

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE CT Landscape Maintenance Leadworker	OFFICE/BRANCH/SECTION CT Landscape Maintenance Leadworker	
WORKING TITLE KM Landscape/Spray Leadworker	POSITION NUMBER 911-700-6296-	EFFECTIVE DATE

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, the CT Landscape Maintenance Leadworker works with others and assists the Supervisor in direction of the crew. A Class B driver's license with tank vehicle (N) endorsement is required while performing duties associated with maintaining the State highway system; a Class A license is desirable. The incumbent must possess a Pesticide Applicators Certificate. Incumbent will work the landscape crew as needed, performing chemical spraying. The incumbent will work individually or with a crew, and may oversee other crew members. The normal workweek is Monday through Friday, from 6:30 a.m. to 3:00 p.m. on a 5/40 work schedule. The incumbent will be required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. This position is represented under collective bargaining. Duties include but are not limited to:~~

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Leads a crew responsible for maintaining planted areas bordering highways and freeways, and doing litter removal with probationers, gives daily work assignments to crew; checks work in progress to assure compliance with safety standards; orders, obtains and distributes supplies to crew. Typical duties include pruning and trimming of brush and minor trees; directing the work of others; removing debris; repairing sprinkler and minor irrigation leads; clearing drains and culverts. Trains subordinate personnel. Assures the safety of the crew and traveling public; oversees the proper operation of equipment and tools. Inspects area, reviewing the work of section persons, identifying jobs for plumbing and spray crews.
25%	E	Perform heavy manual labor; keep records of employees' time and of materials and equipment used; operate and care for 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 and subordinates. The lead worker is in charge at the job site when the supervisor is at another location. When storms or other emergencies require 24-hour operation, the leadworker may be required to manage a shift. License permitting, may be assigned to plow.
15%	E	Assist the supervisor in preparing reports of labor, materials and equipment used. Inputs time charging in to IMMS, conducts safety and BMP meetings during supervisor absence.
10%	M	In the supervisor's absence, plans work and adjusts priorities.

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

None. At the job site, directs the work of subordinate crew members. In the Supervisor's absence, may assume direction of the crew, making work assignments; keeping records of equipment, materials and labor used; spot-checking work in progress.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of minor construction, repair and maintenance work; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; materials, methods, equipment and tools used in construction and maintenance of highways and structures; 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

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health policies and procedures; a basic knowledge of safe work practices; a leadworker's role in maintaining an effective injury and illness Prevention Program; ability to operate, assess, and train others in the use and servicing of various highway maintenance and construction equipment.

Ability to assist in work being performed, including performing heavy manual labor; Class A drivers license is desirable; keep records of employees' time and of materials and equipment used; direct the work of others; operate and care for 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 and subordinates.

Analytical ability is required to determine equipment and material needs and schedule the work of others. When in charge at the scene, the leadworker must be alert to changes in conditions and take appropriate action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and poor decision making can effect the safety of self, coworkers, public service workers and the traveling public resulting in possible injury or loss of life. May expose the state to tort liability and damage the highway infrastructure, tools and equipment.

PUBLIC AND INTERNAL CONTACTS

Occasional contact with the traveling public; contact with State of California Highway Patrol or other law enforcement agencies during emergencies; routine contact with crew members and supervisors. Most contacts are in person.

Work is done with a partner or in a crew setting; necessary to establish and maintain effective working relationships. Necessary to exercise restraint when dealing with coworkers or irate motorists.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done in close proximity to traffic and equipment; incumbent must remain alert to conditions. 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. Depending on task, work requires prolonged sitting and ability to enter/exit equipment repeatedly during the shift; bending, stooping, kneeling; shoveling; grip strength; routine loading/unloading materials to 50 pounds or heavier with assistance.

WORK ENVIRONMENT

Most 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)

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SUPERVISOR (Signature)

DATE