

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

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 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; provides on the job training in a wide variety of maintenance functions; and performs general laboring tasks associated with the maintenance of the State highway system. The incumbent operates vehicles and equipment requiring a class B commercial driver's license with a tank vehicle (N) endorsement and a current medical certificate. Possession of a Qualified Applicator's Certificate (QAC) is required. The work week will be Tuesday through Saturday from 0630 to 1500 hours. The incumbent will be required to work overtime, irregular shifts, alternate work schedules including nights, holidays, and weekends, and 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 Essential (E)/Marginal (M) ¹	Under the direction of the Caltrans Maintenance Supervisor, assists and coordinates with the supervisor in the following: conducts tailgate safety meetings, ensures that 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. Works with and leads the crew in the performance of maintenance/landscape activities as outlined in the Maintenance Manual. Trains employees in the use of power equipment and various types of tools associated with highway/landscape maintenance.
30% E	Performs traffic control, sets and picks 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.
20% E	Generates 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. Prepares reports, forms, and other paperwork as necessary.

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

Does not supervise others. Acts as a leadworker and provides guidance for assigned crew. May act as a supervisor in the absence of the Caltrans Maintenance Supervisor. May oversee and direct Special Program People and California Conservation Corp workers.

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; policies pertaining to storm water; laws and policies pertaining to weed and pest control methods and materials. Must have ability to work effectively alone or with others; ability to 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

Errors may expose co-workers and/or the public to possible injury or loss of life. Errors may also cause a waste of time

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and tax dollars through extra expense in the maintenance of highways or damage to State equipment and facilities. Errors may result in State liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS

Must maintain good relationships with members of the public and employees from the same and/or other departments within Caltrans, as well as from other agencies. May have contact with other public agencies and private individuals almost daily in the course of the assignment. Contact may be with hostile persons and the incumbent is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Must have physical ability to react quickly to errant motorists 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-round 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 spent digging out clogged ditches and drains: standing and walking using hand tools, 40%; sitting and driving, 30%.

Chemical spraying: Standing and walking, 95%

Irrigation repair: Standing, bending, kneeling, twisting, operating truck, 80% to 90%

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

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

Lifting (floor to bench to floor) – Items lifted may be any of the following but not limited to a post driver which weighs approximately 60 pounds; assist with the loading and unloading of a tire in a rim which can weigh over 75 pounds; shoveling material with each shovel full weighing approximately 15 pounds and 1,000 to 1,500 pounds of total material being shoveled per day - 80% of this lifting would be floor to waist and 20% lifted above the waist; light pickup – loading garbage bags with litter, tire carcasses, and other debris from roadway which requires continuous bending and lifting.

Incumbent is expected to ask for assistance when moving items weighing over 50 pounds.

Transport and/or carry – Bagged/boxed material which may weigh 50 to 100 pounds 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 pounds each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, saws, etc. and may be carried on uneven terrain.

Overhead reaching – Overhead work includes pulling self up into many types of equipment, pruning, holding up signs, servicing equipment on the lube hoist, signaling other workers, and loading material in equipment.

Other Reaching – Includes setting cones, lubing and checking equipment, raking, shoveling, driving, shifting, holding signs picking up cones and is often done on a continuous basis over 60% of the work shift.

Pushing/Pulling – Includes 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

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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. These activities are necessary when picking up and laying down tools and material; also crawls around and underneath equipment while checking and servicing equipment.

Simple Grasping – This activity is necessary about 95% of the shift while climbing in/out and around equipment, operating equipment, using hand tools, and handling materials.

Fine Manipulation – This occurs less than 10% of the shift and usually while writing reports or manipulating the knobs and levers on the equipment. This also occurs when operating saws or similar equipment.

Importance of hearing and sight 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 imminent 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.

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/or snow.

During the winter months the work week is normally five 8-hour days. The scheduling of the work days is at the discretion of Region Management. 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 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.
- 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 during 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)

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EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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