

Groundskeeper

Essential Task Rating Results

1	Plant/replant landscape vegetation (e.g., plants, flowers, hedges, shrubs, lawns, trees) to ensure appropriate maintenance of grounds in accordance with appropriate safety and aesthetic/horticultural standards.
2	Tend/cultivate landscape vegetation (e.g., plants, flowers, hedges, shrubs, lawns, trees) to ensure appropriate maintenance of grounds in accordance with appropriate safety and aesthetic/horticultural standards.
3	Mow lawns using proper manual and mechanical equipment in accordance with appropriate safety and aesthetic/horticultural standards.
4	Remove weeds (e.g., manually, mechanically, chemically) to ensure appropriate upkeep and maintenance of grounds in accordance with Federal and State guidelines.
5	Program and maintain irrigation/sprinkler systems to ensure vegetation is being properly watered/cared for.
6	Repair damaged irrigation/sprinkler systems in a timely manner to prevent dehydration/flooding of vegetation and lawns.
7	Perform tree maintenance (e.g., trimming, brush removal, chipping) using various tools and equipment in accordance with proper safety and aesthetic/horticultural standards.
8	Remove leaves, dirt, litter, snow etc., using appropriate tools/equipment (e.g., rakes, blowers, power vacuums, shovels, street sweepers) to clear grounds in accordance with proper safety and aesthetic/horticultural standards.
9	Maintain and repair fencing (e.g., barbwire, chain link and stock) using appropriate tools and equipment in accordance with proper safety and aesthetic/horticultural standards.
10	Construct/maintain hiking, biking, and/or fire trails by clearing brush, vegetation and rocks to develop safe trails for public use in accordance with departmental standards.
11	Remove graffiti and/or outdoor advertising signs from structures, walls, signs, etc. using proper tools and equipment in accordance with proper safety and aesthetic standards.
12	Deconstruct/remove homeless camps to ensure appropriate maintenance of grounds in accordance with local and state laws and regulations.
13	Calculate and mix the proper proportions of chemicals (e.g., fertilizers, herbicides, fungicides) in accordance with product labels/MSDS (Material Safety Data Sheet) and Federal and State standards.
14	Apply fertilizers, herbicides, and/or fungicides to vegetation in accordance with product labels and proper safety standards.
15	Clean tools and equipment to ensure they are in safe working condition in accordance with departmental standards.

16	Perform minor repairs to grounds maintenance equipment to maintain their upkeep and functionality (e.g., lube and oil changes, tire changes, repairs to window wipers).
17	Utilize Personal Protective Equipment (PPE) (e.g., hard hats, earplugs, vests, proper footwear, gloves, safety glasses) to ensure personal safety.
18	Install and/or remove attachments (e.g., tillers, sweepers, aerators) utilizing appropriate safety procedures to ensure successful completion of work activity.
19	Clean vehicles to ensure they are in working condition in accordance with departmental rules and regulations.
20	Hook up trailers to vehicles to enable the towing of materials/equipment to work site in accordance with appropriate safety standards.
21	Haul, dump and spread material with dump truck/trailer utilizing appropriate safety procedures to ensure successful completion of work activity.
22	Clean/maintain shops and storage areas where equipment, materials and supplies are kept for daily operation in accordance with proper safety standards.
23	Work with special programs (e.g., inmate programs, California Conservation Corps, volunteers, student assistants) to ensure work tasks are completed in a safe and timely manner.
24	Report incidents (e.g., injuries, illnesses, accidents) to immediate supervisor in a timely manner to ensure incident is appropriately mitigated and/or documented in accordance with departmental standards.
25	Provide verbal/non-verbal instructions and/or directions to individuals to ensure information is being disseminated appropriately and individuals are aware of their respective responsibilities.
26	Train less experienced/newer Groundskeepers and other individuals to ensure departmental procedures of followed and standards are met.
27	Complete written records (e.g., accident reports, vehicle logs, safety inspection logs, work logs, work orders, time sheets) to ensure proper documentation of work activities.
28	Attend training/meetings to enhance professional skills and help promote a safe work environment.
29	Maintain good relations with members of the public and employees from various State departments and other agencies to promote departmental values and goals.
30	Keep supervisor abreast of any/all problems or concerns that arise to ensure proper resolution of the issues.