

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Tree Maintenance Wrkr, CT	OFFICE/BRANCH/SECTION District 01/Maintenance/North Tree Crew	
WORKING TITLE Tree Maintenance Wrkr, CT	POSITION NUMBER 901-657-9381-XXX	REVISION DATE 12/31/2024

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

GENERAL STATEMENT:

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates equipment requiring a Class C driver's license used by assigned unit, and works individually or with a crew performing tasks related to highway tree maintenance work. With proper licensing, may operate Category 1 or 2 equipment; a Class A or B driver's license is highly 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.

- 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- 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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Integrity)
- 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, Integrity)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement)
- 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, 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. (Safety First, Cultivate Excellence - Engagement, Integrity)
- 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation)
- Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
60% 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 tree; plants cultivates and irrigates trees; cuts brush and weeds along the transportation facility right of way, and in state facilities; maintain and cares for tree climbing and trimming equipment; performs traffic control; uses aerial equipment and pneumatic and hydraulic tools; and 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.
10%	E	Equipment Care: Servicing, minor repairs, adjustments, emergency repairs, cleaning of equipment and keeping all pertinent records.
5%	E	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

This position does not supervise. May at times act as leadworker during temporary absences or over special crews.

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.

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:

A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting

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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

D. Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of day

E. Paving: Operating trucks, motor graders, loaders, pavers, 45% of day. Standing and walking, raking and shoveling, 45% of day.

F. Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day.

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.

During the winter months the workweek is normally 5/8-hour days. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management. Incumbent may be scheduled to work the night shift during the months of December, January, February, and March or as scheduled by the Maintenance Supervisor.

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.

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.

This is a travel crew and works out of town on a per diem basis up to 50% 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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE