

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Tree Maintenance Wrkr, CT	OFFICE/BRANCH/SECTION 903/709/Sutter Sierra Region	
WORKING TITLE Caltrans Tree Maintenance Worker	POSITION NUMBER 903-709-9381	REVISION DATE 04/17/2025

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

GENERAL STATEMENT:

Work assignments will be within the eight counties of the District and will require up to 80% travel from HQ station. Under the direction of a Caltrans Tree Maintenance Supervisor, responsible for and performs work from and above the ground in/on trees using climbing techniques or from personnel hoist. Must be able to lift up to 50 lbs. and accomplish miscellaneous labor work and equipment operation in connection with the maintenance of trees on state highways and facilities. Incumbent will be required to work snow removal in winter months. Required to work a 4/10 schedule year around. Must possess a Class C drivers license, Class A or B desirable.

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. (Safety - Innovation)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Integrity)
- Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety - Innovation)
- 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. (Employee Excellence - Innovation, Stewardship)
- Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - Collaboration)
- 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. (Safety - Integrity)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Climate Action - Collaboration)
- 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 - Innovation)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety - Pride)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Climbs trees in excess of 40 feet by means of ropes or spurs; uses safety belt and other required rigging; trims or removes limbs and branches; uses both power and handsaws and similar equipment; treats cut surfaces to protect from fungi and insects; lower cut limbs and branches by lines; occasionally falls and removes entire trees.
30%	E	Plants, cultivates, and irrigates trees; cuts brush and weeds along the transportation facility right of way and in state facilities; maintains and cares for tree climbing and trimming equipment; performs traffic control; uses aerial equipment and pneumatic and hydraulic tools; operates brush chipper to remove cut vegetation from job site.

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20%	E	Operates equipment assigned to or used by the crew requiring a Class C drivers license; and with proper licensing, will operate Category 1 or 2 equipment.Types of equipment includes but not limited to: Passenger Vehicles, Mini to 3/4-Ton Pickups, Vans, and 3/4-Ton Utility Bodies;1-Ton and Up trucks including two axle and three axle dump trucks; Construction Equipment: Mowers, Graders, Tractors, Loaders, Excavators, Backhoes, fork lifts; Snow removal specialty equipment: plows, plows with wings and blowers used by assigned unit.
10%	E	Equipment Care: Servicing, minor repairs, adjustments, emergency repairs, cleaning of equipment and keeping all pertinent records.
5%	M	Record Keeping and Reporting: Crew report forms, pre and post operative equipment checks, fuel purchases/usage, and material usage reports.
5%	M	Operates snow removal equipment and abrasive and salt spreading equipment. Directs traffic at chain control points. Works with roadside spray crew, applies chemicals for weed and pest control. Could also be assigned to any other support region function for short duration such as striping, stenciling, fence and guardrail, bridgework or landscape.

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

No direct supervision. Employee may at any time be placed in charge of a work crew as acting Leadworker for other Caltrans workers, Special Program Workers, such as CCC, probationers, etc.

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; climbing, power tool and pesticide safety regulations and safety practices; appropriate rigging procedures; different types of climbing methods; pruning techniques; rope strengths in conjunction with wood weights; basic mathematics including addition, subtraction, multiplication and division; operation and service requirements of various types of specialized equipment; different types of wood in terms of ease or resistance to cuts; safe pesticide application techniques.Possession of a valid Class C California Driver License.Ability to work safely around high-density traffic.Ability to work effectively alone or with others.Must be able to analyze various work situations accurately and make sound decisions.
Ability to: Climb trees in excess of 40 feet in height by means of belts, spurs and ropes; perform tree trimming tasks at considerable heights above the ground; coordinate body movements with tasks to be performed; select and apply knowledge appropriate to job tasks; follow basic safety procedures for pesticide use; do the necessary rigging and tying of the various knots used in tree trimming work; follow instructions and location directions; 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.
Valid Class C driver's license is required.
Additional Desirable Qualification:Possession of a valid and unrestricted Class B or Class A driver license with endorsements for P (Passenger/Bus), H (Hazardous Materials) and N (Tank Vehicle).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in tort liability for the State and/or loss or damage to State property, could also place this individual, fellow worker, and/or the public in an unsafe situation. Poor decisions could reduce efficiency or increase the cost of maintenance operations.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and incumbent is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sufficient physical strength and agility to perform the essential functions of the job, including aerial rescue.
Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.
Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment 20% of the time on a year-around basis. The remainder of the activity is labor. Standing, Sitting and Walking are described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

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- A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.
- B. Snowy day: Sitting and operating large trucks, loaders, motor graders and snow blowers 90%; walking and standing, checking out equipment, 10%
- C. Crack sealing: Standing and walking 95% of the day
- Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT

- Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to –15 degrees, strong winds, rain, sleet, and snow.
- The scheduling for this crew is 4/10's year around.
- Will be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime. Incumbent may be scheduled to work the night shift during the winter months or as scheduled by the Maintenance Supervisor.
- Personal safety requirements include:
- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.
- Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year.

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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