STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Tree Maintenance Worker	District 5/Maintenance/SB Tree Crew	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Tree Maintenance Worker	905-950-9381-xxx	

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 CT Tree Maintenance Supervisor, CT Tree Maintenance Leadworker or other qualified crewmember, the CT Tree Maintenance Worker will trim, shape, cultivate, remove and plant trees, and perform vegetation control within the state right of way. Incumbent will be required to work with a crew of up to three or more employees, operate vehicles requiring a Class B drivers license, such as Personnel Hoist and Chipper/Crane trucks May be assigned to a temporary and/or intermittent shift change to accommodate 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. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
60%	E	Trim or remove trees in or near the state right of way for safety purposes. Climb trees using ropes and spurs; cut limbs and branches using power and hand saws; lower limbs using lines; fell and remove entire trees; cut brush and weeds; chip limbs, branches and brush. Under direction, use pesticides as stump treatment; will plant, cultivate, irrigate and trim ornamental trees; uses pneumatic and hydraulic tools.
30%	E	The incumbent will provide traffic control as needed, including hand flagging, placing signs and lane closures. May be required to work at other cost centers. The incumbent will make minor adjustments and emergency repairs to equipment and tools. Clean, service and maintain hand tools. Perform pre and post operational inspections on equipment; keep records such as inspection and repair request forms, and crew/time reporting forms.
10%	M	Pick up and dispose of dead animals. Perform custodial work duties such as but not limited to: sweeping, emptying trash, cleaning restroom facilities, replenishing supplies, etc.

[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

Normally this position does not supervise; however, the incumbent may be called upon to act in absence of the supervisor for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of operation and care of automotive equipment, including light trucks. The incumbent must have knowledge of proper tree care. Provisions of the California Vehicle Code applying to the operation of vehicles, highway maintenance procedures, highway or landscape maintenance and construction equipment and operation, servicing, minor adjustment and emergency repair of such equipment. Minor repair of chainsaws.

Ability to communicate and follow verbal and written directions at a level for successful job performance; do heavy manual labor; keep records. Assists in work relating to the maintenance of highway, structure and landscaped areas.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the operator and/or crew members.

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.

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PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with other public agencies such as but not limited to California Highway Patrol, County government, members of the public, as well as all levels of Caltrans management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hard hats, eye protection, breathing apparatus; move heavy objects; stand or sit for prolonged periods. Position requires bending, stooping, and/or kneeling. May be required to assist in the clean up in the event of an accident involving vehicle drivers and or hazardous spills. May have to walk on uneven surfaces, climb slopes and ladders. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations.

WORK ENVIRONMENT

The worker can expect to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. The worker is not only subject to sunburn, poison oak, snake and insect bites, but loud noise, dust and chemicals. In addition, the job is hazardous because it is performed at the side of the road or in the roadway itself, where workers are exposed to vehicular traffic. Workers may be required to work rotating or irregular shifts, including weekends, nights, and in emergency situations caused by storms and floods.

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