STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Lndscp Maintenance Leadwkr	08-715 BANNING LANDSCAPE (EFIS # 2381)	
WORKING TITLE	POSITION NUMBER	REVISION DATE
CALTRANS LANDSCAPE MAINTENANCE LEADWORKER	908-710-6296-918	

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

GENERAL STATEMENT:

Under the direction of a Caltrans Maintenance Supervisor, the Caltrans Landscape Maintenance Leadworker on the Banning Landscape Crew helps the supervisor plan and schedule the work of the crew. In the field, oversees and leads the work of the crew engaged in landscape maintenance work. The incumbent may be required to work overtime including nights and weekends and will be required work night shift during winter storm conditions. The incumbent is required to have and maintain a valid Class "B" Commercial Driver License with a Tank Vehicle (N) Endorsement, Qualified Applicator Certificate (QAC), and a current Medical Certificate. The incumbent may respond to emergency call-outs. May be loaned to other cost centers. This position is represented under collective bargaining. Duties include, but are not limited to:

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

ADA Notice This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

45%	E	Oversees and leads the work of the crew engaged in a wide variety of landscape maintenance work such as, drain and ditch cleaning; maintenance and repair of irrigation and sprinkler systems; brush and tree trimming; sweeping; mixing and spraying chemicals, litter removal; weed removal and other related duties. As needed will operate various maintenance equipment such as end-dump trucks from 2-10 cu. yards, with either automatic or manual transmissions and may be equipped with plows and sanders.
45%	E	Operates front-end loaders, motor graders, bulldozers, rollers, equipment trailers and other related vehicles while performing assigned duties. Performs pre and post operation checks; minor and emergency repairs and adjustments to equipment. Sets and removes lane closures using early warning signs, cones and flares, and cone and backup trucks. The incumbent will also be required to perform manual labor as needed.
10%	M	Operates a computer and keeps records of personnel, equipment and materials used. Leads crew in repairing, maintaining and cleaning equipment, and work areas.

[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
Assists the supervisor, and leads and oversees the work of a crew. Will also oversee additional Permanent Intermittent Equipment Operators during winter months and may be placed in charge of court referrals.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of the operation and care of equipment used in the assigned duties and provisions of the California Vehicle Code as they apply to their operation; regulations, procedures and safety practices relating to highway maintenance work. Requires knowledge of safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, safety rules and regulations related to assigned duties as stated in Chapter 8 of the Maintenance Manual Vol. I; and knowledge of basic safe work practices. Must know and follow policies and procedures for operating two-way radios, and have knowledge of fire suppression techniques and emergency first aid. The incumbent is required to have and maintain a valid Class "B" commercial driver's license with a tank vehicle (N) endorsement, Qualified Applicator Certificate(QAC), and a current medical certificate.

The incumbent must have the ability to lead the work of others; communicate and give and follow directions, both oral and written, at a level required for successful job performance; develop and maintain good working relationships with others; deal tactfully with the public; and keep records. Must be able to do heavy manual labor. The incumbent must be able to analyze various work situations, make sound decisions and take effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Judgment is exercised in making decisions relative to the safety of the crew, traveling public, and private and state property while the crew is engaged in assigned duties. Poor decisions or inappropriate actions could jeopardize the safety of the crew or the traveling public, and could damage state and private property. Such acts could also result in monetary loss and embarrassment to the state.

PUBLIC AND INTERNAL CONTACTS
Has continuous contact with fellow employees, will have frequent contact with the traveling public, especially during traffic control operations, and may have occasional contact with representatives of other departments or agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Sitting in/on and driving/operating maintenance and construction vehicles will be required. The incumbent will be required to do heavy manual labor including; moving/placing of heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, twisting, reaching, climbing, walking on uneven ground and prolonged standing. The incumbent must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters. Will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable and alert and aware at all times. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others.

WORK ENVIRONMENT
This position is based in a maintenance station located in a metropolitan area, the incumbent will work in the field, on foot or operating equipment. Will work in metropolitan, rural, desert and mountain areas on multi-lane freeways, and two-lane secondary roads. Weather conditions vary from a cold, windy and wet winter climate to a very hot and predominately dry summer climate. Occasional heavy thunderstorms can be expected in the summer months and heavy rain and/or snow is to be

ADA Notice This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

expected in the winter. Temperature extremes can range from well below freezing in the winter to well over 100 degrees on a consistent basis in the summer. Will be required to work outside in extreme temperatures and inclement weather. Will be exposed to noise, dust and chemicals, and will be required to wear long pants and appropriate footwear in good condition, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other devices deemed necessary. May be required to work alternate workweek and/or shift to meet operational requirements. The incumbent will be required to travel extensively through the assigned area and may be required to travel for training, and to work in other areas in the district.

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

ADA Notice This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.