

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Lndscp Maintenance Leadwkr	OFFICE/BRANCH/SECTION District 10 - Maintenance	
WORKING TITLE Caltrans Landscape Maintenance Leadworker	POSITION NUMBER 910-680-6296-	REVISION DATE

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 Landscape Maintenance Leadworker works with and acts as the lead over a crew engaged in landscape, maintenance, construction, or snow removal on highways and highway structures. The Landscape Maintenance Leadworker may operate and service highway landscape, maintenance, or construction equipment described under Levels of Equipment for Caltrans Highway Maintenance Worker and Caltrans Equipment Operator I and II.

The Landscape Maintenance Leadworker is required to maintain a valid Qualified Applicator Certificate through the Department of Pesticide Regulation.

The Landscape Maintenance Leadworker is required to maintain a Class "B" driver's license. Class "A" with tank (N) vehicle endorsement is desired.

The employee may be assigned to other operational units and/or geographical areas as operational needs dictate. Overnight travel out of town up to 80 percent of time may be a requirement to meet operational needs.

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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, People First, Stewardship)
- **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. (Prosperity, Employee Excellence - 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Prosperity, Employee Excellence - Equity, Innovation, People First, Stewardship)
- **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, Prosperity, Employee Excellence - Collaboration, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, People First, Stewardship)
- **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. (Safety, Prosperity - Collaboration, Equity, Innovation, People First, Pride)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Under the direction of a Caltrans Maintenance Supervisor, the Landscape Maintenance Lead worker will act as the lead working with a crew performing maintenance tasks associated with landscape maintenance, herbicide application, irrigation installation and repair, highway structures, storm drainage, vegetation control, tree and brush maintenance, and the installation of storm water protection measures. Will assist with the planning and execution of landscape, maintenance, or construction work on highways and highway structures. Will be required to operate manual and power hand tools. Will perform litter, graffiti, and dead animal removal and disposal. May assist in asphalt and concrete repair, the installation and repair of signs, fence and guardrail. May use products that could be hazardous or dangerous if not handled properly. May be required to perform snow and ice control tasks including truck, grader, or rotary plowing, applying de-icing materials, and the construction and repair of traction control devices.
20%	E	The Landscape Maintenance Lead worker will assist with traffic control duties such as setting up and execution of lane closures on two-lane and multi-lane highways, flagging operations, moving closures, and manned chain control. Will be required to properly set up signs, cones, barricades, message boards, and operate 2-way radios.
20%	E	Assists the supervisor in keeping time, labor, and material cost records through the Integrated Maintenance Management System (IMMS). Will keep track of inventory and re-stock facility through the Web-based Service and Supply System (WSVS) system. Ensure that all materials are properly out in the IMMS database.
10%	E	Provides training on equipment. Attends all required safety meetings and job related training programs.
10%	M	Landscape Maintenance Lead worker will perform custodial work and make minor repairs to maintenance stations, roadside rest areas, and highway facilities.

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

The Landscape Maintenance Lead worker will direct the crew's operation and, in the absence of the Caltrans Maintenance Supervisor, may be responsible for all activities of the cost center.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge pertaining to the operation of automotive equipment including highway or landscape maintenance and construction equipment along with the servicing, and minor repair of such equipment. Must be familiar with the provisions of the California Vehicle Code that apply to the operation of vehicles. The incumbent must have knowledge of minor construction, maintenance, and repair work.

Ability to read, write, and follow oral and written directions in English at a level required for successful job performance. Able to interpret simple blueprints and sketches, plan and direct the work of others, keep time and simple cost records of materials, equipment, and expenses. Must be able to analyze situations accurately, take effective action, and exercise sound public relations techniques.

Knowledge and ability to operate computer and electronic systems, and radio communication equipment.

Skill in operating a variety of complex or heavy maintenance equipment, and making minor adjustments and emergency repairs to such equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly operate, service, or maintain equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Negligence 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 Landscape Maintenance Lead worker may be asked to work with representatives from other public and private Local Agencies as well as all levels of Caltrans Management.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Landscape Maintenance Lead worker will be required to bend, stoop, climb, kneel, reach, push, pull, stand, sit and operate equipment for long periods of time. May be required to assist in the clean up of various types of accidents involving personal injury to others and/or hazardous spills. Must have the ability to lift and move heavy objects. 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. Landscape Maintenance Lead worker must be able to work alone and with others.

WORK ENVIRONMENT

The Landscape Maintenance Lead worker may 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. The Landscape Maintenance Lead worker will be required to wear all personal protective equipment and follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays, overtime, and be able to respond 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