

DUTY STATEMENT

CALTRANS LANDSCAPE MAINTENANCE WORKER

06-624-630

PAGE 1

CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE CT LANDSCAPE MAINTENANCE WORKER	DISTRICT/DIVISION/OFFICE DISTRICT 6/MTCE/SOUTH REGION	
WORKING TITLE CT LANDSCAPE MAINTENANCE WORKER	POSITION NUMBER 906-620-6297-XXX	EFFECTIVE 2014

As a valued member of the Caltrans team, you put safety first, you make it possible for the Department to improve the mobility across California by being innovative and flexible; 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 supervision of a Caltrans Maintenance Supervisor or lead direction from a Caltrans Maintenance Leadworker, incumbent will perform miscellaneous laboring activities required for highway and structure 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 landscape 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 15:30 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.

- 20%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. Maintenance station custodial work as well as working in the Safety Roadside Rest Area.

- 15% M Operation of motor vehicles and other motorized equipment as allowed based on proper license.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate 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.

DUTY STATEMENT

CALTRANS LANDSCAPE MAINTENANCE WORKER

06-624-630

PAGE 2

15% M Assist in highway maintenance work including flagging, shoveling, culvert cleaning, sign replacement, litter removal, carcass removal, traffic control, hand patching and fence repair.

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.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate 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.

