STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS LANDSCAPE MAINTENANCE LEADWORKER	07/MAINTENANCE/NORTH	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS LANDSCAPE MAINTENANCE LEADWORKER	907-610-6296	07/2014

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, the incumbent operates light vehicles and equipment requiring a Class B California Commercial Driver's License, with a tank vehicle endorsement and equipment used by assigned unit, license will be valid and unrestricted; works individually or with a crew performing tasks related to landscape maintenance work; maintains functional and landscape plantings; weed and insect control; soil sterilization; mixing and applying chemicals and performs general laboring tasks associated with the maintenance of the State Highway system. Must possess California Department of Pesticide Regulation Qualified Applicator Certificate with Right-of Way category. The incumbent will be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining.

Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Assists and coordinates with the Supervisor in the following: Conduct tailgate safety meetings. Ensure the employee and work zone procedures are followed as outlined in the Caltrans Injury and Illness Prevention Program, Chapter 8 of the Maintenance Manual, and assists the Caltrans Maintenance Supervisor in scheduling and planning work assignments. Lead crew in performance of maintenance activities as outlined in the Maintenance Manual Vol 1. Using as well as the training of employees in the use of, power equipment and various types of tools associated with highway/landscape maintenance. Able to transport a variety of objects less than or equal to 60 lbs. Recognize roadway deficiencies or public safety concerns and takes appropriate corrective action.
20%	E	Operates light vehicles and equipment used by the assigned unit requiring a Class B driver's license.
15%	E	Works on traffic control; sets and picks up lane closure, traffic cones, flares, and advance work signs; acts as a flag person; operates the pilot car, backup truck, and lane closure truck; operates a two-way radio.
15%	E	Completes simple written records, such as crew daily work records, accident reports, lube records, mileage reports.
5%	M	Makes minor adjustments and emergency repairs to equipment and services and maintains equipment (lube and oil changes; changes tires, light bulbs, fuses, filters, and window wipers, steam cleans equipment; and operates hoist).

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

[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

No direct supervision. Leads a crew in the performance of Landscape maintenance activities as outlined in the Maintenance Manual Vol. 1. May assume the duties of the supervisor in his/her absence in a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of chemicals, chemical application and equipment, materials, methods, equipment, service and care of the equipment and tools used in highway landscape maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway landscape maintenance practices. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public, the employee is expected to maintain a favorable public image for the Department and the State.

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.

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 light vehicles 20% of the time on a year-around basis.

The remainder of the activity is labor intensive and includes but is not limited to the following:

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:

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

Chemical spraying: Standing and walking 95% of the day

Irrigation repair: Standing, bending, kneeling, twisting, operating truck 80% to 90% of day
Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day.

Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day basis; a post driver which weighs approximately 60 lbs.; assist with the loading and unloading of a tire in a rim which can weigh over 75 lbs. Another example of lifting is shoveling material. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of vegetation edgings per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist.
Another type of lifting is light pickup – loading garbage bags with litter, tire carcasses and other debris from roadway

which requires continuous bending and lifting.

Incumbent should ask for assistance when moving items over 50 pounds.

Transport and/or carrying – Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are transported and/or carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools may include but not limited to picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain.

Overhead reaching – Overhead work includes but not limited to pulling yourself up into many types of equipment, pruning, holding up signs, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment.

Other Reaching – Includes but not limited to setting cones, lubing and checking equipment, raking, shoveling, driving, shifting, holding signs, picking up cones; often done on a continuous basis, over 60% of the work shift.

Pushing/Pulling – Includes but not limited to shoveling, opening 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 and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, pulling chains etc.

Twisting - The employee may 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.

Climbing/Balancing – Is done in and out of equipment, up and down banks/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; inspect and/or clean large storm drain facilities.
Bending/Crouching/Squatting/Crawling – The employee 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 employee also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades and other equipment parts.

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 saws 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 their duty safely.
Hearing should be adequate with or without hearing aid 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. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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 is at the discretion of the Region Management. Employee may be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 12, Memorandum of Understanding.

Maybe requested to work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12, Memorandum of Understanding.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

A. Appropriate footwear, in good and sturdy condition, must be worn.
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, including hazmat conditions and/or incidents when required.

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)

SUPERVISOR (Signature)	DATE