

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE CALTRANS LANDSCAPE MAINTENANCE LEADWORKER	DISTRICT/DIVISION/OFFICE District 3 / Mtce / Sunrise Region	
WORKING TITLE CALTRANS LANDSCAPE MAINTENANCE LEADWORKER	POSITION NUMBER 903-659-6296-xxx	EFFECTIVE Nov 4, 2014

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:

Working under the supervision of a Caltrans Maintenance Supervisor (CMS), the incumbent will lead and participate in tasks including: maintains functional and landscape plantings; performs weed control and soil sterilization work; and operates specified vehicles requiring a Class B driver license with a Tank endorsement, light trucks, automobiles, highway maintenance, construction, or landscape equipment. Possession of a California Department of Agriculture Qualified Applicators Card is required.

TYPICAL DUTIES:

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

60% (E)	Provides lead guidance over and participates in the work of the assigned crew in maintaining functional landscape plantings. Assists the CMS in the completion of daily timekeeping, daily chemical data sheet, records for daily rental equipment, and safety meetings. Will line out crews with materials and proper equipment to use for landscape projects. Will do miscellaneous labor work in connection with the maintenance of highway landscape. These duties include, but are not limited to: trimming trees, shrubs, and other landscape vegetation; fertilize, plant and propagate replacement ground cover, shrubs, and trees; remove litter and debris; operate, maintain, and repair irrigation systems. Safely operates chemical spray equipment, chainsaws, string trimmers, and other landscape-related power tools. Maintains equipment in proper working order and make minor repairs to it.
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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

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20% (E) Assists in road closures including directing traffic and proper placement of warning and detour signs. Assignments may include flagging, highway maintenance, removal of litter, and chain control. Snow removal duties including removing snow from roadway, removing snow from signs and other traffic safety devices, and repair/replacement of damaged fence, signs, and guide markers.

15% (E) Operates one and two ton trucks, and various other motorized landscape maintenance equipment. Operates equipment requiring a Class B license with tank endorsement as part of normal duties/training process.

5% (M) May be required to periodically clean, sanitize, and maintain maintenance facility, including floors, windows, work area, and restrooms. Make minor repairs on equipment. May be required to act as lead over special programs personnel.

SUPERVISION EXERCISED OVER OTHERS:

This is a non-supervisory position. Will act as Leadworker on a daily basis. Fills in for Supervisor in the absence of the Caltrans Maintenance Supervisor.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Must have a background in maintenance and construction procedures for traffic management and safety practices including expensive knowledge of Chapter 8 (protection of workers). The incumbent must be able to recognize traffic operational and safety problems, analyze alternatives, and take necessary action in the field independently.

Employee should possess the knowledge of and the ability to operate, service and make minor repairs of light maintenance and landscape equipment including light trucks; knowledge of weed control methods (chemical and manual); approved methods and materials used in control of common plant diseases and insect pests. Must have ability to recognize plants commonly used in landscape plantings; and to follow oral and written instructions.

Individuals working for Caltrans in the maintenance/landscape field must be able to safely work directly adjacent to high-density, high-speed freeway traffic.

Ability to lead and direct the work of subordinate members of the assigned unit and to work safely around high-density traffic.

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Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

Possession of a California Department of Agriculture Qualified Applicators Card, experience in pesticide use, a commercial drivers license (Class A or B with Tank endorsement). Additional desirable qualifications for this position are a grounds maintenance certificate or ornamental horticultural certificate, and knowledge of automatic irrigation systems and their operation.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Failure to make timely and proper decisions could endanger human lives and property, and result in lawsuits.

PUBLIC AND INTERNAL CONTACTS:

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the State. At times may deal with the media.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Should be free from health problems that would preclude pesticide and half-mask cartridge respirator use. Will be required to wear personal protective equipment.

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 and vehicles up to 50% of the time on a year-around basis. The remainder of the activity may be labor.

Standing, Sitting and Walking are 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:

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Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day.

C. Pulling and hoeing weeds for extended periods of time, manually digging ditches for irrigation repair, working on uneven ground on fill or cut slopes in thickly planted ground cover and shrub areas.

Carrying – Bagged/boxed material and/or fertilizer, which may weigh 50 to 100 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain.

Overhead reaching – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment.

Other Reaching – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis, over 50% of the work shift.

Pushing/Pulling – 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 (weight between 20 – 80 lbs.) and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains.

Twisting - The Operator twist 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 – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain 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.

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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 Operator also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades.

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. A higher percentage of the time would be saw or similar 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 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. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT:

Required to 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.

During the winter months the workweek is normally 5/8-hour days. The scheduling of the 5/8 days or the 9/80 days is at the discretion of the District Management. Incumbent may be scheduled to work the night shift as scheduled by the Maintenance Supervisor.

Will be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

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Should be free from health problems that would preclude pesticide and half-mask cartridge respirator use. Will be required to wear personal protective equipment.

Personal safety requirements include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- 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 hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

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