STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Landscape Maintenance Worker	Southwest -04-730	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Landscape Maintenance Worker	904-730-6297	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Caltrans Maintenance Supervisor, Caltrans Landscape Maintenance Leadworker or other designated person in charge, the incumbent maintains functional and landscape plantings; performs weed control and soil sterilization; maintains irrigation systems; oversees the work of MPRO workers; and performs graffiti abatement. Involves heavy manual labor. Will operate light vehicles and equipment, must possess a valid Class C driver's license. Incumbent may also be assigned any duties normally performed by the Caltrans Highway Maintenance Worker classification. Must have the ability to be flexible as changes occur during daily work activities. May be required to work rotating or irregular shifts including weekends and nights. Must be available for after hour call outs.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Incumbent will work with crew members performing landscape duties. This is to include but not limited to; cut and prune trees using a chain saw, pruning shears and other power hand tools. Operate a brush chipper. Incumbent is required to repair and program irrigation system in landscape areas. Perform manual weeding on sloped and flat areas. Pick up litter by hand. Clean up homeless sites. Read and understand irrigation blue prints. Dig holes/trenches by hand.
25%	E	Incumbent is required to mix and apply pesticides. Requires wearing a respirator, rubber boots, gloves and tyvek suit during pesticide application.
25%	E	Under the direction of a lead worker or other designated person in charge, incumbent is required to operate and maintain equipment such as one and two ton cargo trucks,pick up truck,computerized spray rig,15 passenger vans and two ton shadow vehicle.

[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

This position does not supervise. When assigned, the incumbent will oversee or direct other landscape workers, sheriff work program 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 any new piece of equipment or function. Must be able to respond to emergency situations and use sound judgment. To use and maintain hand and power tools.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment could result in equipment failure or damage. This could also affect your safety, crew members, the environment and the traveling public. This could result in legal action being taken against you or the department.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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PUBLIC AND INTERNAL CONTACTS

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

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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. 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. 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 be exposed to the following conditions; various shifts; loud noise; dust; pollen; chemicals; extreme weather conditions; dead animals; moving traffic; vehicle accidents; insects and other environmental conditions associated with Highway Maintenance.

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