STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

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- **10884 - FMD**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED LA East – Riverside Management Unit	CLASS TITLE Lead Groundskeeper
WORKING DAYS AND WORKING HOURS Monday through Friday 6:00 a.m. to 2:30 p.m.	SPECIFIC LOCATION ASSIGNED TO 1212 Spring St., Riverside, CA. 92501
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-330-0725-001

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 direction of the Chief Engineer II and/or the Office Building Manager II, the incumbent leads and works with others in the day to day maintenance at the State-owned facilities in the San Bernardino/Riverside area. These facilities consist of the Field Operations at the Riverside California Tower; the Riverside & San Bernardino DMV field offices; the San Bernardino, Riverside EDD and CalTrans Shop 8, DOJ Crime Lab & Court of Appeal field offices.

% 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 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.

The LA East Region, Riverside Management Unit, California Tower State Building is located at 1212 Spring Street, Riverside CA 92501. The Riverside California Tower State Building (California Tower) is an eleven-story structure that occupies approximately 162,000 square feet of office space that was built in 1972. The Department of General Services owns, services, and maintains all the property management responsibilities in the California Tower. The California Tower is also responsible for the custodial services at the partial service buildings, i.e. Caltrans, DOJ Lab, CHP, DMV and the EDD. The incumbent may be temporarily assigned to any of these partial service building locations in the Riverside service area.

DUTIES

Acts as working lead by directing workload of the Groundskeepers in order to maintain and beautify the DGS maintained grounds. All work to be accomplished in accordance with guidelines of the Department of General Service (DGS), Facilities Management Division (FMD) Manuals, Real Estate Services Division (RESD) and FMD strategic plans. Assignment may require temporary shift change or building location change.

SPECIAL REQUIREMENT(S)

Medical Evaluation

This position requires Medical Evaluation clearance.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Charles Sanchez		

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

% 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)*
	ESSENTIAL FUNCTIONS
	In order to maintain and beautify plant materials in DGS maintained grounds, under the supervision of the Chief Engineer II:
35%	• Mows, edges, and aerates lawn areas using power tools, riding lawn mowers, 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 equipment. • 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. • 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%	In order to maintain and beautify, upgrade/improve, repair and ensure public safety of physical landscape environment, under the direction of Chief Engineer II • 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. • 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.
15%	In order to ensure maximum longevity through equipment maintenance and operation, under the direction of Chief Engineer II in accordance with manufacturer's guidelines. • Performs preventive maintenance, minor repairs or service on gas-powered equipment (such as lawn mowers, leaf blowers, line trimmers, etc.), using wrenches, screwdrivers, hammers, files, etc. • Cleans, sharpens, and repairs hand tools for proper and safe operation, using manual and power-driven sharpeners, grinders, files, sand paper, drills, etc.
10%	In order to maintain a safe and healthful environment for the benefit of all employees and the public, under the supervision of the Chief Engineer II and FMD 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

% 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)*
	follows: • 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. • Safely operates motor vehicles to transport self and materials in compliance with CHP and DMV rules and regulations.
10%	In order to remain current and knowledgeable of operational needs according to FMD policies and procedures, or laws and rules: • 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 appropriates 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. • Reports inventory needs to Supervisor by requesting equipment, supplies or materials, based on stock on hand.
5%	**MARGINAL FUNCTIONS** • Disposes of fallen tree limbs and branches using a chain saw in order to maintain and beautify grounds at the direction of the Chief Engineer II. • Participates in staff meetings to ensure current information is communicated within the unit at the direction of the Chief Engineer II.
	KNOWLEDGE AND ABILITIES: ***Knowledge of***: Methods, materials, and equipment used in propagating, planting, cultivating, spraying, and otherwise caring or flowers, shrubs, lawns, and trees; flowers, shrubs, and ornamental and shade trees commonly grown in California, and their planting and growing requirements; plant pests and diseases and methods of their control and eradication. ***Skill in:*** Budding, grafting, pruning, and flower gardening work. ***Ability to:*** Lay out ornamental flower beds and borders; follow oral and written directions; supervise the work of a group of groundskeepers; deal tactfully with the public; read and write at a level appropriate to the classification.
	DESIRABLE QUALIFICATIONS: **ADDITIONAL QUALIFICATIONS** • 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 **INTERPERSONAL SKILLS** • Follows directions • Works independently with little supervision • Dependable and punctual • Interacts well with co-workers, the public, and clients • Ability to organize time efficiently and sets own priorities

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	• Ability to display good interaction skills • Ability to provide instruction/direction **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:** ***WORK ENVIRONMENT*** • Work is a high rise (7 floors or higher) or a low rise (6 floor or less) office-building environment. • Wear unaltered FMD 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 equipment and herbicides. • Willingness to remove human or animal waste. • May require ability to work overtime. • **Will require valid California Driver's License, Class C to drive self, supplies and equipment from job sites to job sites.** ***PHYSICAL ENVIRONMENT*** • 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 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 using pesticides, eye goggles when edging, cloth gloves when planting or pruning, rubber boots or raingear and back support. ***MENTAL ABILITIES*** • 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.).