STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Tree Maintenance Leadworker	08-730 District Tree Crew	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT Tree Maintenance Leadworker	908-9382-730-918	

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 Caltrans Tree Maintenance Supervisor, the Caltrans Tree Maintenance Leadworker assists the supervisor in planning, scheduling, and overseeing the crew's work. Will travel extensively throughout the District, while performing the assigned duties. May be assigned to a temporary and/or intermittent shift change to accommodate travel or workload. The incumbent may be required to work overtime, including nights, weekends and holidays; and will be expected to respond to emergency call-outs. 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
70%	E	The incumbent will assist the supervisor in planning and scheduling the work of the crew. In the field, will lead and oversee the crew's activities. Crew duties include trimming or removing trees in or near the state right of way for safety purposes; under direction, uses pesticides as stump treatment; will plant, cultivate, irrigate and trim ornamental trees. Will inspect trees for various diseases and pests; evaluate tree's condition and location as a possible hazard to public and private property; and make recommendations for solution. The incumbent is responsible for proper traffic control practices and safe use of aerial equipment and gas, hydraulic and pneumatic operated tools using Maintenance and Code of Safe Practices manuals.The incumbent will oversee the work of Special Program People, and will be responsible for giving instructions and safety briefings.
20%	E	The incumbent will train Tree Crew members in all phases of tree work, including tree worker safety and aerial rescue; chain saw and chipper safety; and inspection and care of equipment.
10%	M	The incumbent will keep records of labor, material and equipment used. Prepares reports and inputs daily time in Integrated Maintenance Management System. Will do miscellaneous computer work associated with the assigned duties.

[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

The incumbent will be one of two CT Tree Maintenance Leadworkers in the unit and will oversee the activities of from 3 to 7 Tree Workers and Maintenance Workers. The incumbent will also oversee the work of Special Program People.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of various ropes, knots, splices and rope strengths needed in conjunction with wood weights used in tree trimming work; different cuts used for tree felling and limb removal; different types of wood in terms of ease or resistance to cuts; and appropriate rigging procedures. Must have knowledge of pruning techniques, climbing methods, power tool and pesticide safety regulations and safety practices. Must have basic mathematics skills, including addition, subtraction, multiplication and division; operation and service requirements of various types of specialized equipment; and safe pesticide application techniques. The incumbent must know the Department and District's policies for tree maintenance and removal as well as proper signing, flagging and lane closure procedures; safety regulations and practices, including protective equipment for the use of pesticides and other chemicals; basic first aid and CPR; and aerial rescue techniques. Must know seasonal pruning requirements; common diseases and pests that attack trees and procedures for their control; and common names and growth patterns of trees.

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.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

The incumbent must have thorough knowledge of equipment, tools, methods, procedures and safety practices of tree maintenance activities and the ability to teach and lead the crew in those activities.
The incumbent must have the ability to climb trees in excess of 40 feet in height by means of belts, spurs and ropes; perform tree-trimming tasks at considerable heights above the ground; coordinate body movements with tasks to be performed; and select and apply knowledge appropriate to job tasks. Must be able to follow basic safety procedures for pesticide use; do the necessary rigging and tying of the various knots used in tree trimming work; make independent decisions; establish and maintain cooperative working relationships; and communicate at a level required to perform the essential functions of the job. The incumbent must be able to analyze a variety of situations and adopt an effective course of action. Bilingual skills are required for this position due to the oversight of Special Program People; requiring job and safety instruction.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Without detailed supervision, the incumbent is responsible for planning and scheduling the work to be performed and the equipment and materials to be used. Critical decisions will be made regarding the safety of the crew, the public and state and private property. Poor decision or errors in judgment can have serious consequences for the crew's safety, public, and private property, as well as possible monetary loss and embarrassment to the department

PUBLIC AND INTERNAL CONTACTS

The incumbent will have constant contact with members of the crew and frequent contact with the public. Has intermittent contact with a variety of personnel and representatives from various agencies including regional and district office staffs, Department of Fish and Game, US Forest Service, California Department of Forestry and California Highway Patrol.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to perform a wide variety of physical tasks such as sitting or and standing for long periods; walking on uneven and unstable ground, up steep embankments with unstable terrain. Will be required to climb and work above ground and overhead; move and place heavy objects by pulling, pushing, lifting and carrying. Bending, squatting, stooping, twisting, power grasping, and perform fine manipulation will also be required. The incumbent must be able to cope with emergency situations and emotionally charged issues under stressful and possibly adverse conditions. Must be emotionally stable, alert and aware at all times, and must be able to see and hear, with or without corrective assistance, at a level required for satisfactory job performance. The incumbent will be expected to respond to emergency conditions and work overtime as needed.

WORK ENVIRONMENT

This position is based in a metropolitan area, but the incumbent will work and travel with the crew throughout the District. Will work in a wide variety of geographical locations including urban, rural, mountain and desert; and on high-density multi-lane freeways, metropolitan streets and two lane rural highways. Weather conditions will also vary widely and include hot mostly dry summers with temperatures consistently over 100 degrees and occasional thunderstorms to cold, wet, foggy and windy winters with sub-freezing temperatures and heavy snow and rain. The incumbent will be required to work outdoors in extreme temperatures and inclement weather.

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.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE