

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Landscape Mtce. Leadworker	11/Maintenance/East Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CLML, El Centro Functional/ Spray Crew	911-610-6296-	August 2010

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:**

Under the direction of a Caltrans Maintenance Supervisor, oversees the work of the Spray Program throughout Imperial County. He operates a 1000 gallon spray rig and other spray equipment. He also operates other equipment on the Functional Crew such as the sign truck and the packer truck. He will occasionally supervise the Special Programs personnel. A valid Class B driver license (a Class A is highly desirable) without restrictions is required while performing duties associated with maintaining the State highway system. During inclement weather and roadway emergencies, this position is loaned to local T/W crews for storm repairs and highway emergency response activities; a Class A is highly desired to operate the required equipment associated with the above activities. A current QAC (Qualified Applicators Certificate) is required in order to fully perform the duties associated with this position. The incumbent will typically work alone, but might work with an assistant, or crew used for traffic control for the Spray rig. The normal workweek is Monday through Friday from 6:30 a.m. to 3:00 p.m. on a 5/40 work schedule. Incumbent will be required to work overtime as needed, including nights, weekends, and respond to emergency call. He/She may be required to work temporary and/or intermittent varied work shifts. This position is represented under collective bargaining. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
60%	E	The Leadworker will operate all spray equipment on the crew. He will maintain the equipment operating safely and up to DPR (Dept of Pesticide Regulations) standards. He will keep records of the material and areas sprayed per DPR and Imperial County's Agricultural policy. Trains subordinate personnel, when necessary. The CHML assures that the equipment is operated safely and is properly maintained. He maintains Spray records and chemical usage for the Department and the Agricultural Commissioner. He will attend all classes required to keep his QAC up to date.
25%	E	The incumbent will assist the Functional Sign personnel, Special Programs crew, and also personnel of the Sunbeam Rest Areas in completing their daily assignments when the spray rigs are down and/or inclement weather doesn't permit spraying.
10%	E	Assists the Supervisor in preparing reports of labor, work assignments, planned work, inputs time for the crew, materials and equipment used.
5%	M	During inclement weather this position is loaned to other travel way crews for traffic control, equipment moving, and/or overseeing crews for traffic control and storm repairs.

<sup>1</sup>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**

In a lead capacity, assists the Supervisor in planning and overseeing the work of subordinate crew members. In the Supervisor's absence, directs crew members in the performance of their assignments.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Knowledge of:

- Materials, methods, equipment and tools used in construction and maintenance of highways and structures
- Provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles
- Rules and Regulations as dictated by the Department of Pesticide Regulations and local laws and

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policies put in effect by Imperial County's Agricultural Commissioner.

- Rules and regulations pertaining to highway and structures maintenance practices, including traffic control, reporting procedures for planned and emergency closures, accident and fire prevention techniques
- Principles of effective supervision
- Basic occupational safety and health regulations; departmental safety and health policies and procedures; a basic knowledge of safe work practices; a Leadworkers role in maintaining an effective Injury and Illness Prevention Program.

Ability to:

Direct the work of others

Keep time and cost records of materials, equipment and expenses Operate and care for construction and maintenance equipment Analyze situations accurately and take effective action  
Exercise sound public relations techniques

Analytical ability is required to plan, determine equipment needs, and schedule the work of others. On a daily basis, incumbent must continually assess changing traffic and weather conditions to assure safety of work parties and the public.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for the application of pesticides through all Imperial County. Errors in judgment and decisions can affect the safety of himself, his crew and the public; result in equipment misuse or tort liability; diminish public opinion of the department; or affect our working relationship with the County.

### PUBLIC AND INTERNAL CONTACTS

Frequent contact with coworkers, region office staff, and Agricultural Commissioner's office in emergency situations (accidents and/or spilled load, for example), may work closely with representatives of other agencies. It's necessary to achieve a professional, businesslike relationship with the public and fellow employees.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Field work is done in close proximity to traffic and equipment; incumbent must hear at a level sufficient to hear vehicle horns, warning shouts and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings. Depending on the activity, work requires prolonged standing; bending, stooping, kneeling; loading/unloading materials or debris (occasionally 50-75 pounds).

To successfully direct the work of others, the leadworker must develop and maintain cooperative working relationships; respond appropriately to difficult situations (irate citizens, probationers or employees); recognize and respond appropriately to emotionally-charged issues or problems; respond calmly to unusual situations, keeping in mind at all times the safety of the crew and traveling public.

### WORK ENVIRONMENT

Most work is done outdoors; where incumbent will be exposed to dirt and blown dust, exhaust fumes, noise from passing traffic, uneven surfaces, extremes of heat and cold, inclement weather conditions.

I have read, understand and can perform the duties listed above. (If you believe you may require accommodation, please discuss this with the hiring supervisor.)

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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