

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
 DUTY STATEMENT**

CLASSIFICATION TITLE CALTRANS LANDSCAPE MAINTENANCE WORKER	DISTRICT/DIVISION/OFFICE DISTRICT 6/MTCE/ SR/ Delano	
WORKING TITLE Caltrans Landscape Maintenance Worker	POSITION NUMBER 906-620-6297-	EFFECTIVE 2015

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 supervision of a Caltrans Maintenance Supervisor or lead direction from a Caltrans Landscape Maintenance Leadworker, incumbent will perform miscellaneous landscape activities required for highway plantings and systems maintenance as well as emergency incidents. In addition, incumbent will operate and service motor vehicles and other equipment based on maintenance equipment levels for the classification. Duties will also include assisting in maintenance along with storm water related activities in support of the Department's Storm Water Pollution Prevention Program. Work hours usually will be 7:00 AM to 4:00 PM, with the possibility of changes during summer months as determined by Region. May be required to work rotating or irregular shifts including weekends and holidays. Must have a maximum 30 minute response time to assigned maintenance station in order to be considered for overtime call-outs.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

50% (E)	Miscellaneous laboring activities in landscape maintenance work on planted areas bordering freeways and highways including pruning, weeding and other related work using a variety of hand and power tools. Duties include irrigation of landscaping which includes maintenance and minor repairs of irrigation systems.
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45% (E)	Application of herbicides and pesticides may also be included in the duties of this position. Will also perform a variety of activities in support of the Department's Storm Water Pollution Prevention Program. The incumbent shall be responsible for the Maintenance Station custodial work. Operation of motor vehicles and other motorized equipment as allowed based on proper license. Assist in highway maintenance work including flagging, shoveling, culvert cleaning, sign replacement, litter removal, carcass removal, mud removal, traffic control, hand patching and fence repair.
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5% (M) May be loaned to other areas or divisions for operational needs and may participate in Special Programs relating to Storm Water and Special Events.

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 RECEIVED

Receives supervision from a Caltrans Maintenance Supervisor and lead direction from a Caltrans Highway Maintenance Leadworker or Caltrans Landscape Maintenance Leadworker.

SUPERVISION EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- ◆ Must have reasonable knowledge of the operation and care of automotive equipment as well as power tools.
- ◆ Must have some knowledge of minor construction, repair and maintenance work.
- ◆ Must have the ability to learn to operate and care for a variety of maintenance equipment, including the ability to make minor adjustments and emergency repairs to equipment and power tools.
- ◆ Must have thorough knowledge of the provisions of the California Vehicle Code applying to the operation of vehicles.
- ◆ Must have the ability to learn to perform miscellaneous landscape and highway maintenance work.
- ◆ Must have the ability to learn irrigation control systems and trouble minor irrigation issues.
- ◆ Must have ability to understand and carry out both written and oral instructions.
- ◆ Must have ability to work cooperatively with other employees, as well as the traveling public.
- ◆ Must have a valid non-restricted California driver's license.
- ◆ Must have ability to make situational analysis as needed in the performance of duties.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Work assignments and instructions are provided; decisions are usually made at a higher level, but situational analysis may be required due to the nature of highway maintenance work. Errors in work could result in loss of plant life and replacement costs; most serious errors would relate to safety where injury could result from carelessness or failure to follow instructions or procedures.

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PUBLIC AND INTERNAL CONTACTS

Internal contacts are generally limited to supervisors and other employees, while occasional public contact with traveling public may occur.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to routinely move heavy objects weighing up to 50 lbs. or more, drive, stand or sit for prolonged periods, bending, stooping, and or kneeling dependent on assignments. The incumbent may have to walk on uneven surfaces, climb slopes and ladders.

WORK ENVIRONMENT

Incumbent can expect to be outside in all kinds of weather and subject to environmental conditions. The work is physically demanding and requires stamina and ability. In addition, the job will require incumbent to work on or near roadways with vehicular traffic. Incumbent may be required to work with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway maintenance work. Workers may be required to work rotating or irregular shifts, including weekends, nights, holidays and in emergency situations. Must have a maximum 30 minute response time to assigned maintenance station in order to be considered for overtime call-outs.

I certify that I can perform the duties listed above with/without reasonable accommodation.²

EMPLOYEE

DATE

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

SUPERVISOR -

DATE