

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE CT TREE MAINTENANCE SUPERVISOR	OFFICE/BRANCH/SECTION 08-730 DISTRICT TREE CREW	
WORKING TITLE CT TREE MAINTENANCE SUPERVISOR	POSITION NUMBER 908-730-9383-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the direction of a CT Maintenance Area Superintendent, the Tree Maintenance Supervisor is responsible for the activities of the District Tree Crew. Must possess a valid Class C license and Possession of a valid Qualified Applicator Certificate, Landscape Maintenance or Right-of-Way Pest Control Category, issued by the California Environmental Protection Agency (Cal-EPA). Duties include but are not limited to:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	The incumbent will plan, assign, direct, inspect and assist the crew in activities which include planting, spraying, cultivating, removing, irrigating and trimming trees. Supervises the safe application of vegetation and insect control chemicals; supervises the safe use of aerial equipment; insures proper traffic control procedures and safe work practices are followed.
40%	E	Trains personnel in all phases of tree maintenance work, including Tree Worker Safety and Rescue practices and procedures; evaluates performances and takes or makes recommendations on appropriate action. Will keep records of labor, equipment and materials used; makes Hazardous Tree Assessment recommendations. May be required to review, inspect and make recommendations on encroachment permits.
20%	M	The incumbent will operate light maintenance and landscape equipment and assist the crew in assigned activities as needed. Will also supervise the use, cleaning and care of assigned equipment and tools.

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

The incumbent has direct supervision of the crew consisting of 1 Caltrans Tree Maintenance Leadworker, 5 Caltrans Tree Maintenance Workers, and 2 Caltrans Highway Maintenance Workers.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the equipment, tools, methods and procedures used in the activities of a tree maintenance crew, including planting and cultivating; proper trimming and felling techniques; tree climbing procedures; and policies, procedures and proper applications of various insect and plant control chemicals. Must have knowledge of the policies and procedures contained in the Department's Injury and Illness Prevention Program; traffic control procedures in Chapter 8 of the Maintenance Manual; principles of effective supervision; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.

The incumbent must have the ability to plan, organize and direct the work of others; operate and care for equipment and tools used in the performance of assigned duties. Must have the ability to develop and maintain cooperative working relationships, and deal tactfully with the public.

The incumbent must be able to analyze a variety of situations and adopt an effective course of action.

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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. Make critical decisions regarding the safety of the crew, the public and state and private property. Poor decisions or errors in judgment can have serious consequences for the crew's safety and 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; and California Department of Forestry among others.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to perform a wide variety of physical tasks such as sitting and standing for long periods; walking on uneven ground; climbing; working above ground and overhead; moving and placing heavy objects by pulling, pushing, lifting and carrying; bending; squatting; stooping; twisting; power grasping; and performing fine manipulation. 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 supervises a crew that works and travels throughout the District. Will work in an office with climate control and artificial lighting. When in the field will be exposed to a wide variety of terrain and weather conditions. Will work in urban, rural, mountain, and desert environments. Weather conditions will vary from hot and mostly dry summers with occasional strong thunderstorms and temperatures consistently above 100 degrees, to wet and cold winters with heavy rain and snow and temperatures well below freezing. 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.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE