STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| Caltrans Landscape Maintenance Worker -(P.I.) | District 12/Maintenance/Field Maintenance | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| Caltrans Landscape Maintenance Worker - Landscape | 912-xxx-6297-xxx | |

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 Caltrans Maintenance Supervisor or guidance of a Caltrans Landscape Maintenance Leadworker, the Caltrans Landscape Maintenance Worker maintains functional and landscape plantings; weed control; soil sterilization; mixing and applying chemicals for weed and insect control; operates and maintains various light equipment and performs general laboring tasks associated with the maintenance of the State Highway system. The incumbent may 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. This position is represented under collective bargaining.

This classification requires a valid and unrestricted class C driver's license. Possession of a Qualified Applicators Certificate is desirable. Duties include but are not limited to:

## TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M)[1] | Job Description |
|---|---|---|
| 70% | E | Incumbent maintains functional and landscape plantings; performs weed control and soil sterilization work; assists in watering, pruning of shrubs, ground cover and trees; fertilizing, mixing and using chemicals for weed and insect control(herbicides/pesticides); debris removal such as branches, brush, trash, graffiti removal from sound walls and signs within the highway right of way. Assists in repairs and maintains underground and above ground irrigation systems, plumbing and controllers. Uses and maintains proper traffic control devices and assists with closing of on ramps, and freeway traffic lanes. Operates manual/power hand tools and performs manual labor tasks. Assist in cleaning up highway spills. Operates "pilot-car", flagging duties and other traffic control procedures. Operates two-way radios. |
| 25% | E | ncumbent operates and maintains various maintenance landscape equipment requiring a class "C" driver's license. Incumbent shall follow prescribed methods of equipment as instructed by Maintenance Equipment Training Academy(META) and their supervisor and use the Pre-op and Post-op checklist for reporting any signs of problems to their supervisor. Service and make minor repairs on equipment as instructed by META. Must be able to operate automatic and manual transmission. May perform any of the duties outlined under Caltrans Highway Maintenance Worker and other related work. |
| 5% | M | Prepares reports and other paperwork as necessary. |

[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

## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Operation and care of automotive equipment including: light trucks; minor construction equipment, repair and maintenance of equipment; basic safe work practices to protect their own safety and health of others; provisions of the California Vehicle Code applying to the operation of vehicles; regulations and safety practices pertaining to highway emergencies; fire suppression techniques; emergency first aid, familiarization with various highway, structure, emergency service, or landscape maintenance and construction equipment including operation, servicing, minor adjustment and

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emergency repairs to such equipment; the safety and health policies and procedures contained in the Department's injury and Illness Prevention Program. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization and procedures of the Department of Transportation.

Ability & Analytical: Ability to communicate and follow oral and written instructions at a level required for successful job performance; operate and communicate clearly over a two-way radio system; do manual labor; keep records. Ability to recognize common diseases and pests related to plants that are for landscaping for high facilities. Ability to use equipment required in highway plantings and landscaping maintenance. Ability to assist in work relating to the landscape of highways, and safety roadside rest facilities. Must be able to recognize and respond appropriately to emergency situations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor judgment could result in danger and possible injury or loss of life for the traveling public and Caltrans employees.

PUBLIC AND INTERNAL CONTACTS

Occasional contact with the traveling public; contact with State Highway Patrol and the other law enforcement agencies; internal contact with crew members and supervisors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing, and carrying; as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground, working in confined spaces; and standing or sitting for prolonged periods. May be required to sit in/on and drive or operate maintenance and landscape vehicles. The incumbent will be required to wear earplugs for loud noises; wear respirators and appropriate safety gear at all times. The incumbent will be required to clean up in the event of vehicle accidents, hazardous spills or general trash and debris. 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. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and subject to reasonable suspicion testing during appointment. Incumbent will be required to take random drug tests throughout appointment.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopt an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

The incumbent will be based at a Maintenance Station in a climate-controlled environment under artificial lights, but most of the duties and time will be spent outdoors operating equipment and/or performing manual labor. Weather conditions vary from cold, windy and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep uneven and/or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided Personal Protective Safety Equipment including but not limited to shirts and/or vest, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District.

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 |
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| | |