

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Tree Maintenance Wrkr, CT	OFFICE/BRANCH/SECTION D2 / Maintenance & Operations / Field Maintenance	
WORKING TITLE Caltrans Tree Maintenance Worker - Tree Crew	POSITION NUMBER 902-697-9381	REVISION DATE 01/09/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Working under the supervision of a Caltrans Tree Maintenance Supervisor in Special Crews, the Caltrans Tree Maintenance Worker performs miscellaneous laboring duties related to highway tree maintenance. The incumbent will work individually or with a crew, and may be loaned to another crew. Possession of a valid Class C is required; a Class A or Class B California Commercial Driver's License is desirable. Tanker, air brakes, hazardous materials and passenger endorsements are also desirable. This position is represented under collective bargaining. This is a designated travel crew and works out of town on a per diem basis up to 80% of the year. Required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department.

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, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Equity, Innovation, Pride)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Lead Climate Action - Innovation, Integrity, Pride)
- 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Integrity, Pride)
- 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, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety First, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Engagement, Innovation, Pride)
- 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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- Technical Expertise**: Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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45%	E	Climbs trees 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; and uses aerial equipment and pneumatic and hydraulic tools. Required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department.
40%	E	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. Operates Category 1 and Category 2 equipment used by the assigned unit, such as end-dump trucks from 2 to 10 cu. yards, with either automatic or manual transmission, and equipped with snow plows and sanders; may also operate front-end loaders, motor graders, snow blowers, equipment trailers, rear & side flail mowers, slope mowers and other related vehicles while performing stated duties. Assists with traffic control duties such as setting up lane closures, flagging operations, moving closures, and chain control. Removes obstacles, debris and carcasses from the travel way or state rights of way. May assist in the repair or replacement of signs, fence, and guardrail posts. Performs other duties as needed, including removing litter from highway roadsides, occasionally providing direction to probationers or Special Programs workers involved in litter removal, custodial work on state facilities, and minor repairs to equipment or facilities. Required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department.
10%	E	Attends and participates in required training and safety meetings that may require travel.
5%	M	Keeps simple records, including: crew report forms, pre- and post-operative equipment checks, fuel purchases, and material usage.

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 any time be placed in charge of a work crew as acting Leadworker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Materials, methods, equipment, and tools used in tree trimming
- Operation and care of automotive equipment including light trucks
- Minor construction, repair and highway maintenance work
- Basic safe work practices to protect safety and health of self and others

Ability to:

- Climb trees and work at extreme heights, and use rigging and various knots necessary in tree trimming work
- Follow directions at a level required for successful job performance
- Perform heavy manual labor
- Safely operate and care for automotive equipment including light trucks; keep records of equipment use and servicing
- Work effectively alone and cooperatively with others
- Analyze various work situations accurately and make sound decisions

A valid Class C Driver's license is required. Class A or Class B California Commercial Driver's License is desirable; tanker, air brakes, hazardous materials and passenger endorsements are also desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to state equipment and facilities.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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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 employee is expected to maintain a favorable public image for the state.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must be able to follow supervisor's instructions; refrain from insubordination; get along with supervisors, peers and subordinates; avoid violent behavior; understand and follow Caltrans policies; and avoid disruptive or harassing behavior.

Much of this position is labor intensive. Incumbent must have the physical ability to react quickly to errant motorist(s) and to perform strenuous hand and mechanical labor.

Must have the ability to climb trees and work at extreme heights, use rigging and various knots necessary in tree trimming work, lift and carry up to 75 pounds, and work safely around high-density traffic.

Importance of hearing and seeing - both are essential on the job because the worker must hear directions, equipment, and errant motorists, and must see in order to perform his/her duty safely. Hearing should be adequate to hear warning devices used for worker safety, as in look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site.

Corrected hearing is acceptable. Hearing protection must be worn at all times around the motor and other loud machinery that emits high levels of audio decibels. There may be hearing testing on an annual basis.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be at least adequate for safety when working after dark.

Most duties require prolonged standing, especially flagging. Digging, shoveling, litter removal, crack sealing require prolonged standing with stooping. Loading/unloading materials involves moving sacks (weight to 50-pounds), or may be done by the shovel from a stockpile. If assigned to assist with guardrail replacement, incumbent and partner will move a guardrail section (50-75 pounds), typically 50 feet from truck to work area. Work is often done over uneven terrain.

From time to time, incumbent will perform repetitive tasks. Even in these circumstances, paying close attention to traffic and equipment is imperative.

Required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department.

This is a designated travel crew and works out of town on a per diem basis up to 80% of the year.

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 and pursuant to operational needs. 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.

Required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department.

Required to work at great heights.

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.
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- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hat, safety glasses; hearing protection devices, face shields, gloves, respirator, chaps, and/or other safety gear must be worn when required by the Department.

This is a designated travel crew and works 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.)

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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