

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Lndscp Maintenance Leadwkr	District 3/Sunrise Region/	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Landscape Maintenance Leadworker	903-659-6296-XXX	03/13/2026

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

GENERAL STATEMENT:

Working under the direction of a Caltrans Maintenance Supervisor, the incumbent operates light vehicles and equipment requiring a Class B California Commercial Driver’s License, with a tank vehicle endorsement and equipment used by assigned unit. Driver's license will be valid and unrestricted. Will work individually or with a crew performing tasks related to landscape maintenance work such as maintaining functional and landscape plantings, weed and insect control, soil sterilization, mixing and applying chemicals, picks up roadside litter and dead animals, hauls garbage. Will perform tasks associated with mulching such as loading, tarping, hauling, dumping, spreading manually or with tractor equipment and performs general laboring tasks associated with the maintenance of the State Highway system. Must possess California Department of Pesticide Regulation Qualified Applicator Certificate with Right-of Way category. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays, and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Collaboration, Innovation, 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. (Equity, Employee Excellence - Collaboration, Integrity, 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, Employee Excellence - Collaboration, Innovation, Pride)
- **Fostering Diversity**: Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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)
- **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. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation, People First, Pride, 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, Employee Excellence - Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Assists and coordinates with the Supervisor to conduct tailgate safety meetings. Ensures the employee and work zone procedures are followed as outlined in the Caltrans Injury and Illness Prevention Program (IIPP), Code of Safe Operating Practices (CSOP), Chapter 8 of the Maintenance Manual, and assists the Caltrans Maintenance Supervisor in scheduling and planning work assignments. Leads crew in performance of maintenance activities as outlined in the Maintenance Manual Vol 1. Operates and train employees in the use of, power equipment and various types of tools associated with highway/landscape maintenance. Operates and maintain manual/power hand tools such as a pick, shovel, broom, loppers, handsaw, pruning shears, pitchfork,chains saw, pole saw, weed-eater, hedger, blowers, mowers, trencher and bush chipper. Able to transport a variety of objects less than or equal to 60 lbs. Recognizes roadway deficiencies or public safety concerns and takes appropriate corrective action. Safely maintains functional and landscape plantings. May use products that could be hazardous or dangerous if not handled properly. Performs weed control and/or soil sterilization work; debris removal such as branches, brush, trash, dead animals: graffiti removal from sound walls and signs within the highway right of way; fertilizing, mixing and using chemicals for weed and insect control (herbicides/pesticides). Assists in watering and pruning of shrubs, ground-cover and trees; repairs and maintains underground and above ground irrigation systems, plumbing and controllers. Clean storm drainage, vegetation control, tree and brush maintenance, and the installation of storm water protection measures.
25%	E	Assists the Supervisor with the following tasks: schedules work of the crew, assures that all equipment is serviced and maintained properly, prepares monthly and yearly workload plans, recognizes deficiencies and hazards within the right-of-way. Determines (or assist the Supervisor in determining) equipment, personnel, and type and amount of material(s) needed for regular maintenance functions.
15%	E	Provides on the job training in a wide variety of maintenance functions; observes the crew to be sure that work habits follow the Caltrans Safety Manual, Code of Safe Practices, and Maintenance Manual Volume I Chapters 7 & 8; provides for the safety of the crew and the traveling public; conducts safety meetings. Attends and participates in required training and safety meetings that may require travel.
10%	E	Prepares and keeps written records and reports such as accident reports, daily time, production reports, equipment records, safety meeting logs and Job Hazard Analysis forms, crew report forms, pre- and postoperative equipment checks, fuel purchases/usage, and material usage reports. Makes inspection tours and checks equipment logs to ensure that all State and rental equipment are being used and maintained properly and safely.
5%	M	Cares for equipment by performing routine service and minor repairs and adjustments, performs emergency repairs, cleans equipment and documents all pertinent records.

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, but may be placed as the responsible person in charge of a crew or operations.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of materials, methods, equipment, and tools used in highway maintenance and construction under the provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles. Knowledge of rules and regulations pertaining to highway maintenance practices. Knowledge of basic safe working practices and the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program. Knowledge of basic safe work practices to protect the safety and health of themselves and others. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization and procedures of the Department of Transportation. Must be able to recognize and respond appropriately to emergency situations. Knowledge of the operation and care of automotive equipment including light trucks, vans and automobiles; gas and diesel power tools such as brush chippers, pesticide spray rigs, tractor movers, chainsaws, weed eaters, hedge trimmers and mowers; hand tools such as hoe, shovel, broom, rake, pitchfork, wrenches, screwdrivers, etc. Ability to communicate and follow oral and written instructions at a level required for successful job performance; operate and communicate clearly over a two-way radio system; do manual labor; keep records. Must be able to recognize and respond appropriately to emergency situations. Ability to work safe and effectively, independently or with others. Must be able to analyze various work situations effectively and make sound decisions. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and is subject to reasonable suspicion testing during appointment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property. Incumbent of the State may be held liable for their own actions as a

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result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have occasional contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public. The employee is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor. Both hearing and sight are essential on the job because the operator must hear directions and equipment and must be able see in order to perform their duty safely. Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of imminent danger at the work site as per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual. Items lifted may be, but not limited to, any of the following: tire chains for vehicles which may weigh as much as 75 pounds (lbs.) per chain; 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.; shoveling dirt or vegetation removal, each shovel full weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of dirt or cut vegetation per day. Incumbent should ask for assistance when moving items over 50 pounds. Will transport and/or carry bagged/boxed material, which may weigh 50 to 100 lbs., from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, power tools, etc. and may be carried on uneven terrain. Overhead work includes, but not limited to, pulling yourself up into many types of equipment, pruning, holding up signs, servicing equipment, signaling other workers, throwing/loading material in equipment, setting cones, lubing and checking equipment, raking, shoveling, driving, shifting, holding signs, and picking up cones. Pushing and pulling includes, but not limited to, shoveling, opening doors, hooking up trailers, installing plows, sanders, and kettles, pulling on hoses, working cranks on equipment stands, tightening and loosening nuts, installing and removing tires and chains, pulling down on post drivers, pulling brush and limbs and animal carcasses. May twist while driving equipment and does so on a continuous basis. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones, and applying chemicals. Climbing and balancing is done while climbing in and out of equipment, up and down banks and slopes, on ladders, in stairways (often with a load of material or supplies), and while do engine checks on equipment. Bending/Crouching/Squatting/Crawling is done 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 employee also crawls around and underneath equipment while checking and servicing equipment and tightening or replacing equipment parts. Simple grasping is necessary climbing in, out and around equipment, while operating equipment, while using hand tools and handling materials. Fine manipulation occurs while writing reports or manipulating the knobs and levers on equipment and while using power saws or similar equipment.

Must have the ability to develop and maintain cooperative working relationships. Respond appropriately to difficult situations; recognize emotionally charged issues or problems and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Employee must have physical ability to react quickly to errant motorist and will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopt an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members, supervisors and independently to identify innovations that will increase productivity, reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

Required to work in a wide range of conditions, including heat up to 120 degrees, cold to 25 degrees, strong winds, rain, sleet, and snow. Assignments will generally be within District 3. Overnight travel on per diem may be required.

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, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls.

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, harness or other safety gear must be worn when required by the Department.

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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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