

CLASSIFICATION TITLE Caltrans Equipment Operator II	DISTRICT/DIVISION/OFFICE/BRANCH D6/676/1636 Tree Maintenance/Tulare/Fresno	
WORKING TITLE Caltrans Tree Maintenance Assistant	POSITION NUMBER 906 - 670 - 6286 -	EFFECTIVE DATE 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

This is an entry and journey level work position for the Caltrans Tree Maintenance Worker series. Under supervision of a Caltrans Tree Maintenance Supervisor, remove trees and apply application of pesticides along transportation facility rights of way and in State facilities. A valid Class A license is required. Incumbent will work a 4/10 M-Th seasonal schedule between the months of April and October of each year. Winter work schedule during the months of November and March will be a 5/8 M-F. Incumbent may be required to travel 50% of the time or more, as needed by the department.

TYPICAL DUTIES:

Percentage	Essential (E) ¹ Marginal (M) ²	Job Description
45%	(E)	Trims and removes limbs and branches; uses both power and hand saws and similar equipment, incumbent will Chip brush; clean up vegetation debris, assists climber as a ground personnel; uses both power and hand saws and similar equipment; rarely but occasionally fells and removes entire trees; plants, cultivates and irrigates trees; cuts brush and weeds along the transportation facility rights of way, and at State facilities; maintains and cares for tree climbing and trimming equipment; uses aerial equipment, pneumatic, and hydraulic tools. Also does vegetation control (chemical spraying, brush and weed clearing requiring the use of chain saws and string trimmers).
35%	(E)	Operate commercial motor vehicles, such as truck and trailer combinations, dump truck, cargo truck, mobile crane, tank truck and any equipment requiring a Class A, B or C driver's license. Operate and service medium and heavy equipment, such as Stump grinder, front-end loader, backhoe, tractor, chipper, personnel hoist, and other off-highway machinery. Daily lubrication and service of highway maintenance equipment including commercial vehicles.
10%	(E)	Under close supervision apply chemical applications to trees, spray for weeds on uneven slopes. May be exposed to poison oak, or other potentially harmful plants, insects, snakes, rodents, or other animals found in forest areas
5%	(M)	Act as a flagger for traffic control for two way traffic control, potentially assist in all applications of traffic control as you become trained to do so.

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- 5% (M) Perform Custodial work duties including but not limited to sweeping, emptying trash, cleaning restroom facilities and replenishing supplies.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

² 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 incumbent may be placed in charge or called upon to act as lead person for a short duration.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The following licenses and/or certifications are MINIMUM QUALIFICATIONS for this classification:

- Commercial Driver's License (CDL), class A with tank endorsement [N] issued by the California Department of Motor Vehicles.

Must have a thorough knowledge of the operation and care of automotive equipment and construction machinery.

The incumbent is expected to have a working knowledge of the methods, materials, tools and equipment used in maintaining highways; roadway, shoulders, signs, markers, pumping plants and other drainage facilities.

The incumbent must be able to follow verbal and written direction; safely operate; vehicles, machinery, power-tools and hand-tools used in highway maintenance. The ability to read and follow basic safety procedures for pesticide use, follow instructions and location directions; learn new methods and techniques associated with tree ground work, make independent decisions, establish and maintain cooperative working relationships; communicate at a level required to perform the essential functions of the job; read, write, and follow oral and written directions in English at a level required for successful job performance;

Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles and traffic regulations.

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

Poor decisions and/or negligence 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. 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 incumbent may be asked to work with representatives from both public and private Local Agencies as well as all levels of Caltrans Management.

ADA

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee will be required to lift; bend; stoop; climb; kneel, reach, push, pull, sit and stand for long periods of time. Employee may be exposed to inclement weather; May be required to assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone.

WORK ENVIRONMENT

The incumbent may/will 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 will be required to wear all personal protective equipment; move heavy objects; stand or sit for prolonged periods. Wear and use all required personal safety equipment. Follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Responds to after-hour emergencies.

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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).

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)

Thom Osten

SUPERVISOR (signature)

DATE