STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Lndscp Maint Wkr	District 10 - Maintenance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Landscape Maintenance Worker	910-670-6297-	

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

GENERAL STATEMENT:

Under the supervision of the Maintenance Supervisor and/or the oversight of the Caltrans Landscape Leadworker, the Landscape Maintenance Worker performs heavy labor associated with the maintenance and clean up of highway landscapes, hardscapes, and plantings, and provides assistance with maintenance operations as needs require. The Landscape Maintenance Worker is required to operate specified vehicles requiring a Class "C" driver's license including light trucks, highway maintenance, construction, and/or landscape equipment. The Landscape Maintenance Worker also may perform operational duties normally assigned to other highway maintenance classifications as part of their normal assignment, and could be assigned to other units and/or geographical areas as operational needs require. Overnight travel out of town up to 80 percent of time may be a requirement to meet operational needs.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Prosperity, Employee Excellence - Innovation, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action - Collaboration, Equity, Integrity, 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, Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, 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. (Prosperity, Employee Excellence - Collaboration, Innovation, Stewardship)
- **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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Prosperity, Employee Excellence - Collaboration, Integrity, People First, 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. (Safety, Prosperity - Collaboration, Innovation, People First, Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Employee Excellence - Collaboration, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	The Landscape Maintenance Worker maintains all functional and landscape plantings, performs weed control, highway and landscape clean up tasks such as vegetation control activities that require mowing, weed eating, pesticide application, pruning with hand and power tools, and tasks associated with pruning, irrigation installation, repair, and other highway maintenance and landscape related work. Irrigation tasks include but are not limited to building and maintaining irrigation systems, adjusting and installing programs and controllers, repairing remote control valves, and other associated irrigation functions. The Landscape Maintenance Worker operates highway and landscape maintenance equipment and may be required to use products that could be hazardous or dangerous if not handled properly including pesticides, cleaning solvents, petroleum based products, and bio-hazards. The Landscape Maintenance Worker performs brush and small tree removal, carries and removes debris from right of way along with graffiti removal, litter, and dead animal removal and disposal.
40%	E	The Landscape Maintenance Worker performs heavy labor associated with the repair of highway structures, cleans ditches and culverts, concrete and asphalt repair, crack sealing, sign and guardrail installation and repair, erosion control, and install storm water protection measures. Assists with traffic control duties such as setting up and execution of lane closures on two-lane and multi-lane highways, flagging operations, and manned chain control. Properly set up signs, cones, barricades, message boards, and operate 2-way radios.
10%	E	The Landscape Maintenance Worker receives training on equipment. Attends and participates in all required safety meetings and job-related training programs.
10%	M	Performs janitorial duties and minor repairs to maintenance stations and highway facilities.

[1]ESSENTIAL 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
Normally this position does not supervise, however, the Landscape Maintenance Worker may be placed in charge or called upon to act as lead-person for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge pertaining to the operation and care of automotive equipment including light trucks, highway or landscape maintenance and construction equipment, servicing, minor adjustment, and emergency repair of such equipment. Must be familiar with the provisions of the California Vehicle Code that apply to the operation of vehicles. The Landscape Maintenance Worker must have some knowledge of minor construction, maintenance, and repair work.

Must have the ability to read, write, and follow oral and written directions in English at a level required for successful job performance. Must be able to do heavy manual labor, keep simple records, and assist in work relating to the maintenance of highways, structure and landscaped areas.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Poor decisions could result in the failure to properly operate, service, or maintain equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crew members. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS
The Landscape Maintenance Worker may be asked to work with representatives from other public and private Local Agencies as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The Landscape Maintenance Worker will be required to bend, stoop, climb, kneel, reach, push, pull, stand, sit and operate equipment for long periods of time. May be required to assist in the clean up of various types of accidents involving personal injury to others and/or hazardous spills. Must have the ability to lift and move heavy objects. 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. The Landscape Maintenance Worker must be able to work alone and with others.

WORK ENVIRONMENT
The Landscape Maintenance Worker may be exposed to and work in loud noise, dust, chemicals, extreme weather conditions,

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great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. The Landscape Maintenance Worker 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 be able to respond to after-hour emergencies.

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

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