

**California Department of Transportation
Duty Statement**

CLASSIFICATION TITLE Tree Maintenance Supervisor, CT	DISTRICT/DIVISION/OFFICE 11/Maintenance/East Region	
WORKING TITLE Supervisor, East Tree	POSITION NUMBER 911-610-9383-001	EFFECTIVE May 2014

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, incumbent supervises and works with a crew engaged in caring for trees along highway rights of way and at State facilities. A valid Class C driver license is required while performing associated duties on the State Highway system; a commercial license is desirable. A Qualified Applicator Certificate, Landscape Maintenance or Right-of-Way Pest Control, is required. The normal workweek is Monday through Friday, from 6:30 a.m. to 3:00 p.m. on a 5/40 work schedule. Position is subject to out-of-town travel, usually in week-long increments, approximately seven weeks per year. Incumbent may be required to work overtime including weekends, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. This position is not represented under collective bargaining. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage
Essential (E)/
Marginal (M)¹

Job Description

- 60% (E) Prioritizes, plans, assigns, directs, inspects and assists with the work of cultivating, irrigating, and trimming ornamental and shade trees; includes assuring proper safety and traffic control measures evaluates subordinates' performance and takes or recommends appropriate action. Overseas operations, proper use of tools and equipment; gives instructions arranges for Mazeep. Due to the specialized nature of the work, exercises independent judgment in technical matters. At the job site, evaluates traffic and/or emergency situations and take appropriate action; may consult with law enforcement officials at accident scenes.

- 15% (E) Trains subordinates. Maintains discipline; evaluates the performance of subordinates; takes or recommends appropriate action. Assures safety practices, maintenance standards and Best Management Practices; sees that equipment is kept in good repair and is properly operated and maintained. Provides training to Maintenance Supervisors to become Qualifiers Trainers in Chainsaw Safety.

- 10% (E) Communicates with the media regarding tree trimming or removal operations; writes recommendations to other Caltrans divisions and outside agencies concerning tree-related subjects. Diagnoses or acts as liaison with County Agriculture Department to diagnose diseases or pest infestations. Monitors contractor doing work in area of control including writing task orders and job site inspections for work done under State contract. Formulates plans to mitigate damage from pests and diseases. Inspects tree-trimming permits and contracts; investigates tree damage as a result of accidents or illegal trimming/removal and estimates value of loss; makes reports of labor, equipment and material used.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned. MARGINAL FUNCTIONS are minor tasks of the position that can be assigned to others.

- 10% (E) Makes reports on progress of work, and labor, equipment and material used as well as responsibility for entering all information into IMMS. Oversees that all equipment is kept in good repair and properly operated and maintained. Investigates all Maintenance Service Requests and or citizen complaints and communicates finding with appropriate parties.
- 5% (M) Other duties as required. Keep up on all ANSI safety rules and regulations concerning tree operations.

SUPERVISION EXERCISED OVER OTHERS

Supervises a Tree maintenance crew of Tree Maintenance Leadworker and Tree Maintenance Workers.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Various ropes, knots and splices used in tree trimming work; rigging procedures; different types of climbing methods; rope strengths in conjunction with wood weights
- Different cuts used for felling and limb removal
- Climbing, power tool and pesticide safety regulations and safety practices
- Operation and service requirements of various types of equipment
- Pruning techniques, seasonal pruning requirements, tree diseases and pests and procedures for their control; safe pesticide application techniques
- Properties of different types of wood (ease or resistance to cutting, limberness, breaking strength)
- Basic arithmetic
- Minimum levels of tree maintenance as prescribed by policy and the Maintenance Manual
- Proper signing, flagging and lane closure procedures; safety regulations and practices, including protective equipment for use of pesticides and other chemicals
- Training techniques
- Common and botanical names and characteristics of trees
- Principles and techniques of effective supervision
- Supervisor's role in Health/Safety and EEO programs, and labor relations objectives and the processes available to meet these program objectives

Ability to:

- Climb trees over 40 feet tall by means of belts, spurs and ropes
- Perform tree trimming tasks at considerable heights above ground
- Do necessary rigging and tying of knots used in tree-trimming work
- Select and apply knowledge appropriate to job tasks; make independent decisions; plan and direct the work of others
- Recognize potential hazards
- Follow safe pesticide application procedures
- Follow instructions; communicate at a level required to perform essential functions of the job
- Evaluate the daily work performance of others
- Effectively contribute the Department's safety, health, equal opportunity and labor relations objects
- Safety prepare, mix, apply and store pesticides
- Train others in the effective and safe use of pesticides to control disease, insects and weeds

Ability to plan, budget, determine equipment needs, and schedule the work of others. As a job is in progress, the incumbent must continually assess weather conditions, traffic, equipment performance, etc., and adjust the plan appropriately, including in emergencies when quick-thinking is essential.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Errors in judgment and decisions can affect the safety of self, the crew and the public, resulting in tort liability, equipment misuse or tree damage.

PUBLIC AND INTERNAL CONTACTS

Routine contact with supervisors and coworkers, Dispatch personnel, other divisions. Necessary to establish and maintain cooperative working relationships.

The Supervisor must develop and maintain cooperative working relationships; respond appropriately to difficult situations (irate citizens or employees); recognize and respond appropriately to emotionally-charged issues or problems; respond calmly to unusual situations, keeping in mind at all times the safety of the crew and traveling public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Most work is done at heights over 40 feet, over or in close proximity to traffic and equipment. Incumbent must hear at a level sufficient to hear instructions shouted from the ground, shouted warnings, and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to callouts after-hours. Work requires climbing trees by means of ropes and saddles, prolonged reaching overhead using handsaw or chainsaw. Requires sufficient strength, agility and stamina to perform aerial rescue; bending, stooping, and kneeling; manual dexterity; loading/unloading wood or logs to 50 pounds (heavier with assistance).

The Supervisor has a pivotal role in maintaining the morale of the crew. Requires the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations (irate citizens or employees); recognize and respond appropriately to emotionally-charged issues or problems; respond calmly to unusual situations, keeping in mind at all times the safety of the crew and traveling public.

The Supervisor must make him/herself aware of potential hazards and all job components -- traffic, each crewmember's participation, equipment performance -- and evaluate/compensate/adjust accordingly. This level of mental activity is required for hours.

WORK ENVIRONMENT

Most work is done outdoors, where incumbent will be expected to these environmental conditions:

- Various equipment and machinery, passing high speed traffic (blown dust and cement, exhaust fumes, high disabels of noise)
- Working at heights from a personal basket or snooper or with a harness & lanyard.
- Extremes of heat and cold, incliment weather
- working at night or on weekend

Personal safety requirements include but are not limited to:

- *A serviceable leather work boot specifically fabricated for use in highway construction or maintenance activities.
- *Either long of short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts of coats
- *Long pants, NO shorts of cutoffs
- *Provide safety gear--hard hat, safety glasses, hearing protection devices, face shields, gloves, fall protection devices, 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 accommodation, please discuss this with the hiring supervisor.)*

EMPLOYEE <i>(Please Print)</i>	
SIGNATURE	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR <i>(Please Print)</i>	
SIGNATURE	DATE

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