

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Tree Maintenance Wrkr, CT	OFFICE/BRANCH/SECTION D4 North Bay Region	
WORKING TITLE Tree Maintenance Worker	POSITION NUMBER 604-610-9381-XXX	REVISION DATE 11/14/2025

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the supervision of a Caltrans Tree Maintenance Supervisor, Caltrans Tree Maintenance Leadworker, or other designated person, the incumbent will perform various types of tree maintenance activities, operate specified Caltrans equipment, if appropriately qualified, and is required to possess a current Class C driver's license, be required to perform minor repairs or adjustments to equipment, be assigned duties normally performed by the Caltrans Landscape or Maintenance Worker classification and must be able to respond to after-hours emergency call outs in a reasonable amount of time. To help the Department with scheduling or due to Department needs, the incumbent may be assigned to work alternate work shifts such as but not limited to 9/80, 4/10. nights weekends or holidays and may be required to travel and stay out of town on per diem.

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 First - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Innovation)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Advance Equity and Livability in all Communities - Engagement)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First, Cultivate Excellence - Engagement, Equity)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Safety First - Integrity)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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 First - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First - Engagement, Equity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Equity)

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

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50%	E	Work with tree crew performing tree maintenance duties. These tasks will include, but not be limited to, climbing trees by means of rope or spurs, safety harness and other required rigging utilizing the various ropes, knots and splices used in tree trimming work, trim and remove limbs, branches or fall trees using hand saw, chain saw, and other power hand tools, operate brush chipper, lowers but limbs and branches by means of rope lines; plant, cultivate and irrigate trees.
30%	E	Operate and maintain vehicles and equipment such as one and two ton cargo trucks, brush chipper, pickup trucks, packers and two ton shadow trucks.
15%	E	Perform minor repairs and maintenance to power tools and equipment. Clean job site.
5%	M	Assist with lane closures and traffic control. Under guidance, mix and apply pesticides. Perform janitorial duties in the maintenance yard.

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 position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of tree maintenance industry safety practices, operations, equipment, work practices, techniques; use of ropes, knots and other knowledge common to the tree maintenance industry. Must have the ability to learn and operate new equipment, maintain hand or power tools, climb trees and work at heights greater than 7 feet. Must be able to respond to emergency situations and use sound judgment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Caltrans employees and the public, personnel grievances, violation of health, safety or departmental standards, not meeting Maintenance program objectives, torts, personnel injuries, substandard work quality, unnecessary expenditures, inefficient and unnecessary use of resources, unsafe conditions and adverse action.

PUBLIC AND INTERNAL CONTACTS

Employees must be capable of maintaining good internal relationships with fellow employees and be able to answer general questions from the traveling public; however, no routine public contacts are assigned.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must; be physically capable of utilizing hand tools and manual digging tools, be able to bend, stoop, twist, pull, grasp, sit, stand, lift, push, pull, and reach above their head in order to load vehicles, in the course of their duties, be able to walk and/or work on uneven terrain and highly sloped areas, be able to work above ground at heights of above 10 feet, be able to work in confined spaces, be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner using logic and deductive skills to provide an end product that is safe and usable, have the skills and ability to resolve emotionally charged situations, reasonably and diplomatically, when interacting with the public or other employees, be able to cope with pressure and maintain focus during an emergency, and act appropriately. Incumbent may be required to wear a respirator and pass a respirator physical.

WORK ENVIRONMENT

The incumbent may expect to; work in all types of weather with temperatures ranging from 20 to 110 degrees, strong winds, rain, fog, sleet, and flooding, be exposed to, poison oak, snakes, insect, loud noise, dust, chemicals, flying debris, high speed vehicle traffic adjacent to the work zone, and moving construction equipment in the work zone, and other environmental conditions associated with Highway Maintenance.

The incumbent may be required to: work at heights greater than 7 ft., remove homeless debris and dead animals, work in confined spaces, travel and stay overnight to attend mandatory classes, respond to emergencies after and before their shift, weekends and holidays, change their shift due to Departmental necessities, i.e., floods, earthquakes, and the incumbent will be required to wear safety equipment such as earplugs, hard hats, proper footwear, and safety glasses.

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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.)

EMPLOYEE (Print)

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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