

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Tree Maintenance Worker	04-Division of Maintenance-East Bay/Delta Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Tree Maintenance Worker	904-690-9381	04/20/2015

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 supervision of a Caltrans Tree Maintenance Supervisor, Caltrans Tree Maintenance Leadworker, or other designated person, the incumbent will perform various types of tree maintenance activities, operate specified Caltrans equipment if appropriately qualified and is required to possess a current Class C driver's license, be required to perform minor repairs or adjustments to equipment, be assigned duties normally performed by the Caltrans Highway Landscape or Maintenance Worker classification, and must be able to respond to after-hours emergency call outs in a reasonable amount of time. To help the Department with scheduling or due to Department needs, the incumbent may be assigned to work alternate work shifts such as but not limited to 9/80, 4/10, work nights, weekdays, weekends or holidays and be required to travel and stay out of town overnight on per diem.

TYPICAL DUTIES:

Percentage		Job Description
	Essential (E)/Marginal (M) ¹	
60%	E	Work with tree crew performing tree maintenance duties. These tasks will include but not be limited to: climbing trees by means of rope or spurs, safety harness and other required rigging utilizing the various ropes, knots, and splices used in tree trimming work, trim and remove limbs, branches or fell trees using, hand saws, chain saw, and other power hand tools, operate brush chipper, lowers cut limbs and branches by means of rope lines, plant, cultivate, and irrigate trees
20%	E	Operate and maintain vehicles and equipment such as one and two ton cargo trucks, brush chipper, pickup trucks, packers, and two ton shadow trucks.
15%	E	Perform minor repairs and maintenance to power tools and other equipment. Clean job site.
5%	M	Assist with lane closures and traffic control. Under guidance, mix and apply pesticides. Perform janitorial duties in the maintenance yard.

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

This position does not supervise. May provide guidance to other landscape workers, sheriff work program crews, and contract work crews.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of tree maintenance industry safety practices, operations, equipment, work practices, techniques, use of ropes, knots and other knowledge common to the tree maintenance industry. Must have the ability to learn and operate new equipment or function, maintain hand and power tools, climb trees and work at heights greater than 7 feet. Must be able to respond to emergency situations and use sound judgment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions or errors in judgment could result in; improper work practices that may endanger the safety of both Caltrans employees and the public, personnel grievances, violation of health, safety or departmental standards, not meeting Maintenance program objectives, torts, personnel injuries, loss of life, substandard work quality, unnecessary

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-99, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

expenditures, inefficient use of resources, unsafe conditions and adverse action.

PUBLIC AND INTERNAL CONTACTS

Incumbent does not routinely make contact with the general public but may have contact with contractors, staff from other agencies, Caltrans construction field personnel, or other Caltrans work crews.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be physically capable to: climb trees and work at heights greater than 7 feet, utilize hand and power tools, bend, stoop, twist, pull, grasp, sit, stand, lift, push and pull, drag material while walking and lift heavy material above the head in order to load vehicles, walk and/or work on uneven terrain and highly sloped areas, wear personal safety equipment such as earplugs, hard hats, and eye/face protection or respirator if needed.

Must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner using logic and deductive skills to provide an end product that is safe and usable.

Incumbent must have capacity for professional and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

WORK ENVIRONMENT

Incumbent will work outdoors in extreme weather conditions including high temperatures, rain, cold snow, and wind, may be exposed to loud noise, dust, pollen, chemicals, moving traffic, various mammals, birds, insects, reptiles, poison oak and other environmental conditions associated with Tree Maintenance and work along the State roads and highways, and may be required to work long hours during the weekday, nights, weekends or holidays.

The incumbent will be required to wear safety equipment such as safety harness, chaps, earplugs, hard hats, proper footwear, safety glasses, gloves, or other equipment required by law or policy.

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)

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

SUPERVISOR (Signature)	DATE
------------------------	------