

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Tree Maintenance Leadwrkr, CT	OFFICE/BRANCH/SECTION 05 / Maintenance	
WORKING TITLE Tree Maintenance Leadworker	POSITION NUMBER 905-640-9382-005	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 direct supervision of a Tree Maintenance Supervisor the incumbent acts as lead person with a tree maintenance crew. Incumbent must be able to do basic computer work such as entering time and must be able to respond to overtime when called upon. Incumbent will work with and assist in supervising the work of a crew engaged in tree maintenance or construction work on highways and highway structures. Incumbent may be assigned to perform special duties. To help the Department with scheduling incumbent may be asked to work alternate work shifts: such as but not limited to 9/80, 4/10 or night work.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety - Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration, 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. (Safety - Integrity, 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. (Climate Action - 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. (Safety - Collaboration, Innovation, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Climate Action - Collaboration)
- **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 - Collaboration, 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. (Climate Action - Collaboration)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety - Collaboration, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Under direction, incumbents work in a lead capacity with a crew engaged in trimming, shaping, cultivating, removing and planting trees and performing vegetation control along transportation facility rights of way and at State facilities; perform aerial rescue when needed.

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35%	E	Assigns work and gives instructions to the crew. Provides training on equipment, tools and work methods. Attend training classes offered and legally mandated by the department. Ensures crew is properly trained and works safely and uses proper safety equipment and methods. Follows all departmental rules and regulations and ensures employees do the same.
10%	E	Communicates effectively with District 5 maintenance staff including but not limited to other supervisors, superintendents and managers. Also communicates with other departments, regions and agencies. Performs pre-operational and post-operational inspections and makes minor repairs and adjustments to vehicles and other equipment in the field or maintenance station sufficient to keep the equipment operational and in good condition.
5%	M	May use products that could be hazardous or dangerous if not handled properly. Removes and installs traffic signs and maintains traffic control devices, which require using the proper tools and techniques. Performs custodial duties such as but not limited to sweeping, emptying trash and cleaning work areas and storage areas.

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
None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must have knowledge for the operation and care of automotive equipment including light trucks, personnel hoist chippers, chain saws and hydraulic tools. Must also have knowledge of climbing trees in various heights by means of ropes, saddles and required rigging. Must also have some knowledge of minor construction, repair and maintenance work, provisions of the California Vehicle Code applying to the operation of vehicles, highway maintenance procedures, highway or landscape maintenance and construction equipment and operation, servicing, minor adjustments and emergency repair of such equipment. Knowledge and skill in operating a variety of complex or tree maintenance equipment and making minor adjustments and emergency repairs to such equipment. Ability to communicate and follow oral and written directions at a level required for successful job performance. Do heavy manual labor and keep records. Assist in work relating to the maintenance of highways and structures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the operator and/or crew members.

PUBLIC AND INTERNAL CONTACTS
The incumbent may be asked to work with the California Highway Patrol, County Agencies, members of the public as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The incumbent will be required to wear safety equipment such as earplugs, hardhat, eye protection, breathing apparatus and other safety equipment deemed necessary by the supervisor. The incumbent may be required to move heavy objects or stand/sit for long periods. Position requires climbing, bending, stooping and/or kneeling. May be required to assist in cleanup in the event of an accident involving injuries and hazardous spills. May have to walk on uneven surfaces, climb slopes and ladders. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses. Must have the ability to follow guidelines, policy and procedures and rules set by the Department.

WORK ENVIRONMENT
Incumbent can be expected to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. The worker is not only subject to sunburn, poison oak, snake and insect bites but loud noise, dust and chemicals. In addition the job is hazardous because it is performed at the side of the road or in the roadway itself, where workers are exposed to vehicular traffic. Incumbent may be required to work rotating or irregular shifts including weekends,

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holidays, and nights and in emergency situations caused by storms, floods or traffic accidents.

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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