

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Tree Maintenance Wrkr, CT	OFFICE/BRANCH/SECTION 05 / Maintenance	
WORKING TITLE Tree Maintenance Worker	POSITION NUMBER 905-620-9381-918	REVISION DATE 12/01/2025

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 a CT Tree Maintenance Supervisor, CT Tree Maintenance Leadworker, or other qualified crew member, the CT Tree Maintenance Worker will trim, shape, cultivate, remove and plant trees, and perform vegetation control within the state right of way. Incumbent will be required to work with a crew of up to three or more employees. May be assigned to a temporary and/or intermittent shift change to accommodate workload. The incumbent may be required to work overtime, including nights, weekends and holidays; and will be expected to respond to emergency call-outs. May be loaned to other cost centers.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Strengthen Stewardship and Drive Efficiency - Engagement)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Strengthen Stewardship and Drive Efficiency - Pride)
- 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 First - Engagement)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First - Engagement, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Strengthen Stewardship and Drive Efficiency - Engagement, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Trim or remove trees in or near the state right of way for safety purposes. Climb trees using ropes and spurs; cut limbs and branches using power and hand saws; lower limbs using lines; fell and remove entire trees; cut brush and weeds; chip limbs, branches and brush. Under direction, use pesticides as stump treatment; will plant, cultivate, irrigate and trim ornamental trees; uses pneumatic and hydraulic tools.

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40%	E	The incumbent will provide traffic control as needed, including hand flagging, placing signs and lane closures. May be required to work at other cost centers. The incumbent will make minor adjustments and emergency repairs to equipment and tools. Clean, service and maintain hand tools. Perform pre and post operational inspections on equipment; keep records such as inspection and repair request forms, and crew/time reporting forms.
10%	M	Pick up and dispose of dead animals. Perform custodial work duties such as but not limited to: sweeping, emptying trash, cleaning restroom facilities, replenishing supplies, etc.

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
None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of operation and care of automotive equipment, including light trucks. The incumbent must have knowledge of proper tree care.

Provisions of the California Vehicle Code applying to the operation of vehicles, highway maintenance procedures, highway or landscape maintenance and construction equipment and operation, servicing, minor adjustment and emergency repair of such equipment. Minor repair of chainsaws.

Ability to communicate and follow verbal and written directions at a level for successful job performance; do heavy manual labor; keep records. Assists in work relating to the maintenance of highway, structure and landscaped areas.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Negligence could also cause physical harm to the operator and/or crew members.

PUBLIC AND INTERNAL CONTACTS
The incumbent may be asked to work with other public agencies such as but not limited to California Highway Patrol, County government, members of the public, as well as all levels of Caltrans management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The incumbent will be required to wear safety equipment such as earplugs, hard hats, eye protection, breathing apparatus; move heavy objects; stand or sit for prolonged periods. Position requires bending, stooping, and/or kneeling. May be required to assist in the clean up in the event of an accident involving vehicle drivers and or hazardous spills. May have to walk on uneven surfaces, climb slopes and ladders. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations.

WORK ENVIRONMENT
The worker can expect to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. The worker is not only subject to sunburn, poison oak, snake and insect bites, but loud noise, dust and chemicals. In addition, the job is hazardous because it is performed at the side of the road or in the roadway itself where workers are exposed to vehicular traffic. Workers may be required to work rotating or irregular shifts, including weekends, nights, and in emergency situations caused by storms and floods.

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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.)

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
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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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