STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT LANDSCAPE MAINTENANCE LEADWORKER	08-754 UPLAND LANDSCAPE (EFIS# 4170)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT LANDSCAPE MAINTENANCE LEADWORKER	908-750-6296-XXX	

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 a CT Maintenance Supervisor, the CT Landscape Maintenance Leadworker assists the supervisor in planning and scheduling work, ordering materials and keeping records. In the field leads and oversees the crew, including court referrals, while working in the assigned duties, or may work independently. The incumbent is required to have and maintain a valid class B commercial driver's license with tank vehicle (N) endorsement, a current medical certificate and a Qualified Applicator's Certificate. The incumbent will operate a variety of specialized equipment and perform manual labor as needed. The incumbent may be required to work overtime including nights and weekends, work temporary and/or intermittent varied work shifts, and is expected to respond to emergency 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
50%	E	The incumbent may operate a trash compactor with automatic or standard transmission or a two-ton back-up truck while retrieving litterbags, debris and brush generated by court referrals. Operates a 15-passenger van with a portable toilet/tool trailer. Sets traffic control for crew. Works in conjunction with other court referral crew leaders to accomplish large assignments. Operates, makes minor repairs to and maintains a chain saw, string trimmer, hedge trimmer and various other landscape tools. Picks up dead animals from the right-of-way and transports them to the local Animal Control location for disposal. Carefully maintains any identification tags for owner notification. Picks up roadside debris. Inspects drains and keeps them clean. May take court referral attendance roll call. Must keep attendance records and fill out injury report forms as needed. As needed, must make correct independent decision to call CHP for a traffic break for remove debris that has fallen into the travel way, or to aid in setting up traffic control.
40%	E	The incumbent may operate a self-contained chemical spray rig and apply chemical pesticides. Will follow established procedures in accordance with Federal, State and County laws. Will operate a back-up truck with attenuator for shadow operations. Performs pre and post operation checks; minor and emergency repairs and adjustments to equipment; services and cleans equipment.
10%	E	Covers/removes graffiti from structures within the State right-of-way. Operates and maintains airless paint sprayer.

[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 formal supervision is exercised, but will lead and oversee the crew's activities and will assume many of the duties the supervisor in his absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the operation and care of equipment used in the assigned duties and provisions of the California Vehicle Code as they apply to their operation; regulations, procedures and safety practices relating to highway maintenance work. Requires knowledge of safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program, safety rules and regulations related to assigned duties as stated in Chapter 8 of the Maintenance Manual Vol. I; and knowledge of basic safe work practices. Must know and follow policies and procedures for operating two-way radios, and have knowledge of fire suppression techniques and emergency first aid.
The incumbent must be self-motivated and be able to work independently setting work priorities and meeting goals. Must

have the ability to be flexible in job assignments. Must be able to follow training and adhere to labeling while handling, mixing and applying chemicals.

The incumbent must have the ability to communicate and follow directions, both oral and written, at a level required for successful job performance; develop and maintain good working relationships with others; deal tactfully with the public; and keep records. Spanish bilingual skills are desirable. Will be required to work closely with court referred law violators and must be able to deal with potentially confrontational individuals. Must be able to do heavy manual labor.
The incumbent must be able to effectively analyze various work situations and make sound decisions. Must be able to correctly analyze wind/weather conditions and make independent decisions regarding shutting down spray operations when employee or public safety or property is at risk.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises judgment in making decisions relative to the safe operation of vehicles and equipment. Poor decisions or actions could jeopardize the safety of the employee, co-workers and the traveling public, and could damage state and private property. Such acts could also result in monetary loss and embarrassment to the state.

PUBLIC AND INTERNAL CONTACTS

The incumbent has continuous contact with fellow employees. Will have frequent contact with the traveling public, especially during traffic control operations. Will have intermittent contact with various other individuals and agencies such as district and region office employees, local and state law-enforcement and fire and emergency personnel, and court referrals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sitting in/on and driving/operating maintenance and construction vehicles will be required. The incumbent will be required to do heavy manual labor including; moving/placing of heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, twisting, reaching, climbing, working at heights, walking on uneven ground and prolonged standing. The incumbent must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters. Will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, and alert and aware at all times. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others.

WORK ENVIRONMENT

Most of the incumbent's time will be spent in the field, operating equipment or working of foot. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and predominately dry summer climate. Temperature extremes can range from below freezing in the winter to well over 100 degrees on a consistent basis in the summer. Occasional heavy thunderstorms can be expected in the summer months and heavy rain is to be expected in the winter. Will be required to operate equipment and work outside in extreme temperatures and inclement weather, and may be required to sit or stand for long periods. May work on uneven surfaces and may be exposed to noise, dust, hot materials and chemicals. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively through the assigned area and may be required to travel to and work in other areas in the district.

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

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE