STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Equipment Operator II	11/Maintenance/East Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CEO II, (Permanent Intermittent) West Tree Crew	911-610-6286	MARCH 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under direct supervision, incumbent maintains and cares for trees and brush planted along state highways. Incumbent may be rquired to work overtime without notice when an emergency occurs late in the shift or when necessary to complete an operation; planned overtime for operations, which can be done only at night or on weekends; and call outs. The classification requires a valid Class A driver's license with a tank vehicle (N) endorsement is required while performing duties associated with maintaining the State Highway system. Typically, the incumbent works with the rest of the crew. The normal work-week is Monday through Friday from 6:30am to 3:00pm on a 5/40 work schedule. Position is subject to out-of-town travel, usually in week-long increments, approximately seven weeks per year. The position is represented under collective bargaining. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Operates and services heavy equipment used in tree acitivies, Includes chipper truck and chipper, personal hoist, boom truck, and 4 yard truck w/attenuator. (List is not all-inclusive.)
40%	E	Drags brush; operates chipper; maintains and cares for tree trimming and climbing equipment, performs traffic control.
15%	E	Incumbent trims, shapes, cultivates, and removes trees and performs vegetation control along highway rights of way and at state facilities.
5%	M	Incumbent works from a personal hoist .

[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

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

* Provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles.
* Do heavy manual labor to assist in the work related to tree maintenance work.
* Different cuts used for felling and limb removal
* Power tools safety regulations and safety practices
* Operation and service requirements of various types of equipment
* Properties of different types of wood (ease or resistance to cutting, limberness, breaking strength)
* Skillfully operate heavy equipment in the performance of assigned duties, make minor adjustments and emergency repairs.
* Properties of different types of wood (ease or resistance to cutting, limberness, breaking strength)
* Skillfully operate heavy equipment in the performance of assigned duties, make minor adjustments and emergency repairs.
* Basic Arithmetic
* Safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program

Ability to:

* Perform tree trimming tasks at considerable heights above ground
* Select and apply knowledge appropriate to job tasks; make independent decisions

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* Follow basic safety procedures for pesticide use
* Follow instructions; communicate at a level required to perform essential functions of the job

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement and decisions can affect the safety of self, the crew and the public; resulting in tort liability, equipment misuse or tree damage.

PUBLIC AND INTERNAL CONTACTS

Routine contact with supervisors and coworkers; necessary to establish and maintain cooperative working relationships. Moderate public contact at worksites; necessary to respond politely but firmly

Most work done in a crew setting, necessary to work cooperatively with others.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done either at heights over 40 feet, or in close proximity to traffic and equipment. Incumbent must hear at a level sufficient to hear instructions shouted from the ground, shouted warnings, and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to call outs after-hours. Work requires prolonged reaching overhead using handsaw or chainsaw. Requires sufficient strength, agility and stamina as well as bending, stooping, and kneeling; manual dexterity; loading/unloading wood or logs to 50 pounds (heavier with assistance). To successfully direct the work of others, the leadworker must develop and maintain cooperative working relationships;
respond appropriately to difficult situations (irate citizens or employees); recognize and respond appropriately to emotionally-charged issues or problems; respond calmly to unusual situations, keeping in mind at all times the safety of the crew and traveling public.

WORK ENVIRONMENT

Almost all work is done outdoors. Incumbent is exposed to dirt, exhaust fumes, noise from passing traffic and chainsaws, uneven surfaces, extremes of heat and cold, inclement weather.

Personal safety requirement include but are not limited to:

* A serviceable leather work shoe or boot specifically fabricated for use in work environments such as those found in highway maintenance or construction activities.
* Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to worn over non-safety shirts or coats. When setting markers, coveralls will be required/provided.
* Long pants. No shorts or cutoffs
* Provided safety gear-hard hat, eye protection, hearing protection devices, face shields or particle mask, gloves or other--must be worn when required by the department.

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)

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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