STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Landscape Maintenance Worker (CLMW)	District 11/Maintenance / West Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CLMW, Pacific Highway Landscape Crew	911-700-6297-	

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 supervision by a Caltrans Maintenance Supervisor and lead direction by a Caltrans Landscape Maintenance Leadworker, the Caltrans Landscape Maintenance Worker maintains landscape plantings; uses and maintains hand tools; operates and services light equipment; may perform minor facility maintenance; may be assigned duties normally associated with a Caltrans Highway Maintenance Worker. A Class C unrestricted driver's license is required while performing duties associated with maintain the State highway system. The incumbent will work individually or with a crew. The normal workweek is Monday through Friday, from 630 a.m. to 3:00 p.m. on a 5/40 work schedule. Incumbent may be required to work overtime including nights and weekends, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. This position is represented under collective bargaining.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	In assigned area, replaces and maintains ground cover, shrubs, minor trees, decorator rock or bark; waters, fertilizes and prunes, repairs sprinklers; applies soil sterilization; sprays for plant and insect diseases; applies chemicals for weed and roadside fire control or pulls weeds by hand; removes litter and vegetation from area; maintains hand tools. Operates and services light landscape maintenance/ construction equipment and keeps required records.
40%	E	Works with a crew performing large-scale landscape maintenance activities such as pruning, edging, fertilizing, in areas determined by the Supervisor or leadworker.
10%	M	Works with and may oversee public service workers, Service Assistant (Maintenance), or Conservation Corps intern(s) doing a specific task, such as weeding, edging, fertilizing, in areas determined by the Supervisor or leadworker. May be loaned to other crews for miscellaneous laboring duties: Traffic control, drain checking and clearing, may perform minor facility maintenance.

[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

None. May oversee the work and safety of 1 or more public service workers, Service Assistants, or Conservation Corps members doing specific tasks. A supervisor, leadworker or other senior crewmember is always nearby or available by radio.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires thorough knowledge of safety practices to be employed while working on the roadside, operation and care of automotive equipment. Requires ability to perform heavy manual labor, follow directions and work cooperatively with others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment can result in landscape damage, jeopardize the safety of employee, coworkers or the public, or result in a lawsuit against the department.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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PUBLIC AND INTERNAL CONTACTS

Daily contact with supervisors, coworkers and public service workers; necessary to maintain cooperative working relationships. Must exercise restraint when dealing with irate motorists.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done in close proximity to traffic and equipment; incumbent must hear at a level sufficient to hear warning shouts and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings. Work requires prolonged standing, stooping, shoveling; climbing in and out of vehicle; loading/unloading supplies to 50 pounds; bending, stooping, kneeling; occasionally climbing embankments.

WORK ENVIRONMENT

Most work is done outdoors, where incumbent will be exposed to blown dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold, inclement weather.

Personal safety requirements include but are not limited to:

- Appropriate footwear--a serviceable leather shoe or boot specifically fabricated for use in highway maintenance and/or construction environments--in good and sturdy condition, must be worn.
- Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- Provided safety gear--hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear--must be worn when required by the department.

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