STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS LANDSCAPE MAINTENANCE WORKER	DISTRICT 7 - MAINTENANCE - WEST REGION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
MAINTENANCE WORKER	907-710-6297-	

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 Caltrans Maintenance Supervisor, operates specified vehicles requiring possession of a valid, unrestricted Class 'C' California Driver's License. Works individually or with a crew performing tasks related to highway/landscape maintenance. Workweek will be Monday through Friday, 0700 to 1530, 5/8 work schedule. The incumbent will be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. Must be able to physically lift up to 50 lbs. Anything over 50 lbs., assistance is required. Also, able to communicate effectively on a two way radio and to Traffic Management Center. This position is represented under collective bargaining. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Operates equipment used by assigned unit. Performs pre-op / post-op inspections on a variety of vehicles /equipment. Performs routine services including, but not limited to: minor repairs, adjustments, cleaning, and emergency repairs. Maintains all necessary record keeping for a variety of equipment.
35%	E	When not operating equipment, tasks may include, but not be limited to: operating manual / power hand tools, transporting a variety of objects less than or equal to 60 lbs.
30%	E	Drives and responds to after hour emergencies, operation of "pilot car", flagging duties and other traffic control functions.

[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

Normally this position does not supervise, however, the incumbent may be called upon to act in absence of the supervisor for a short duration. May be required to oversee and direct Special Programs People.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of the operation and care of light vehicles used in highway and landscape maintenance operations. Must have the ability to follow oral and written instructions. Must be familiar with equipment used in landscape maintenance and highway cleanup. Knowledge of laws and policies regarding Maintenance Manual, Safety Manual, California Vehicle Code, maintenance and use of weed and pest control methods and materials in landscape and non-landscaped areas. Skill in operating a variety of maintenance equipment, and making minor adjustments and emergency repairs to such equipment. Ability to communicate and follow directions at a level required for successful job performance; do heavy manual labors; keep records. Assists in work relating to the maintenance of highway, structure, and landscaped areas.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with other State and Local Agencies, members of the public as well as all levels of

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Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to wear earplugs for loud noises; move heavy objects; stand or sit for prolonged periods. May also be required to bend, stoop or kneel. In the event of an accident involving vehicle drivers and/or hazardous spills, the incumbent may be required to assist in the cleanup. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent may/will be exposed to high-speed traffic; loud noise; dust; chemicals; extreme weather conditions and great heights. Will be required to work rotating and irregular shifts, overtime due to storms, emergencies, or special work projects, nights, weekends, and holidays. This also includes responding to after hour call-outs, which can include working with other maintenance crews involved in traffic control, accidents or other emergency work.

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