

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Lndscp Maintenance Leadwkr	D10-Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Landscape Maintenance Leadworker	910-6XX-6296-XXX	

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

GENERAL STATEMENT:

Under the general supervision of a Maintenance Supervisor, the incumbent will assist the supervisor in planning, scheduling, and performing work. The incumbent will oversee and lead field operations related to Emergency Response Incidents to perform cleanup/removal of encampments, illegal dumping, and various related maintenance activities, repairs and mitigation efforts as assigned. Incumbent may also lead efforts to clean freeway spills as needed. Incumbent will keep accurate records of labor, equipment and material usage. In the absence of the Caltrans Maintenance Supervisor, the Leadworker will assume the supervisor's duties. Incumbent must have and retain a Qualified Applicator Certificate (QAC) with a Category "C" (Right-of-Way Pest Control) and a Commercial Drivers License, Class "B" with a Tank Vehicle "N" endorsement and will operate vehicles, machinery, tools and will perform labor intensive work associated with encampment removals, illegal and unauthorized dump sites, freeway spills and cleanups. Leadworker may be required to work overtime, work irregular shifts/ alternate work schedules including nights, holidays and weekends, temporary and/or intermittent varied work shifts, overtime and is required to respond to emergency situations and calls. May be loaned to other cost centers for emergency operations and be required to travel out of town and overnights to meet operational needs for those emergencies and for training requirements, to assist other crews, and perform special assignments. This position will require specific training and certifications listed in the below "KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS" section and Leadworker will be scheduled, as needed, and as soon as possible by Caltrans Supervisor once incumbent begins work.

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 - Collaboration, Equity, Integrity, Pride)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Equity, 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. (Employee Excellence - Equity, Integrity, Pride)
- **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. (Employee Excellence - Collaboration, Equity, Integrity)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Equity)
- **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. (Employee Excellence - 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. (Employee Excellence - Innovation, Pride)
- **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. (Employee Excellence - Innovation, Pride)

TYPICAL DUTIES:

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

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60%	E	Landscape Leadworker will work with and assist in the supervision of a crew engaged in a variety of highway maintenance projects such as encampment assessments, scheduling CHP to assist with encampment activities such as posting and cleanups, perform encampment removals/cleanups on roadsides, landscape and highway appurtenances, and may use or handle items/products that could be hazardous or dangerous if not handled properly, in addition, Leadworker may be assigned to post or to oversee the posting of Notice to Vacate posters, collect, bag, tag, photograph and transport personal property to secure maintenance areas, and take before and after pictures at cleanup sites, and setting and retrieving temporary traffic controls and cleanup work.
25%	E	Landscape Leadworker will perform and oversee the of removal of debris from illegal and unauthorized dumping and cleanup of freeway spills on traveled-way, roadsides, landscape and highway appurtenances and may use or handle items/products that could be dangerous if not handled properly, shall collect and record all required daily work data needed for Caltrans' Integrated Maintenance Management System, Requests for Encampment Removal Forms, Week Ahead Reports, After-Action reports, California Public Records Act requests, 4-year encampment files for each encampment removed, and approved internal and external information request through Public Information Office, Executive Management, or the Office of Homelessness and Encampments.
10%	E	Landscape Leadworker will perform and oversee encampment related minor cleanups and/or repairs such as, but not limited to fence and gate cuts, backfill excavations and holes, graffiti removal, sign cleaning or replacement, minor pruning, and waterway/drainage channel cleanups. Landscape Leadworker shall support the Department's training goals, attend trade specific training to remain current with highway/roadside/landscape maintenance and equipment strategies, assist Supervisor to ensure crew staff are current and compliant with all required training, certifications, licensing and safe work practices, assist with various administrative tasks, training events, and special events. Will perform litter removal, work on state facilities, and minor repairs to equipment or facilities.
5%	E	If encampment related work, cleanup of illegal or unauthorized dumping, and cleanup of freeway spills are not available or cannot be preformed, Landscape Leadworker may be assigned or assist with other maintenance programs such as, but not limited to Landscape, Road Maintenance, Storm Water, Fence, Litter, Guardrail, and/or may be loaned or reassigned for emergency response duties such as duties related to Snow, Storms, Floods, Fires, Major Accidents and Traffic Control. May be assigned to perform SB1 work such as litter removal, graffiti removal, dead animal removal and disposal.

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

Position requires personal leadership characteristics while working with a crew of Equipment Operators and Highway Landscape Workers. Will act as Caltrans Maintenance Supervisor in his/her absence, when directed to do so.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent shall maintain knowledge of all current mandated and applicable safety training and standards, policies, practices, directives, and expectations, and comply with, and attend all departmental training, attend mandated training and certification classes and refreshers need retain all mandated certifications and licenses needed for this job class and minimum qualifications for this job position. Incumbent must have the ability to recognize unsafe situations and take immediate action. The following licenses and/or certifications are REQUIRED for this job position and training will be scheduled immediately once position appointed is made: Hazardous Waste Operations and Emergency Response (HAZWOPER) training (initial 40-hour and an annual 8-hour refresher), Confined Space training, Respirator training. Incumbent must have and maintain an unrestricted Class "B" Commercial Drivers License with a Tank Vehicle "N" endorsement and a Qualified Applicators Certificate (QAC) with a Category "C" (Right-of Way Pest Control). Must have knowledge of materials, methods, equipment, and tools used in highway maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices; principles of effective supervision; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program; and the Leadworker role in maintaining an effective Injury and Illness prevention Program. Ability to complete simple written records; direct the work of others; assist in work related to maintenance of highways, structures and landscape areas. Ability to work safe and work effectively alone or with others; operate and care for construction, maintenance, emergency service and landscape equipment. Must be able to analyze various work situations effectively and make sound decisions.

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.

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PUBLIC AND INTERNAL CONTACTS

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

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye/face protection, tyvex type coveralls, and breathing apparatus. The incumbent will be required to routinely move heavy objects weighing up to fifty pounds or more, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes and ladders and enter confined spaces. Must have the ability to develop and maintain cooperative working relationships. Must be able to maintain a calm composure when encountering confrontational/difficult persons or emotionally charged situations and respond appropriately.

WORK ENVIRONMENT

The work is physically demanding and requires stamina. In addition, the job will require incumbent to work on or near roadways with high volumes of vehicular traffic. Incumbent will be required to work with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway maintenance work. Incumbent can expect to be outside in all types of weather and environmental conditions. Work load includes entering confined spaces which are commonly dirty, wet and have little to no lighting. The highway Right-of-Way is known to attract trespassers who erect encampments. The encampments are prone to; rodent infestation, biological and other hazardous wastes, and illicit drug paraphernalia. Necessary shift changes will occur due to workload or weather related circumstances. Incumbent will be required to work irregular shifts, including weekends, nights, holidays, overtime, and may include overnight travel lasting several weeks. The incumbent will be expected answer calls after normal working hours to respond to unforeseen conditions needing immediate attention or emergency actions. May be required to work overtime due to emergencies, special work projects, or when the Department deems that it is in the best interest of the State to work overtime.

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