

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Tree Maintenance Leadwrkr, CT	OFFICE/BRANCH/SECTION District 10 - Maintenance	
WORKING TITLE Tree Maintenance Leadworker	POSITION NUMBER 910-630-9382-918	REVISION DATE

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

GENERAL STATEMENT:

Under direction of the Caltrans Tree Maintenance Supervisor, works in a lead capacity with a crew engaged in trimming, shaping, cultivating, removing and planting trees and perform vegetation control and application of pesticides along transportation facility rights of way and at State facilities; perform aerial rescue when required; and perform other related highway maintenance work as needed.

A valid Class C driver's license is required. A valid, unrestricted commercial Class B or Class A driver's license, with endorsements for P (Passenger/Bus), H (Hazardous Materials) and N (Tank Vehicle) is desired.

Travel out of town up to 80 percent of time is a requirement to meet operational needs.

CORE COMPETENCIES:

As a Tree Maintenance Leadwrkr, 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 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, 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	Job Description
Essential (E)/Marginal (M) ¹	

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

45%	E	Operate a variety of equipment, including but not limited to trucks, personnel hoists, and brush chippers. Climb trees by means of ropes or spurs Use safety belt and other required rigging Trims and removes limbs and branches Uses both power and hand saws and similar equipment Lowers cut limbs and branches by lines Cuts brush along the transportation facility rights of way, and at State facilities Maintains and cares for tree climbing and trimming equipment Uses aerial equipment and pneumatic and hydraulic tools; Properly operate 2-way radios. Operate manual/power hand tools including but not limited to shovels, rakes, pitchforks, brooms, post-drivers and pullers, wrenches, chainsaws, weed eaters, hay blowers, hydro seeders jack- hammers, hand saws, pruning shears, picks, shovels, digging bars, power drills, power grinders. Perform heavy labor associated with tree work.
45%	E	May operate and service highway maintenance equipment identified as Levels of Equipment for Caltrans Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II. Provide traffic control in the form of lane or shoulder closures and flagging operations for daily operations. Attend all required training programs Provide training on equipment, hand and power tools, and tree trimming and falling techniques. Perform janitorial or maintenance to State facilities. Perform rock scaling activities as needed.
5%	E	Directs crew operations and, in the absence of the Tree Maintenance Supervisor, and is responsible for all activities of the crew.
5%	M	Application of Pesticides and/or Fertilizers

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

Will, as required, lead and oversee the work of one or more, less skilled employees.

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; proper signing, flagging and lane closure procedures; safety regulations and practices, including protective equipment for the use of pesticides and other chemicals; training techniques; seasonal pruning requirements; basic first aid and CPR; aerial rescue; common diseases and pests that attack trees and procedures for their control; common names and growth patterns of trees.

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; read, write, and follow oral and written directions in English at a level required for successful job performance; recognize potential hazards; operate heavy equipment; plan and direct the work of others; evaluate the daily work performance of others; follow safe pesticide application procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions and/or negligence 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. 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

The Tree Maintenance Lead-worker may be asked to work with representatives from both public and private Local Agencies as

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Will be required to bend; stoop; climb; kneel, reach, push, pull, sit and stand for long periods of time. May be required to assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. 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 Lead-worker must be able to work alone.

WORK ENVIRONMENT

May/will 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; move heavy objects; stand or sit for prolonged periods. Wear and use all required personal safety equipment. Follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Responds to after-hour emergencies.

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
