03-S-538

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Caltrans Landscape Maintenance Worker	03 / Maintenance / Sunrise	
WORKING TITLE	**POSITION NUMBER**	**EFFECTIVE**
Caltrans Landscape Maintenance Worker	903-659-6297-	

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: Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates light vehicles and equipment used by the assigned unit and is required to have a Class C driver's license, works individually or with a crew performing tasks related to highway and landscape maintenance work. In the absence of the Supervisor, a Caltrans Landscape Maintenance Leadworker or other qualified person may be in charge. May work for other Supervisors and/or work units, as workload requires.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description
30% (E)	Operates light maintenance and construction equipment, programs and maintains landscape irrigation systems, replants landscape plants, prunes shrubs and trees, fertilizes landscape areas, cleans maintenance facility, removes litter and dead animals, installs lane closures and other traffic controls, flags traffic, removes brush and trees, cleans and services equipment, loads and unloads material from trucks, removes weeds both manually and mechanically, and does other work as required. May be assigned to perform the duties normally assigned to the class of Caltrans Highway Maintenance Worker.
25% (E)	Pesticide Use: Assists in pesticide application for insect and vegetation control. Must be able to wear respirator and all other protective gear.
20% (E)	Performs chain control and truck screen duties, assists in road closures including directing traffic and proper placement of warning and detour signs, removes snow from signs and other traffic safety devices, repairs and replaces snow poles, and repairs and builds tire chains.

[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

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18% (E) Operates light vehicles & equipment used by the assigned unit requiring a Class C drivers license.

5% (M) Makes minor adjustments and emergency repairs to equipment and services and maintains equipment (lube and oil changes; changes tires, light bulbs, fuses, filters, and window wipers, steam cleans equipment; and operates hoist).

2% (M) Completes simple written reports, such as crew daily work records, accident reports, lube reports, mileage reports, etc.

SUPERVISION EXERCISED OVER OTHERS

No direct supervision over others. Employee may at any time be placed in charge of a work crew as acting Leadworker for other Caltrans workers, Special Program Workers, such as CCC, probationers, etc.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Employee should possess the knowledge of and the ability to operate, service, and make minor adjustments and repairs to landscape and maintenance equipment. Knowledge of safety procedures and proper methods pertinent to work duties. Knowledge of weed control methods and the approved methods and materials used to control common plant diseases and insect pests. Knowledge of the California Vehicle Code as it pertains to the loading and operation of motor vehicles. Knowledge of chain control rules and regulations and proper snow removal procedures. The ability to recognize plants commonly used in landscape areas, to read and understand pesticide labels, and to fill out reports and make simple calculations.

Possession of a valid Class C driver's license.

Ability to work safely around high-density traffic and the ability to work effectively alone or with others. Must be able to analyze various work situations accurately and make sound decisions. Must be able to pass respiratory physical and fitting test.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Error may endanger co-workers and/or the public. Errors may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities.

PUBLIC AND INTERNAL CONTACTS

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

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PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. The incumbent must have physical ability to react quickly to errant motorist 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, the activities can be broken down into operating equipment and light vehicles 18% of the time on a year-around basis. The remainder of the activity is labor.

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:

A. Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

B. Snowy day: Sitting and operating large trucks, loaders, motor graders and snow blowers 90%; walking and standing, checking out equipment, 10%.

C. Crack sealing: Standing and walking 95% of the day.

D. Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of the day.

E. Paving: Operating trucks, motor graders, loaders, pavers 45% of the day. Standing and walking, raking and shoveling, 45% of the day.

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

G. Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day.

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day basis; a post driver which weights approximately 60 lbs.; assist with the loading and unloading of a tire in a rim which can weigh over 75 lbs. Another example of lifting is shoveling asphalt. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of sand or asphalt per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post, at least two feet into the ground, requires lifting up and pulling down the 60 lb. driver 10 to 150 strokes per post, worker could install up to 40 markers per day.

Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.

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Carrying – Bagged/boxed material, which may weight 50 to 100 lbs., must be 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 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain.

Overhead Reaching – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment.

Other Reaching – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.

Pushing/Pulling – Shoveling, opening garage doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains.

Twisting – The operator twist while driving equipment on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 lbs.

Climbing/Balancing – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain 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 climb on a heavy equipment trailer to secure the load with chain binders.

Bending/Crouching/Squatting/Crawling – The operator often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The operator also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades.

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

Fine Manipulation – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be saw or similar equipment.

Importance of hearing and sight – Both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

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Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

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 snow.

During the winter months the workweek is normally 5/8 hour days. During the summer months the workweeks may be changed to 9/80 hour days. The scheduling of the 5/8 days or the 9/80 days is at the discretion of the District Management. The incumbent may be scheduled to work the night shift during the months of December, January, February, and March or as scheduled by the Maintenance Supervisor.

May be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:

A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
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 hats, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps or other safety gear must be worn when required by the Department.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

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