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STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Landscape Maintenance Leadworker		
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CLML – Santee Landscape	911-610-6296	April 2014

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, works and assists in the direction of a crew engaged in landscape maintenance work. A Class B driver's license with a tank vehicle (N) endorsement is required while performing the duties associated with maintaining the State highway system. A Class A license is highly desirable. A current QAC (Qualified Applicators Certificate) is required. Incumbent may work individually or with a crew. The normal workweek is Monday through Friday from 7:00 a.m. to 3:30 p.m. on a 5/40 work schedule. Incumbent may be required to work overtime and 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	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Works with a crew involved in landscape maintenance in planting areas bordering the freeway, State highways and in planted areas. Will perform chemical spraying. Assists in direction of the crew: gives instructions, assures safety practices, sees that equipment is kept in good repair and is properly protected. Trains subordinate personnel.
35%	E	Assists Supervisor in preparation of reports of labor, materials and equipment.
15%	M	In the absence of the Supervisor, plans work, makes work assignments and directs the crew's daily operations

[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

In a lead capacity, assists the Supervisor in planning and overseeing the work of the subordinate crew members. In the Supervisor's absence, directs crew members in the performance of their assignments. May be placed in charge at the jobsite when Supervisor is unavailable.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of materials, methods and equipment used in landscape maintenance and chemical spraying operations and maintenance of equipment and tools: provisions of the California Vehicle Code applicable to the loading and operation of motor vehicles; rules, regulations and practices pertaining to landscape maintenance; basic occupational safety and health regulations; departmental safety and health polices and procedures; a basic knowledge of safe work practices; and a leadworker's role in maintaining an effective injury and illness Prevention Program.

Ability to assist in work being performed, including performing manual labor, keep records of employees' time and of materials and equipment used; direct the work of others; operates and care of tools and equipment used; including performing pre/post-operative checks and keeping necessary records; train others in safe and effective use of equipment; analyze situations accurately and adopt an effective course of action; communicate successfully with supervisors an subordinates.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent may be placed in charge of the crew during the supervisor's absence or when he/she is called away from the jobsite. Errors in judgment and decisions can affect the safety of the crew and the public, result in equipment misuse, tort liability, or a diminished public opinion of the agency.

PUBLIC AND INTERNAL CONTACTS

Routine contact with crew members and supervisors, Region Office staff and/or Dispatch personnel. Occasional contact with the traveling public. May have contact with State Highway Patrol or other law enforcement agencies. Necessary to achieve a professional, businesslike relationship with the public and fellow employees. Most contacts are in person.

To successfully direct the work of others, the Leadworker must develop and maintain cooperative working relationships; respond appropriately to difficult situations (irate citizens, other 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 the traveling public

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most of the work is done in close proximity to traffic and equipment; incumbent must hear at a level sufficient to hear warning shouts and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to callouts after-hours. Working with the crew, training subordinates, and responding to call-outs require prolonged standing, bending, stooping, kneeling; manual dexterity; loading/unloading materials (50 pounds),

WORK ENVIRONMENT

Most (90%) of the work is done outdoors, where incumbent will be exposed to dirt, blown dust, exhaust fumes, noise, uneven surfaces, and inclement weather.

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