STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Tree Maintenance Leadwrkr, CT	D7 / Maintenance / South Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Caltrans Tree Maintenance Leadworker	907-675-9382-XXX	02/19/2025

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

GENERAL STATEMENT:

Working under the supervision of a Caltrans Tree Maintenance Supervisor, the Tree Maintenance Leadworker operates light vehicles and equipment requiring a valid Class C California Driver's License used by assigned unit, and works individually or with a crew performing tasks related to the pruning, removing, identifying the health and planting of trees in the State highway system. The incumbent will 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.

Possession of a CAL-DPA Qualified Applicators Certificate is desirable.

Duties include, but are not limited to:

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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety - People First)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Stewardship)
- **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. (Employee Excellence - Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Equity - Collaboration)
- **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. (Prosperity - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - People First)
- **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. (Employee Excellence - People First)
- **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 - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity - Pride)

TYPICAL DUTIES:

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

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50%	E	Leads and accomplishes the work tasks normally performed by the unit engaged in a wide variety of landscape maintenance work, such as: pruning, removing brush, applying fertilizer and chemicals, planting, removing litter. Climbs trees by means of ropes or spurs; uses safety belt and other required rigging; trims or removes limbs and branches; uses both power and handsaws and similar equipment; treats cut surfaces to protect from fungi and insects; lower cut limbs and branches by lines; occasionally removes entire tree; plants cultivates and irrigates trees; cuts brush and weeds along the transportation facility right of way, and in state facilities; maintain and cares for tree climbing and trimming equipment; performs traffic control; and uses aerial equipment and pneumatic and hydraulic tools. Directs and works with Special Programs workers. Operates Category 1 and Category 2 equipment (end-dump trucks, trucks with snow plows and sanders, front-end loaders, motor graders, snow blowers, and other related vehicles) used to perform tasks related to highway maintenance work. Required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department.
20%	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 assists the Supervisor in determining) equipment, personnel, and type and amount of material(s) needed for 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 Code of Safe Practices and 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 post-operative equipment checks, fuel purchases/usage, and material usage and mileage 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 (lube and oil changes: changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment; and operates hoist) and adjustments, performs emergency repairs, cleans equipment and documents all pertinent records.

[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

This is a non-supervisory position. Will act as Leadworker, providing guidance to crew, on a daily basis. Fills in for Supervisor in the absence of the Caltrans Maintenance Supervisor or Caltrans Tree Maintenance Supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of materials, methods, equipment, and tools used in tree maintenance; the operation of a maintenance area and the maintenance of equipment and tools used in tree, landscape and highway maintenance; the operating characteristics of the Maintenance Management System, Maintenance Manual Volumes I and II, Safety Manual, Code of Safe Practices, and Guide to Employee Conduct and Discipline. Incumbent must also have knowledge of 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. Incumbent must have knowledge of rules and regulations pertaining to applying chemicals and the ability to operate all maintenance and chemical application equipment. Incumbent must have the ability to climb trees, work at extreme heights, and use rigging and various knots necessary in tree trimming work.
A working knowledge of the IMMS Caltrans software program and possession of a valid Qualified Applicator Certificate is desirable.

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.

PUBLIC AND INTERNAL CONTACTS

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, the employee is expected to maintain a favorable public image for the Department and the State.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Much of this position is labor intensive. Employee must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor. Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities.
Generally, activities can be broken down into operating equipment 20% of the time on a year-around basis. The remainder of the activity is labor intensive and includes but is not limited to the following:
Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift.

The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking: Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%. Snowy day: Sitting, standing, twisting and turning when performing chain control duty 90%; walking and standing, checking out equipment, 10% Crack sealing: Standing and walking 95% of the day Chip sealing: Standing, operating truck, hand shoveling, hand sweeping, spreader, 80% to 90% of day Paving: Operating trucks, 10% of day. Standing and walking, raking and shoveling, 80% of day. Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day
Flagging/Pilot Car/Shoulder/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles, which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day basis; 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. Another example of lifting is shoveling material. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of sand or asphalt per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post, at least two feet into the ground requires lifting up and pulling down the 60 lb. driver 10 to 150 strokes per post. Other items include pothole mix, cement, and sealant blocks, superfine, buckets of paint and working stock inventory. Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.
The employee should ask for assistance when moving items over 50 pounds.
Transport and/or carry – Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are transported and/or carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools may include but not limited to picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be transported and/or carried on uneven terrain.
Overhead reaching – Overhead work includes but not limited to pulling yourself up into many types of equipment, pruning, holding signs, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment. Other Reaching – Includes but not limited to setting cones, lubing and checking equipment, graffiti removal, raking, shoveling, driving, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.
Pushing/Pulling – Includes but not limited to shoveling, opening garage doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains.
Twisting - The Operator twists while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 lbs. Climbing/Balancing – Is done in and out of equipment, up and down banks/slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders; inspect and/or clean large storm drain facilities.
Bending/Crouching/Squatting/Crawling – The Operator often bends 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, putting on or removing snow chains and tightening or replacing grader blades and other equipment parts.
Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.
Fine Manipulation – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. Importance of hearing and sight – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her 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 eminent danger at the work site. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

Mental & Emotional: 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. 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 adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job.

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This position is responsible for working cooperatively with team members and supervisors 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 his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

Work in a wide range of sometimes extreme-conditions, including heat up to 120 degrees, cold to –15 degrees, strong winds, rain, sleet, and snow.

Employee may be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 12, Memorandum of Understanding. May be requested to work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12, Memorandum of Understanding.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

A. Appropriate footwear, in good and sturdy condition, must be worn.

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 hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps, or other safety gear must be worn when required by the Department, including hazmat conditions and/or incidents when required.

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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