STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| CT LANDSCAPE MAINTENANCE WORKER | 08-715 BANNING LS (EFIS# 6297) | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| CT LANDSCAPE MAINTENANCE WORKER | 908-710-6297-918 | |

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 CT Maintenance Supervisor, Leadworker or other qualified crew member, the CT Landscape Maintenance Worker performs miscellaneous labor while performing duties associated with maintaining the landscaping within the State right of way. The incumbent may be required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts and may be expected to respond to emergency calls. May be loaned to other cost centers. This position is represented under collective bargaining. Duties include but are not limited to:

## TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M)[1] | Job Description |
|---|---|---|
| 85% | E | The incumbent will perform manual labor, operate light equipment, and power and hand tools while performing landscaping duties such as cutting back overgrown and felled vegetation, and pruning for sight distance, sign clearance and safety of the traveling public. Will operate and maintain chain saws, brush chippers, weed trimmers, hedge trimmers and hand tools such as hoes, shovels, pitchforks, hand shears, and hand saws. Will perform manual and chemical weed control, landscape replanting, troubleshoot irrigation system problems and manually clean and clear drains and ditches. Will be expected to set closures for shoulder work, ramps and on occasion lane closures. The incumbent will pick up litter, and provide support for the Adopt-A-Highway program, such as inspecting their work and retrieving and disposing of filled litterbags. Will work with members of the California Conservation Corps and on occasion oversee the activities of court referral workers. Will operate and maintain tow-able portable toilets and tool trailers. Incumbent will occasionally be required to work in two-way traffic control projects, flagging operations and be involved in two-way radio operation. Will perform pre and post operation checks; minor and emergency repairs and adjustments to equipment; services and cleans equipment. |
| 15% | M | The incumbent will be required to clean and maintain crew area, work area, and equipment and tools. Must keep records such as crew/time reporting forms, material usage forms and equipment inspection and repair request forms. |

[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

No direct supervision is exercised. The incumbent may be appointed to oversee the work of others as the responsible person per Chapter VIII of the Maintenance Manual Vol. I. Oversight may be over other Caltrans employees or Special Program Workers, such as California Conservation Corps workers or probationers.

## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the operation and care of equipment used in the assigned duties and provisions of the California Vehicle Code as they apply to their operation; regulations, procedures and safety practices relating to highway maintenance work. Requires knowledge of safety rules and regulations related to assigned duties as stated in Chapter 8 of the Maintenance Manual Vol. I; and knowledge of basic safe work practices. Must know and follow policies and procedures for operating two-way radios, and have knowledge of emergency first aid. The incumbent is required to have and maintain a valid class C driver's license.

The incumbent must have the ability to communicate and follow directions, both oral and written, at a level required for successful job performance; develop and maintain good working relationships with others; deal tactfully with the public;

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and keep records. Must be able to do heavy manual labor.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Judgment is exercised in making decisions relative to the safe operation of vehicles and equipment. Poor decisions or actions could jeopardize the safety of the employee, co-workers and the traveling public, and could damage state and private property. Such acts could also result in monetary loss and embarrassment to the state.

PUBLIC AND INTERNAL CONTACTS

Has continuous contact with fellow employees. Will have frequent contact with the traveling public, especially during traffic control operations. Will have intermittent contact with various other individuals and agencies such as district and region office employees, local and state law-enforcement and fire and emergency personnel, and court referrals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sitting in/on and driving/operating light duty maintenance and construction vehicles will be required. The incumbent will be required to do heavy manual labor including; moving/placing of heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, twisting, reaching, climbing, working at heights, walking on uneven ground and prolonged standing. The incumbent must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters. Will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, and alert and aware at all times. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others.

WORK ENVIRONMENT

Most of the incumbent's time will be spent in the field, operating equipment or working of foot. Incumbent will be required to operate equipment and work outside in inclement weather as well as in hot and cold temperature conditions. Incumbent may be exposed to noise, dust, hot materials and chemicals. Will be required to wear long pants and appropriate footwear, as defined in section 4.3 of the current MOU, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, as well as other safety devices deemed necessary.

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 |
|---|---|
| | |