

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Tree Maintenance Leadwrkr, CT	OFFICE/BRANCH/SECTION District 01/Maintenance/North Tree Crew	
WORKING TITLE Tree Maintenance Leadwrkr, CT	POSITION NUMBER 901-655-9382-002	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 Tree 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.

Duties include but are not limited to:

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 First, Cultivate Excellence - Engagement)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- 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 First, Cultivate Excellence - Engagement, Innovation)
- 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 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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Integrity)
- 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)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

TYPICAL DUTIES:

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

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55%	E	Leads a traveling tree crew, and participates in work involving tree trimming and removal; climbs trees in excess of 40 feet by means of ropes or spurs; uses safety harness 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.
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.
15%	E	Assists Tree Maintenance Supervisor in training employees in the techniques of roadside vegetation control and tree maintenance, and in the operation and maintenance of specialized equipment assigned to or used by the crew. Ensures that vehicles are used for official business. Assists the Tree Maintenance Supervisor to see that all safety policies are followed. Equipment Care: Servicing, minor repairs, adjustments, emergency repairs, cleaning of equipment and keeping all pertinent records.
5%	E	Keeps records of crew including pesticide use and chemical inventory and submits to supervisor when required. Holds safety meetings and performs both vehicular and personal accident reports when necessary.
5%	M	May work traffic control. 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

Under direction, Acts in a lead capacity with a crew engaged in trimming, shaping, cultivating, removing and planting trees and perform vegetation control along transportation facility rights of way and at State facilities; perform aerial rescue when required; and perform other related highway maintenance work as needed.
May at times direct a CCC crew of up to 20 staff.

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.

Knowledge of tree maintenance as prescribed by Department policy and the Department maintenance manual; 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 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.

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).

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Also desirable to possess a Qualified Applicators Certificate.

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.

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

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 and light vehicles 18% 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 and driving 50%.

B. Snowy day: Sitting and operating trucks (Class C), loaders, motor graders 70%; walking and standing, checking out equipment, 30%

C. Crack sealing: Standing and walking 95% of the day

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

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

F. Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day

LIFTING (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day basis; a post driver which weighs approximately 60 lbs.; assist with the loading and unloading of a tire in a rim which can weigh over 75 lbs. Another example of lifting is shoveling asphalt. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of sand or asphalt per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post, at least two feet into the ground, requires lifting up and pulling down the 60 lb. driver 10 to 30 strokes per post, worker could install up to 40 markers per day.

Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.

CARRYING – Bagged/boxed material, which may weigh 50 to 95 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few pounds to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain.

OVERHEAD REACHING – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment.

OTHER REACHING – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.

PUSHING/PULLING – Shoveling, opening garage doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains. Using a pole saw.

TWISTING - The Operator twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 pounds each.

CLIMBING/BALANCING – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain slopes, ladders, stairways, (often carrying a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders.

BENDING/CROUCHING/SQUATTING/CRAWLING – The Operator often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The Operator also crawls around and underneath equipment while checking and servicing equipment, putting on or

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removing snow chains and tightening and/or assisting the replacement of various types of vehicles cutting blades.
SIMPLE GRASPING – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.
FINE MANIPULATION– This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be operating a chain saw, weed eater or similar equipment.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

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.

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.

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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