

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE CT Lndscp Maint Wkr	OFFICE/BRANCH/SECTION D05-Maintenance	
WORKING TITLE Landscape Maintenance Worker	POSITION NUMBER 910-610-6297-918	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 general supervision of a Maintenance Supervisor, the incumbent must have and retain a unrestricted Class "C" Drivers License and will operate vehicles, machinery, tools and will perform labor intensive work related to Emergency Response Incident Operations to perform cleanup/removal of encampments, illegal and unauthorized dumping, freeway spills as needed and various related maintenance activities, repairs and mitigation efforts as assigned. Incumbent 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 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 to receive the required training by Caltrans Supervisor once incumbent begins work.

CORE COMPETENCIES:

As a CT Lndscp Maint Wkr, 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. (Employee Excellence - Equity, Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Collaboration)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety - Collaboration, Integrity)
- **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 - Collaboration)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - Equity, Integrity)
- **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 - 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. (Employee Excellence - Integrity)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration, Integrity)

TYPICAL DUTIES:

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

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60%	E	The incumbent will perform variety of highway maintenance projects such as 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, incumbent may be assigned to post Notice to Vacate posters, collect, bag, tag, photograph, and transport personal property to secure maintenance areas, take before and after pictures at cleanup sites, set and retrieve temporary traffic controls, operate manual and power hand tools, perform heavy manual labor duties related to the debris removals.
25%	E	The Incumbent will perform debris removal from illegal and unauthorized dumping sites 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, mitigation work to make it difficult for encampments and Persons Experiencing Homelessness (PEH) to hide, such as trim vegetation, trees and brush.
10%	E	The incumbent will perform 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. Will perform litter removal, work on state facilities, and minor repairs to equipment or facilities.
5%	M	If encampment related work, cleanup of illegal or unauthorized dumping, and cleanup of freeway spills are not available or cannot be preformed, incumbent may be loaned or assigned to assist other maintenance programs such as, but not limited to Landscape, Road Maintenance, Storm Water, Fence, Litter, Guardrail, and/or may be loaned or reassigned during emergency responses to perform 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

Does not normally supervise, but may temporarily assigned as “person in-charge” over Equipment Operators, Workers and/or Special Programs Personnel (including volunteers, parolees, probationers and/or inmates), to safely complete assignments made by the supervisor or Leadworker.

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. 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 California Driver’s License. The incumbent is expected to gain a working/journey level knowledge of the methods, materials, tools and equipment used in maintaining highways; roadway, roadside, shoulders, landscape, signs, markers and drainage facilities. The incumbent must be able to follow verbal and written direction; safely operate vehicles, equipment, machinery, power-tools and hand-tools used in highway maintenance. Must be able to work well with others. Must have knowledge of safe work practices and know the employee’s role in Department’s Injury and Illness Prevention Program.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Work assignments and instructions are provided. Most decisions are made at a higher level. The most serious consequences could cause serious accidents or injury to self, co-workers or the traveling public if a poor attitude towards safety is exhibited. When confronted with emergency situations, the incumbent,s judgment should consider the protection of lives, the environment and property.

PUBLIC AND INTERNAL CONTACTS

Contacts are usually limited to co-workers and the supervisor. Other internal contacts are those who work within the same Maintenance Station and management within the chain of command. Rarely, the incumbent will have contact with other government agency representatives and members of the public, but will have continuing contact with California Highway Patrol representatives while performing cleanups and during posting of Notice to Vacate poster at encampment sites Incumbent will

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observe the chain of command to keep the Leadworker and Supervisor apprised of all matters.

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 may 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. The incumbent may be exposed to and work in loud noise, dust, chemicals, extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. The incumbent may be exposed various hazardous materials in and around encampments. The incumbent will be required to wear all personal protective equipment and follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays, overtime, and may include overnight travel lasting several weeks. Must be able to respond to after-hour emergencies. The incumbent will be expected answer calls after normal working hours to respond to unforeseen conditions needing immediate attention or emergencies. 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
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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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