

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE CALTRANS MAINTENANCE TREE WORKER	OFFICE/BRANCH/SECTION 904-730	
WORKING TITLE CALTRANS MAINTENANCE TREE WORKER	POSITION NUMBER 9381	EFFECTIVE DATE

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 Crew Supervisor, Caltrans Tree Crew Leadworker or other designated person in charge the incumbent will perform various types of highway tree maintenance activities. Incumbent shall have sufficient physical strength and agility to perform the essential functions of the job, including aerial rescue. Incumbent is required to possess a current Class C drivers license, however, a Class A commercial drivers license with the endorsements of P, H, and N is desirable. May operate specified Caltrans equipment if appropriately qualified. May be exposed to loud noises, dust, extreme weather conditions, moving vehicular traffic and stressful situations. May be exposed to poison oak and other irritating plants. May be required to perform minor repairs or adjustments to equipment. Must have the ability to be flexible as changes occur during daily work activities. May be required to work rotating or irregular shifts including weekends and nights. Must be available for after hours call outs. Incumbents will work a 4-10 hour shift and work hours will be from 0630 to 1630 Monday through Thursday.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Must be able to climb trees by means of rope or spurs and use safety belts or other required rigging utilizing the various ropes, knots, and splices used in tree trimming work. Trim and remove limbs and branches from trees using power saws, hand saws and similar equipment. Lowers cut limbs and branches by means of rope lines. Occasionally fell and remove entire trees. Plant, cultivate, and irrigate trees. Maintain, care for and service tree climbing and trimming equipment, power saws, chippers and similar equipment used in tree maintenance activities. Use aerial equipment, pneumatic and hydraulic tools.
20%	E	Operate and maintain equipment used in highway tree work activities including but not limited to hand tools and power tools. Operate vehicles including but not limited to vehicles requiring a Class C drivers license.
15%	E	Under close supervision, apply chemicals for insect, disease and weed control. Is on often steep or uneven terrain. Could be exposed to poison oak and other irritating plants, insects, and small animals.
10%	E	Act as a flagger for traffic control and utilize all aspects of traffic control, including lane and shoulder closures.
5%	M	Upkeep of facilities and custodial duties: Sweep office, crew room, barn and storage areas. Empty trashcans. Clean bathroom and replenish supplies.

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

Normally does not supervise others except in the absence of the Supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Operation and care of various pieces of automotive equipment, provisions of the California Vehicle Code as it applies to the operation of vehicles, servicing, minor

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adjustments and emergency repairs of such equipment. Ability to communicate and follow directions at a level required for successful job performance. Must be proficient in different types of climbing methods. Must possess a Class C drivers license; Class A with P, H & N endorsements desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor or inadequate decisions could cause injury to yourself, coworkers, and to the traveling public. Could also cause excessive repair costs and negatively impact work production.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with the California Highway Patrol, private contractors, employees of other public agencies, and members of the public as well as all levels of Caltrans management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be physically able to perform heavy manual labor for long periods of time. Will be required to wear personal safety equipment such as earplugs, hardhats, and eye/face protection. Must work well with others in a cooperative manner. May be subject to and have the ability to handle irate public in a calm manner. May have to work on uneven terrain, climb slopes, ladders and operate a personnel hoist at high heights. May be required to perform work in response to traffic incident or emergency situations.

WORK ENVIRONMENT

The incumbent can be expected to be outdoors most of the time in all types of weather such as but not limited to rain, snow, hail, ice, wind and heat. The work can be physically demanding and requires stamina, agility and strength. Will be exposed to fast moving freeway traffic and stressful situations. May see graphic vehicular accidents. The incumbent is subject to sunburn, poison oak, snake and insect bites, loud noise and dust. May have to work in wetlands or woodlands. Will be required to travel to and stay overnight to attend mandatory classes. Incumbent may be asked to work rotating shifts, including nights and weekends. Shift change can also happen in case of emergencies such as floods, earthquakes and storms.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

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)

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SUPERVISOR (Signature)

DATE