicles, rags, spray bottles, cleaners/solvents, graffiti remover, and small utility vehicles.

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15%	<p>In order to ensure maximum longevity through equipment maintenance and operation, under the direction of Supervising Groundskeeper in accordance with manufacturer's guidelines:</p> <ul style="list-style-type: none"> • Performs preventive maintenance, minor repairs or service on gas or battery powered equipment (such as lawn mowers, leaf blowers, line trimmers, etc.), using wrenches, screwdrivers, hammers, files, etc; and • Cleans, sharpens, and repairs hand tools for proper and safe operation, using manual and power-driven sharpeners, grinders, files, sand paper, drills, etc.
10%	<p>In order to maintain a safe and healthful environment for the benefit of all employees and the public, under the supervision of the Supervising Groundskeeper and BPM Environmental Safety and Health Unit (ESHOP), in compliance with laws and regulation, the Occupational Safety and Health Administration (OSHA), Safety Training (AB 2189), Injury and Illness Prevention (IIPP and SB 298), by promoting the health and safety programs as follows:</p> <ul style="list-style-type: none"> • Attends training in the handling of hazardous materials and use of environmental safeguards; • Participates in updating IIPP plans and records by completing reports and coordinating with the designated Branch Coordinator; • Participates in executing the plans for Emergency Response, Disaster Recovery and Business Resumption and Hazardous Materials and Waste Manifest; • Monitors worksite to identify, and remedy, potential safety hazards to ensure public safety; • Wears proper personal protective equipment when performing hazardous activities (such as spraying chemicals, or using power tools) to ensure personal safety and minimize exposure to hazardous materials; and • Safely operates motor vehicles to transport self and materials in compliance with CHP and DMV rules and regulations.
10%	<p>In order to remain current and knowledgeable of operational needs according to BPM policies and procedures, or laws and rules:</p> <ul style="list-style-type: none"> • Maintains and submits accurate records regarding the times, locations, and amounts of pesticides and fertilizers to be applied by completing a Pesticide Use Report or other appropriate forms; • Determines work that needs to be completed by reviewing work orders and product specifications, sketches, drawing, plans, and diagram; • Ensures proper use of tools, equipment, and chemicals (such as fertilizers, herbicides, insecticides, and fungicides) by reviewing manufacturer's operation manuals and product labels; and • Reports inventory needs to Supervisor by requesting equipment, supplies or materials, based on stock on hand.
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Disposes of fallen tree limbs and branches using a chain saw in order to maintain and beautify grounds at the direction of the Supervising Groundskeeper. • Participates in staff meetings to ensure current information is communicated within the unit at the direction of the Supervising Groundskeeper. <p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Proper methods of planting, cultivating, and caring for hedges, ornamental trees, shrubs, lawns, and flowers; gardening materials, tools, and equipment, and their use and care; approved methods and materials used in controlling and eradicating common plant diseases and inspect pests.</p> <p><i>Ability to:</i> Read and write English at a level required for successful job performance; recognize the more common plant diseases, insect pests, and approved methods and materials used in controlling and eradicating them; recognize the more common species of ornamental shrubs, trees, and flowers grown in California; follow oral and written directions; direct the work of inmate or patient helpers.</p>

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	<p>DESIRABLE QUALIFICATIONS</p> <p>ADDITIONAL QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Possess a Qualified Applicator's Certificate (QAC) • Possess a Qualified Applicator's License (QAL) • Possess a California Driver's License, Class C • Willingness and ability to do general manual labor <p>INTERPERSONAL SKILLS:</p> <ul style="list-style-type: none"> • Follows directions • Works independently with little supervision • Dependable and punctual • Interacts well with co-workers, the public, and clients • Organizes time efficiently and sets own priorities <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>WORK ENVIRONMENT</p> <ul style="list-style-type: none"> • Work in buildings 1 to 16 stories high. • Wear unaltered BPM supplied shirts according to current policy. • When working in the interior of the building, may need to use passenger or freight elevator to get self, equipment or supplies from one floor to another floor. • Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and loud noises. • Work environment involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions. • Work outdoors and in all weather conditions, including rain, heat and cold. • Work on various uneven ground surfaces. • Work in public-accessed areas. • Work in noisy areas or with noisy equipment or machinery. • Work in any facility within the regional location. • May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties. • Removes weeds from flowerbeds and other areas by hand weeding or using hand tools and/or power or battery operated equipment and herbicides. • May need to use heavy duty flamer torch to remove weeds via a backpack or cart to pull device, which weighs approximately 29 pounds. • Willingness to remove human or animal waste in the Capitol Park and/or downtown buildings. • May require ability to work overtime. <p>PHYSICAL ENVIRONMENT</p> <ul style="list-style-type: none"> • Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling or squatting while performing duties. • Repetitively grip, grasp, and manipulate hand movement while using tools or power or battery operated equipment applicable to job being performed. • Climb stairs or ladders, use power and noise producing tools or equipment; drive motorized equipment or vehicles applicable to job being performed. • Reach or stretch by extending hand(s) or arm(s) in any direction • Considerable physical activity. Requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds. • Drive to other outlying buildings and provide groundskeeper coverage. • Wear safety equipment during the performance of duties, i.e., ear plugs when using blowers; dust masks when working around dirt or dust, eye goggles when edging, cloth gloves when planting or pruning, rubber boots or raingear and back support.

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	<p><i>MENTAL ABILITIES</i></p> <ul style="list-style-type: none">• Read, understand, follow and enforce safety procedures.• Understand written and verbal communication.• Read, understand, and follow instructions on manufacture's label for use of and/or mixture of products.• Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals.• Apply common sense in personal safety and safety of equipment in adverse weather conditions (lightning storms, downpours, etc.)