

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Landscape Maintenance Leadworker	04-Division of Maintenance-East Bay/Delta Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Landscape Maintenance Leadworker	904-690-6296	09/26/2014

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:

Under the direction of the Caltrans Maintenance Supervisor, the Caltrans Landscape Maintenance Leadworker assists the Supervisor in the guidance of and participates in the work of a crew performing highway landscape and highway maintenance activities. Some activities include but are not limited to: mixing and applying herbicides, time input, determining amount of materials/equipment needed, ensuring proper maintenance and servicing of equipment, providing on-the-job training, and conducting Tailgate Safety Meetings. May provide lead guidance and direct the work of non-state or community service workers; may assume the duties of the supervisor during short duration absences. The incumbent will be required to operate vehicles requiring a valid Class B driver license with an "N" endorsement. If properly licensed, will operate Category 1 equipment; Class A drivers license is desirable. Must possess a valid Qualified Applicator Certificate (QAC) in the category of Landscape Maintenance or Right-Of-Way. Must be available for after-hours emergency call outs and may be required to work rotating or irregular shifts.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
45%	E	Assist the supervisor providing guidance and participating in daily unit projects monitoring and insuring the safety of the crew in the work site. Activities will include but not be limited to: spray truck and tanker operations; pruning, planting, weed and brush removal using a variety of hand and power tools (chainsaw, chipper, rake, shovel, broom, pitchfork, handsaw, weed eater, litter picker, etc); repair of plumbing fixtures in maintenance facilities; oversee crews including court referrals; assist with the installation of all aspects of traffic control (full lane closures, moving closures, one-way traffic control, ramp and shoulder closures); remove debris and animal carcasses from road-way/shoulder; clean and inspect culverts, ditches and drains.
20%	E	Using various computer software, complete daily timesheets; chemical spray reports; purchase requests; requests for chemical recommendations and chemical warehousing forms; lane closure, MAZEPP, BMP and Tailgate Safety Meeting forms. Will transport injured employees to medical facility and complete necessary accident report paperwork.
15%	E	Operate various vehicles & equipment requiring a Class B commercial driver's license with N endorsement. With proper licensing, will operate Class A vehicles/equipment. Maintain equipment used in highway landscape maintenance activities including but not limited to hand and power tools.
10%	E	Conduct training to ensure compliance of safety policies, Code of Safe Practices and Chapter 8. Conduct BMP and Tailgate meetings. Conduct on the job training including Chemical Label and MSDS training. Perform operational reviews, ensuring the safety of the crew at the work site.
5%	E	Wearing required safety apparel such as but not limited to: dust mask, respirator, tyvek coveralls, mix and apply herbicides and pesticides.

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5% M Facility upkeep, repair, maintenance, cleanup and custodial work including Caltrans Maintenance Stations and offices, and other similar facilities. Perform minor repairs and /or adjustments to equipment.

¹ESSENTIAL 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 on a daily basis. Fills in for Supervisor in the absence of the Caltrans Maintenance Supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: operation and care of various pieces of automotive equipment, maintenance of highway landscaping, provisions of the California Vehicle Code as it applies to the operation of motor vehicles, regulations and safety practices pertaining to highway emergency services, fire suppression techniques, emergency first aid, operation and care of highway equipment, RVC chemicals, chemical application equipment, methods of mixing and applying herbicides, rules and regulations of pesticide safety practices, proper traffic control procedures to perform work safely and efficiently on busy highways, the basic occupational safety and health regulations contained in Title 8 Industrial-Construction and General Industry Orders, safety and health policies and procedures as contained in the Department Injury and Illness Prevention Program, knowledge of basic safe work practices, and the Leadworker's role in maintaining an effective Injury and Illness Prevention Program. Must have the ability to effectively communicate, direct the work of others; keep time records and simple cost records of materials, equipment, and expenses using various software applications. Must be able to analyze various situations accurately, using good judgment and make sound decisions. Must be able to respond to emergency situations. Must possess a QAC. Required to possess a valid Class B driver's license w/N endorsement; Class A is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor or inadequate decisions could cause injury to yourself, co-workers or the traveling public. Could also cause excessive repair costs and negatively impact work production. Failure to make responsible decisions could adversely impact the flow of traffic, create excessive traffic delays, and cause a negative impact on Caltrans and/or commerce.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with the California Highway Patrol, private contractors, employees of other public agencies, and members of the public as well as all levels of Caltrans management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be physically able to perform heavy labor for long periods of time. Will be required to wear personal safety equipment such as earplugs, hardhats, eye protection, Tyvek coveralls and rubber boots. May be required to assist in the clean up in the event of an accident involving drivers and or hazardous spills. May be subject to and should have the ability to handle irate public in a calm manner. Must possess the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships with fellow employees and other agencies.

WORK ENVIRONMENT

The incumbent can be expected to work outdoors most of the time in all types of weather. The work can be physically demanding and require stamina, agility and strength. The incumbent is subject to sunburn, poison oak, snake, and insect bites, loud noise, dust and chemicals. The job has an added hazard due to most of the work being in close proximity to vehicular traffic. May be at risk of injury working with or around equipment. May have to work in wetlands or woodlands. Will be required to travel and stay overnight to attend mandatory classes. May be required to work rotating shifts including nights and weekend; shift may change due to emergencies such as floods, earthquakes and storms.

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.)

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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