

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
| CT Lndscp Maintenance Leadwkr | District 12/Field Maintenance | |
| WORKING TITLE | POSITION NUMBER | REVISION DATE |
| CT Landscape Maintenance Leadworker | 912-681-6296-001 | 12/22/2025 |

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

GENERAL STATEMENT:

Under the direction of a Caltrans Maintenance Supervisor, the Caltrans Landscape Maintenance Leadworker works with and assists in supervising the work of a crew engaged in landscape on highways and highway structures. Inspects, maintains, and repairs various maintenance and landscape equipment; gives on-the-job training in a wide variety of maintenance functions, performs general laboring tasks associated with the maintenance of the State Highway System, and provides safety for the crew and traveling public. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays, and weekends, and may be required to work temporary and/or varied intermittent work shifts. May be required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining. This classification requires a valid and unrestricted class B driver's license with tanker (N) endorsement, a current medical certificate, and a Qualified Applicators Certificate (QAC). A class A driver's license is desirable, but not required.

CORE COMPETENCIES:

As a CT Lndscp Maintenance Leadwkr, 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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Prosperity - Collaboration, Innovation, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Innovation)
- Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Integrity)
- 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, Employee Excellence - Collaboration, Integrity)
- Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety, Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration)
- 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, Employee Excellence - Collaboration, Integrity)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Collaboration)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Collaboration, Integrity)

TYPICAL DUTIES:

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

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| 40% | E | Works with and assists in supervising the work of a crew engaged in landscape maintenance on highways and highway structures. Assists supervisor in planning, scheduling, and execution of duties related to the maintenance of the landscape vegetation planted within the State highway right-of-way such as: irrigation trouble shooting and repair, planting, plant removal and replacement, washing, pruning, fertilizing, weed and pest control, mixing and application of various chemicals used in landscape maintenance, and ensuring that proper methods and procedures are used. Provides on-the-job training in a wide variety of landscape/maintenance functions. Maintains records of material use, employee work, time and job costs. |
| 20% | E | Performs typical work performed by the crew and may perform any of the duties outlined under Caltrans Landscape Maintenance Leadworker, Caltrans Equipment Operator II, Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker classifications, and/or other related work. Other tasks include but are not limited to mowing, shoulder grading, replacement and repair of guide markers, attenuator repair and pump station maintenance. |
| 20% | E | Responsible for special complex assignments that require the use of special mobile equipment if appropriately qualified and properly licensed. Maintains equipment by following prescribed methods of equipment maintenance/operation as instructed by the Maintenance Equipment Training Academy (META) and the supervisor. Utilizes pre-operation and post-operation checklists for inspecting vehicles/equipment; responsible for detecting signs of faulty equipment and reporting any signs of problems to the supervisor. Services and makes minor repairs on equipment as instructed by META. Operates vehicles with automatic and manual transmission. Operates various vehicles requiring a class B commercial driver license with tank vehicle endorsement. Operates specified equipment used in highway maintenance, structure maintenance, emergency service, landscape, or construction. Operates manual/power hand tools, performs manual labor tasks and may be required to move or lift objects less than or equal to 60 lbs. Provides training on equipment; operates two-way radios. |
| 15% | E | Removes debris from highway and right-of way such as: litter, animal carcasses, illegal encampment debris, and graffiti. Assists in cleaning highway spills. Operates pilot-car and performs traffic control duties such as set-up and execution of lane closures, flagging operations, and other traffic control tasks. Responds to emergency situations and calls. |
| 5% | M | Prepares accident reports. Prepares daily time sheets and other paperwork as necessary. |

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

May give functional guidance to a crew consisting of Caltrans Equipment Operator I, Caltrans Equipment Operator II, Caltrans Highway Maintenance Worker, and Caltrans Landscape Maintenance Worker classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Operation and care of automotive equipment including light trucks and minor construction equipment, repair and maintenance of equipment, basic safe work practices to protect their own safety and the health of others, provisions of the California Vehicle Code applying to the Operation of vehicles. Regulations and safety practices pertaining to highway emergencies, fire suppression techniques, emergency first aid, familiarization with various highway structures, emergency service. Knowledge of landscape maintenance and construction equipment including operating, servicing, minor adjustment, and emergency repairs to such equipment, and the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization and procedures of the Department of Transportation.

Abilities and Analytical: Must be able to use, operate, and care for various manual and power tools. Communicate and follow both oral and written directions at a level needed for successful job performance. Ability to perform manual labor. Ability to perform a wide variety of work related to the maintenance of highways, structures, and landscaped areas. Ability to keep accurate records. Incumbent must have the ability to modify and change work methods to solve various problems encountered in daily operations and emergency situations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Judgment is exercised in making decisions relative to the safe operation of vehicles and equipment. Poor decisions could result in the failure to properly service, maintain, and/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 and/or traveling public.

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PUBLIC AND INTERNAL CONTACTS

The employee will have continual contact with other crew members and may have contact with Court Referrals. Considerable contact with other Caltrans employees, courts, volunteer centers, the California Highway Patrol, and other law enforcement personnel. Some contact with the general public. Some contact with other governmental agencies, vendors, and others.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing, and carrying, as well as power-grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground; working in confined spaces; and standing or sitting for prolonged periods. May be required to sit in/on and drive or operate maintenance and landscape vehicles. Incumbent will be required to cleanup in the event of vehicle accidents, hazardous spills, or general trash and debris. Must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employees and others. This classification is a drug-sensitive class. The incumbent will be required to pass a pre-employment drug test and be subject to reasonable suspicion testing during appointment. If the incumbent possesses a commercial drivers license, they will be required to take random drug tests throughout employment.

Mental and Emotional: Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally-charged issues or problems, and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with the public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work during the distractions of traffic, be emotionally stable, alert and aware at all times. Reasons logically, draw valid conclusions, make appropriate recommendations, and adopt an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. Responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost, and maintain or improve quality. Must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

The incumbent will be based at a Maintenance Station in a climate-controlled environment under artificial lights, but most of the duties and time will be spent outdoors operating equipment and/or performing manual labor. Weather conditions vary from a cold, windy, and wet winter climate to very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep uneven and/or unstable terrain, fast-moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed/put in stressful situations. Will be required to wear long pants and appropriate footwear in good conditions, and must wear provided Personal Protective Safety Equipment, including but not limited to: shirt and/or vest, hard hat, safety glasses, gloves, face shield, respirator, ear plugs, as well as other safety devices deemed necessary. Incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District.

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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)

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| 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)

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| SUPERVISOR (Signature) | DATE |
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