

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Caltrans Landscape Mtce Worker	<b>DISTRICT/DIVISION/OFFICE</b> 04/MAINTENANCE/EAST BAY REGION	
<b>WORKING TITLE</b> Caltrans Landscape Mtce Worker	<b>POSITION NUMBER</b> 904-690- 6297	<b>EFFECTIVE</b>

**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 regularly and on time; 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 supervision of a Caltrans Maintenance Supervisor or designee, and lead guidance from a Caltrans Landscape Maintenance Leadworker, the incumbent maintains functional and landscape plantings; performs weed control and soil sterilization; and maintains irrigation systems. Involves heavy manual labor. Will operate light vehicles and equipment, must possess a valid Class C drivers license with Tank endorsement. Incumbent may also be assigned any duties normally performed by the Caltrans Highway Maintenance Worker classification. Incumbent will be required to work in inclement weather and in close proximity to heavy traffic conditions.  
**Must be able to respond to after-hours emergency call outs in a reasonable amount of time.**

**Typical Duties:**

**Percentage**

**Job Description**

Essential (E) Marginal (M)

- 50% (E)** Work with a crew or independently performing landscape duties. These tasks will include but not be limited to: cut and prune trees and bushes using chain saw, pruning shears, and other power hand tools; operate brush chipper; remove weeds on sloped and flat areas using manual tools and weed eater; using irrigation blue prints repair and program irrigation systems at State facilities and in landscaped areas; pick up litter and debris including dead animals; clean up homeless sites; dig holes/trenches using shovel.
- 30% (E)** Under guidance, mix and apply pesticides. Requires wearing respirator, rubber boots, gloves and tyvek suit during application.
- 15% (E)** Operate and maintain vehicles and equipment such as one and two ton cargo trucks, pickup trucks, 15 passenger vans and two ton shadow trucks. Assist with lane closures and traffic control.
- 5% (M)** Perform minor equipment repairs and keep tools and equipment clean. Clean job site and maintenance yard.

## **SUPERVISION EXERCISED OVER OTHERS**

This position does not supervise. May provide guidance to other landscape workers, sheriff work program crews, and San Quentin work crews.

## **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Knowledge of safety practices and traffic regulations, operations and care of equipment. Must have knowledge of traffic control for moving operations, lane closures and provide shadow protection when required. Must have the ability to learn and operate new equipment or function. Must be able to respond to emergency situations and use sound judgment. Use and maintain hand and power tools. Class C drivers license with Tank endorsement is required, Class A is desirable.

## **CONSEQUENCE OF ERROR/REASONABILITY FOR DECISIONS**

Errors in judgment could result in damage to equipment or highway facilities. This could affect the safety of your, fellow Caltrans staff, the environment and the traveling public. Could result in legal action being taken against the department and yourself.

## **PUBLIC AND INTERNAL CONTACTS**

Incumbent will routinely make contact with the general public. In addition will have contact with contractors, staff from other agencies, Caltrans construction field personnel, and other Caltrans work / MPRO crews.

## **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

### **Physical:**

Incumbent must be physically capable of utilizing hand tools and manual digging tools. Must be able to bend, stoop, twist, pull, grasp, sit, stand, lift, push and pull, drag material while walking and lift heavy material above the head in order to load vehicles. Must be able to walk and/or work on uneven terrain and highly sloped areas. Must be able to wear a respirator and pass a respirator physical.

### **Mental:**

Must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner using logic and deductive skills to provide an end product that is safe and usable.

### **Emotional:**

Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

**WORK ENVIRONMENT:**

Incumbent will work outdoors in extreme weather conditions and may be exposed to the following condition: loud noise; dust; pollen; chemicals; dead animals; moving traffic; vehicle accidents; insects, reptiles, poison oak and other environmental conditions associated with Landscape Maintenance.

The incumbent will be required to wear safety equipment such as earplugs and hard hats. May be required to assist in clean up in the event of an accident which may involve hazardous spills. May be required to work in confined spaces, homeless areas, hazmat incidents and remove dead animals from right away.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring Supervisor. If you are unsure if you require reasonable accommodation, inform the hiring Supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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Employee

Date

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

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Supervisor

Date

**ADA Notice** For individuals with sensory disabilities, this document is available in other formats. For information Call (916) 654-6410 or TDD (916) 654-3880 or write records and forms management, 1120 N Street, MS 89, Sacramento, CA 95814.