

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Landscape Maintenance Worker	OFFICE/BRANCH/SECTION Maintenance - Stockton Landscape	
WORKING TITLE Landscape Maintenance Worker	POSITION NUMBER 910-680-6297-XXX	EFFECTIVE DATE

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:

Employees maintain functional and landscape plantings; perform weed control and soil sterilization work; operate specified vehicles requiring a Class C driver license, such as light trucks, automobiles, highway maintenance, construction, or landscape equipment; do miscellaneous labor intensive work in connection with pruning, irrigation repair, and minor installation of irrigation; and do other related work as noted below.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Under direction, operate and service highway maintenance and snow/ice removal equipment identified as Levels of Equipment for Caltrans Landscape Maintenance Worker. Properly operate 2-way radios. Use products that could be hazardous or dangerous if not handled properly including but not limited to pesticides, cleaning solvents, petroleum based products, and bio-hazards. Perform heavy labor associated with, but not limited to highway structures, cleaning ditches, placing asphalt material, crack sealing, culvert openings, erosion control, vegetation planting and establishment, installing storm water protection measures, litter pickup, sign and guardrail installation and repair.
30%	E	Perform litter and dead animal removal and disposal. Perform snow and ice control tasks such as, but no limited to, snow stake installation, repair, and removal, and man chain control operations. Cuts weeds, brush and small tree removal and disposal from right of way. Attend all required training programs. Irrigation system tasks including but not limited to, build irrigation systems as well as maintain existing systems, adjust and install programs at controllers, repair remote control valves, and associated irrigation functions. Provide training on equipment. Perform minor repairs to maintenance stations and highway facilities including but not limited to window replacement, toilet repair, and painting
10%	M	Attend all required training programs. Flagging duties, assist on traffic control duties such as setting up lane closures on two-lane and multi-lane highways, set up cones.

¹ESSENTIAL 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 placed in charge or called upon to act as leadperson for a short duration

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of operation and care of automotive equipment, including light trucks. The incumbent must have some knowledge of minor construction; repair and maintenance work; provisions of the California Vehicle Code applying to the operation of vehicles; highway maintenance procedures; highway or landscape maintenance and construction equipment and operation; servicing, minor adjustment, and emergency repair of such equipment.

Ability to read, write, and follow oral and written directions in English at a level required for successful job performance; do heavy manual labor; keep records. Assists in work relating to the maintenance of highway, structure and landscaped

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areas.

Skill in operating a variety of complex or heavy maintenance equipment, and making minor adjustments and emergency repairs to such equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crewmembers. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with representatives from other public and private Local Agencies as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to bend, stoop, climb, kneel, reach, push, pull and stand for long periods of time in various climatic conditions. May be required to assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. 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. Employee must be able to work alone.

SPECIAL PHYSICAL CHARACTERISTIC

Normal hearing and visual acuity of not less than 20/40 (with or without glasses).

WORK ENVIRONMENT

The incumbent may/will be exposed to and work in loud noise, dust, chemicals, extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. The incumbent will be required to wear all personal protective equipment; move heavy objects; stand or sit for prolonged periods. Wear and use all required personal safety equipment. Follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Responds to after-hour emergencies.

I have read and understand the duties listed above and can perform them with/without reasonable accommodations. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
