

EDITED KSAPC LISTING

CLASSIFICATION: SUPERVISING GROUNDSKEEPER II, CORRECTIONAL FACILITY

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

KSAPC Statements	
Knowledge of:	
K1.	Advanced knowledge of principles, modern methods and techniques of landscaping and grounds keeping to provide care and maintenance of grounds and plant life (in and outdoors), including propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns.
K2.	Comprehensive knowledge of plant pests and diseases and methods for their control and eradication to maintain healthy plants and ensure a safe and healthy environment.
K3.	Comprehensive knowledge of principles, methods and techniques in operating powered/non-powered equipment and tools used in gardening work to ensure proper maintenance of trees, shrubs, and lawns in a safe and efficient manner.
K4.	Basic knowledge of principles, methods and techniques of effective supervision (e.g., counseling, employee relations, work scheduling and administrative/office practices) to effectively supervise staff and inmates in grounds maintenance.
K5.	Basic knowledge of the Department's Equal Employment Opportunity (EEO) objectives to provide a hostile-free work environment.
K6.	Basic knowledge of a supervisor's role in the EEO program and the processes available to meet EEO objectives to implement and maintain the EEO program so that it complies with departmental policies.
K7.	Comprehensive knowledge of preventative maintenance techniques to effectively maintain, repair and reduce recurring equipment maintenance cost.
K8.	Comprehensive knowledge of principles, methods, techniques and safety precautions in using pesticides/herbicides/fungicides and other plant chemicals and soil amendments to effectively and safely store and apply chemicals in the treatment and fertilization of trees, shrubs, lawns and ground cover.
K9.	Basic knowledge of the departmental budgeting process to prepare the institution's/facility's maintenance budget requests.
K10.	Advanced knowledge of principles, methods and techniques of automated watering systems and the electrically and hydraulically influenced components to effectively install, repair and maintain automated institution landscape irrigation systems.
K11.	Comprehensive knowledge of methods used in requisitioning, purchasing, receiving, inspecting, storing, and issuing materials and supplies to ensure the proper flow of materials so work assignments are properly completed.
K12.	Comprehensive knowledge of CDCR rules and regulations (e.g., CCR, Title 15, DOM, local institutional operating procedures, safety orders and practices applying to various grounds staff to maintain a safe working environment and comply with State and Federal laws.

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Knowledge of:	
K13.	Comprehensive knowledge of computer usage (e.g., Word, Standard Automated Preventive Maintenance System (SAPMS), Excel, Outlook, etc.) to maintain accurate records, expedite processing, create better presentations, communicate effectively, and contribute to the department's needs.
K14.	Comprehensive knowledge of the Injury Illness Prevention Program (IIPP) including proper procedures of reporting on the job injuries (e.g., accident investigation form, non-reportable injury form, workers compensation forms) to provide a safe and healthy work environment.

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Ability to:	
A1.	Communicate (verbal and written) effectively in order to exchange information and/or provide direction to staff and others.
A2.	Organize the work of others on maintenance of grounds infrastructure to accomplish assigned tasks.
A3.	Direct the work of others on maintenance of grounds infrastructure to accomplish assigned tasks.
A4.	Identify flowers, trees, and shrubs commonly grown in California for use on the facility grounds.
A5.	Plan installation of ground beautification projects to provide a pleasant and safe work environment.
A6.	Supervise installation of ground beautification projects to provide a pleasant and safe work environment.
A7.	Direct the layout and repair of roads and walks to maintain infrastructure functionality and safety.
A8.	Design the installation and maintenance of automated watering systems with electrical/hydraulic components and drainage to maintain landscaped areas and provide water conservation measures.
A9.	Supervise the installation and maintenance of automated watering systems with electrical/hydraulic components and drainage to maintain landscaped areas and provide water conservation measures.
A10.	Inspect contracted landscaping work for compliance with contract specifications and scope of work.
A11.	Interpret work from plans and specifications including blueprints and technical drawings (schematics) to accurately complete job assignment.
A12.	Prepare budget estimates and reports to meet the departmental budgetary needs.
A13.	Analyze situations accurately and adopt an effective course of action to maintain a safe and hostile-free working environment and hold staff accountable.
A14.	Contribute to the Department's Equal Employment Opportunity objectives (e.g., treatment of people, sexual harassment prevention, discrimination prevention, etc.) to promote a hostile-free work environment.
A15.	Apply mathematical computations (e.g., square footage, cubic feet, linear feet, etc.) to assist in the design, layout, and installation of various landscape and irrigation projects.
A16.	Estimate cost (e.g., labor, materials, etc.) based on blueprints, plans, specifications or institutional needs to stay within departmental budget guidelines.
A17.	Keep records and prepare reports to show an accurate history of what has been accomplished.

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

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KSAPC Statements	
<i>Physical Characteristics:</i>	
SPHY1.	Have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders.

KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Interpersonal skills, tact, and assertiveness to earn and keep the respect of staff and inmates.
PC2.	Must have flexible attitude to adapt to changes in the work environment in order to accommodate any alteration in work project assignments as institutional needs change.
PC3.	Must be able to be ethical, maintain confidentiality, and display good judgment in decisions that affect resources such as tools, equipment, materials, funds and services.
PC4.	Must model professional behavior at all times, consistent with the mission of the department.