

RPA NUMBER 29267	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Capitol Historic Region / May Lee State Office Complex	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1300 L street , Sacramento, CA 95811	
CIVIL SERVICE CLASSIFICATION Tree Maintenance Worker	POSITION NUMBER 308-228-0748-XXX	CBID R12
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday; 6:00 a.m. - 2:30 p.m.	TENURE P	
WORKING TITLE Tree Maintenance Worker	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

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.

POSITION CONCEPT

Under supervision of the Staff Services Manager I, the Tree Maintenance Worker in the Facilities Management Division (FMD), May Lee State Office Complex trims, shapes, cultivates, maintains, removes and plants trees at State owned facilities throughout the DGS FMD regional area as needed.

☒ Medical Clearance	☐ Background Clearance	☐ Typing	☐ DMV Pull Notice	☒ Drug Testing
☐ Vehicle Home Storage Permit	☐ Driver's License and Class (specify below in Description)		☐ Certificate (specify below in Description)	
☐ Professional License (specify below in Description)		☐ Other (specify below in Description)		

Medical Clearance
This position requires medical evaluation clearance.

Drug Testing
This position requires drug screening clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Prunes trees and performs structure pruning by removing limbs and branches utilizing an aerial lift truck, climbing gear, chainsaws, handsaws, pole and power pruning equipment and other tools in order to maintain proper aesthetics and healthy growth to ensure the continued health of the trees in accordance with DGS and FMD guidelines.
20%	Maintains trees by pruning dead wood and limbs and removes dying trees utilizing various hand tools, power equipment, ropes and rigging equipment in order to prevent the spread of diseases in infected trees and for the beautification of state grounds to ensure the safety of the general public.

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
20%	Plants, transplants, applies chemicals, and irrigates trees by using shovels, tree spades, cranes, loaders, tank sprayers, truck and trailer in order to move/remove trees due to the trees being displaced and/or the wrong location to ensure the long-term health of the trees and to prevent disease.
10%	Lags, J-bolts, ropes, cables, and other currently approved cabling methods in order to maintain the health of older trees and to ensure the long term health of the tree and safety of the general public Preserves older trees and proper limb weight by installing cabling using come-alongs, tree rods.
5%	Attends all required trainings such as Tree-Rescue, CPR/First-Aid, Aerial Lift, Hazardous Materials, an use of environmental safeguards and monitors the work site in order to identify any potential safety hazards and maintain a safe and healthy work environment for the benefit of all employees and the public utilizing the FMD Environmental Safety and Health Unit, to ensure compliance with laws and regulations, the Occupational Safety and Health Administration, mandated safety training, the Injury and Illness Prevention Program, and Workers' Compensation protocols.
5%	Visually inspects and maintains all climbing and work related equipment, tools and vehicles by performing necessary inspection of equipment such as fluid levels, tire pressure, fuel, etc in order to maintain proper operation of equipment and ensure employee safety.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Sprays trees by applying chemicals for the treatment of insect, disease and weeds utilizing backpack sprayers, tank sprayers, and lift trucks in order to eradicate infestations and ensure continued health for the FMD tree inventory throughout the region.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Wear unaltered FMD supplied shirts and/or pants according to current policy Wear proper protective equipment at all times to complete tasks. Operates automotive equipment and haul materials Ability to stand for extended periods of time or walk extended distances Ability to reach or stretch by extending hand(s) or arm(s) in any direction Ability to bend, stoop and kneel Ability to lift up to 50 pounds Ability to move about and work in confined spaces Ability to understand and follow verbal and written directions Ability to evaluate problems and effect remedial action May require ability to work overtime Requires fine motor skills/dexterity to manipulate small components and controls Ability to organize and maintain a clean and safe work station and working environment. Ability to use sound judgment when making decisions, based on safety first and training. Ability to reach high spaces by climbing stairs, using a ladder or operating a lift. Ability to work in noisy spaces Ability to see and hear within normal parameters Willingness to work in any regional location Work outdoors (parking lots) in inclement weather Work on uneven ground surfaces. Ability to climb trees that are a minimum of 40ft in height. Ability to set up and stage special events as needed throughout the region.

DESIRABLE QUALIFICATIONS

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.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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POST AND BID REQUEST

Office of Human Resources

DGS OHR 56 (Rev. 1/2022)

Instructions:

This form shall be completed only by **current DGS employees** who are in the same classification as being advertised.This form must be submitted to the contact person/address in Section 3 **NO LATER** than the final filing date.**SECTION 1. EMPLOYEE CURRENT JOB INFORMATION**

LAST NAME	FIRST NAME	MI	CLASSIFICATION
DIVISION	OFFICE		REGION (if applicable)
WORK STREET ADDRESS	CITY	STATE	ZIP CODE
WORK SCHEDULE DAYS (i.e., Monday-Friday)	WORK SHIFT	WORK HOURS (start-end)	
SUPERVISOR FULL NAME (Last, First M.I.)		SUPERVISOR WORK PHONE NUMBER	

EMPLOYEE STATEMENT

Pursuant to the MOU Article listed in section 2, I hereby request that I be considered for the position as referenced below. I certify that I am currently a full-time permanent employee (having successfully completed my probationary period or having completed all requirements of an authorized State apprenticeship program) in the classification below and am currently working in the city of the position being advertised. I understand that the bidder with the most continuous local seniority will be selected for the position and notified of the start date. If I am the most senior bidder and am notified of the start date, I must immediately accept or reject the job offer unless mutually agreed otherwise by the hiring supervisor.

EMPLOYEE SIGNATURE	BEST CONTACT PHONE NUMBER	DATE
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SECTION 2. POSITION IN WHICH EMPLOYEE WISHES TO POST AND BID

RPA NUMBER	BARGAINING UNIT	POSITION NUMBER	CLASSIFICATION
29267	12	308-228-0748-XXX	Tree Maintenance Worker
CITY LOCATION	STATE	ZIP CODE	REGION (if applicable)
Sacramento	Ca	95811	Cap Hx
WORK SCHEDULE DAYS (i.e., Monday-Friday)	WORK SHIFT	WORK HOURS (start-end)	
Monday - Friday	Day	6:00 a.m. - 2:30 p.m.	
MEMORANDUM OF UNDERSTANDING EFFECTIVE DATES		ARTICLE NUMBER	
7/1/2023-6/3/2026		17	
POST & BID TYPE	FINAL FILING DATE (form must be submitted NO LATER than this date)		
Local	10/16/2025		

SECTION 3. ADDRESS TO SEND POST AND BID FORM (EMPLOYEE RESOURCE LIAISON)

CONTACT PERSON NAME	EMAIL ADDRESS		
saba lodhi	fmderl@dgs.ca.gov		
STREET ADDRESS	CITY	STATE	ZIP CODE
707 3rd street, 3rd floor	west sac	ca	95605

SECTION 4. OFFICE OF HUMAN RESOURCES USE ONLY

ABMS NUMBER	TENURE	TIME BASE	DATE P&B FORM RECEIVED BY HIRING OFFICE
APPOINTMENT DATE	SENIORITY (months)	DATE VERIFIED	Field reserved for date stamp by Hiring Office upon receipt from bidder.
SENIORITY VERIFIED BY C&P ANALYST (NAME)			
			COMMENTS