

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Landscape Maintenance Leadworker	07 MAINTENANCE EAST REGION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Landscape Maintenance Leadworker	907-640-6296-xxx	11/01/2013

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:

Working under the supervision of a Caltrans Maintenance Supervisor, the Caltrans Landscape Maintenance Leadworker works and assists in the direction of a crew engaged in landscape on highways and highway structures; inspects, maintains and repairs various maintenance and landscape equipment; gives on the job training in a wide variety of maintenance functions; performs general laboring tasks associated with the maintenance of the State Highway system. The incumbent operates vehicles and equipment. A Class B driver's license, with a tank vehicle endorsement and a current medical certificate and a Qualified Applicator's Certificate are required. The workweek will be Tuesday through Saturday 0630 to 1500, 5/8 work schedule. 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 work shifts and respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Under the direction of the Caltrans Maintenance Supervisor, the Caltrans Landscape Maintenance Leadworker assists and coordinates with the supervisor in the following; conducts tailgate safety meetings, ensures that the employees follow work zone safety procedures as outlined in the Caltrans Injury and Illness Prevention Program, Chapter 8 of the Maintenance Manual and the Code of Safe Practices, and assists the supervisor in planning and scheduling work assignments. The leadworker works with and leads the crew in the performance of maintenance/landscape activities as outlined in the Maintenance Manual. The leadworker trains employees in the use of power equipment and various types of tools associated with highway/landscape maintenance.
20%	E	Works traffic control, set and pick up lane closures, traffic cones, flares, and advance work signs; acts as flag person. Operates the pilot car, back up truck, and lane closure truck, operates a two way radio.
10%	E	Generate computerized and written records, such as IMMS daily work records, accident reports, vehicle usage in Cartags and other reports. Maintain, order, receive and track materials and supplies in inventory stock. assist with inventory records.
20%	E	Operates vehicles and equipment identified as Category 2 used by the assigned unit requiring a Class B driver license. Make minor adjustments and emergency repairs to equipment and services, fuses, filters, window wipers, steam cleans equipment, replaces light bulbs and tire changes.

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

Employee will receive supervision from a Caltrans Maintenance Supervisor in charge of the assigned unit. Act in their absence, as Caltrans Maintenance Supervisor for short duration. There are times when incumbent may work for other Supervisors and/or work units, as workload requires. Will conduct some training for other crew members. May be required to oversee and direct Special Program People and California Conservation Corp workers.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of materials, methods, 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 maintenance practices. Must have knowledge of safety regulations, policy pertaining to stormwater and knowledge of laws and policy pertaining to weed and pest control methods and materials. Ability to work effectively alone or with others. Ability work safely around high density traffic. Must be able to analyze various work situations accurately and adopt an effective course of action.

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 a waste of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. State may also be liable for damages to public property.

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, an employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Employee 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 30% 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 is 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 30%.

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: 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 carry – 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 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, saws, etc. and may be carried on uneven terrain.

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Overhead reaching – Overhead work includes 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 – 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 – Shoveling, opening doors, hooking up trailers; pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing irrigation equipment; pulling down on post drivers. Pulling brush and limbs, animal carcasses, pulling chains etc.

Twisting - The incumbent may twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating vehicles and equipment. 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 inspect and/or clean large storm drain facilities.

Bending/Crouching/Squatting/Crawling – The incumbent 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.

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 10% 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 incumbent must hear directions and equipment, and must see in order to perform his/her 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.

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.

May be 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.

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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