

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Tree Maintenance Wrkr, CT	OFFICE/BRANCH/SECTION District 10 - Maintenance	
WORKING TITLE Caltrans Tree Maintenance Worker	POSITION NUMBER 910-630-9381-918	REVISION DATE

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the supervision of the Caltrans Tree Maintenance Supervisor, the Tree Maintenance Worker will trim, shape, and remove trees, and applies pesticides along transportation facility rights-of-way, and within in State facilities. The Tree Maintenance Worker will perform aerial rescue when required. The Tree Maintenance Worker May be assigned to other operational units and/or geographical areas as operational needs dictate, and may be required to work nights and/or weekends and possible overtime. The Overnight travel out of town up to 80 percent of time may be required in order to meet operational needs.

CORE COMPETENCIES:

As a Tree Maintenance Wrkr, CT, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Climate Action, Employee Excellence - Collaboration, People First, Stewardship)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Climate Action, Employee Excellence - Collaboration, Integrity, People First, Stewardship)
- Continuous Professional Development**: Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Employee Excellence - Collaboration, People First, Stewardship)
- Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, People First, Stewardship)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity - Collaboration, People First, Stewardship)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Stewardship)
- Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety, Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, Stewardship)
- Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Climate Action, Employee Excellence - Collaboration, People First, Stewardship)
- Technical Expertise**: Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Collaboration, People First, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	The Caltrans Tree Maintenance Worker operates a variety of equipment including trucks, personnel hoists, brush chippers, and aerial equipment. The Tree Maintenance Worker performs heavy labor associated with tree work, climbs trees by means of ropes or spurs, utilizes safety belt and other required rigging, trims and removes limbs and branches, lower cut limbs and branches near utility lines, removes and trims fell and hazard trees. The Tree Maintenance Worker cuts brush along the state rights-of-way and at State facilities. The Tree Maintenance Worker uses power and hand saws, axes, wedges, pneumatic and hydraulic tools, and various similar power and hand tools, and maintains tree climbing and trimming equipment.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

45%	E	The Caltrans Tree Maintenance Worker may operate and service highway maintenance equipment identified as Levels of Equipment for Caltrans Highway Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II. The Tree Maintenance Worker assists with traffic control duties such as setting up and execution of lane closures on two-lane and multi-lane highways, flagging operations, moving closures, and manned chain control. The Tree Maintenance Worker is required to properly set up signs, cones, barricades, message boards, and operate 2-way radios, and perform rock scaling activities as needed.
5%	M	The Caltrans Tree Maintenance Worker performs janitorial duties and minor repairs to maintenance stations and highway facilities.
5%	M	The Caltrans Tree Maintenance Worker attends all required safety meetings and job related training programs; provides training on equipment, hand and power tools, and tree trimming and falling techniques.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This classification typically does not supervise, however the Tree Maintenance Worker may be placed in charge or called upon to act as lead person for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of various ropes, knots, and splices used in tree trimming work; different cuts used for felling and limb removal; pesticide safety regulations and safety practices; appropriate rigging procedures; different types of climbing methods; pruning techniques; rope strengths in conjunction with wood weights; operation and service requirements of various types of specialized equipment; different types of wood in terms of ease or resistance to cuts.

Ability to climb trees in excess of 40 feet in height by means of belts, spurs, and ropes to perform tree trimming tasks at considerable heights above the ground. Able to coordinate body movements with tasks to be performed.

Must have the ability to read, write, and follow oral and written directions in English at a level required for successful job performance.

Must be able to perform heavy manual labor, keep simple records, and follow instructions and location directions. Must have the ability to learn new methods and techniques; make independent decisions; establish and maintain cooperative working relationships; communicate at a level required to perform the essential functions of the job.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly operate, service, or maintain equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Negligence could also cause physical harm to the general public, operator, and/or crew members. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

Is expected to work cooperatively with representatives from public, private business, and local agencies, as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Will be required to bend, stoop, climb, kneel, reach, push, pull, stand, sit and operate equipment for long periods of time. May be required to assist in the clean up of various types of accidents involving personal injury to others and/or hazardous spills. Must have the ability to lift and move heavy objects. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Tree Maintenance Worker must be able to work alone and with others.

WORK ENVIRONMENT

May be exposed to and work in loud noise, dust, chemicals, extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. Will be required to wear all personal protective equipment and follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays, overtime, and be able to respond to after-hour emergencies.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
----------------------	------

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
------------------------	------