

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Tree Maintenance Worker	<b>DISTRICT/DIVISION/OFFICE</b> 06/Special Crews-Fresno/Tulare	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b> 906-670-9381	<b>EFFECTIVE</b>

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 supervision of a Tree Maintenance Supervisor, the incumbent works in the removal and trimming of trees and spraying of chemicals for insect, disease and weed control on the State right of way. May be required to operate a variety of equip, including trucks, personnel hoist, brush chippers, and other maintenance equipment as required.

**TYPICAL DUTIES:**

Percentage                      Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

70% (E)	Climbing in trees by means of ropes or mechanical devices (other than gaffs) for the purpose of safety trimming and removing trees of all types as well as chemically treating for insect disease and weed control. This involves lowering cut limbs and branches by slings and/or lines; using chain and hand saws of various sizes; treating cut surfaces to protect from fungi and insect; spraying/injecting chemicals for insect or disease control; cutting brush and weeds along State right of way; processing cut branches through a chipper.
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<sup>1</sup> 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

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15% (E)	Ground level tree related work which includes operating chain saws, chippers and trucks in a safer manner consistent with department policy. Lower limbs under control and work closely with climbers working aloft. Clean up job sites of wood and debris and observe Best Management Practice for the work site. This work may include cleaning up of homeless camps, litter pick up and disposal o human waste.
10% (E)	Working on equipment. Clean and service chain saws, chippers and trucks. Maintain climbing gear and ropes in a safe and serviceable condition. Pre-op and Post-op equipment inspections to be completed daily.

5% (E) Traffic control and safety. Set out and pick up lane closures and shoulder closures to work on freeways. Setup traffic control on secondary highways and communicate with the public in a way that promotes a good understanding of the work and a good image of Caltrans. Pick up and dispose of dead animals and large litter.

***SUPERVISION EXERCISED OVER OTHERS***

Normally does not supervise, may act as a lead person for a two or three person crew for short periods of time.

***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

Knowledge of the minimum levels of tree maintenance as prescribed by Department policy and Department Maintenance Manual and proper signing, flagging and lane closure procedures is required. Also required is knowledge of all pertinent safety regulations and practices including protective equipment used in spraying chemical.

Knowledge of names and characteristics of the more common types of ornamental and shade trees in California; necessary rigging and tying of knots used in tree trimming work; methods, materials, and equipment used in planting, cultivating and trimming ornamental and shade trees; aerial equipment chemical sprays, various types of insects and diseases which attack trees, methods and materials of chemical application, insect and weed control, safety devices and traffic control methods and practices required in tree work on highway right of way and in parks or natural areas, methods and procedures for aerial rescue from a personal hoist and when climbing with ropes.

The ability to perform physical tasks at considerable heights above the ground, tie various knots used in tree trimming, make minor adjustments and emergency repairs to equipment, recognize potential hazards, operate heavy equipment, plan and direct the work of others, evaluate daily work performance of others, follow oral and written instructions and cooperative working relationships are necessities. Must have a valid California Drivers License.

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Knowledge of operation and care of automotive equipment including light trucks. The incumbent must have some knowledge of minor construction, repair and maintenance work, provisions of the California Vehicle Code applying to the operation of vehicles, highway maintenance procedures, servicing, minor adjustment and emergency repair of such equipment.

Ability to communicate and follow verbal and written direction at a level for successful job performance, do heavy manual labor, keep accurate records. Recognize infected, infested or damaged trees and whether they are safe to climb and how to apply appropriate methods of correction. Ability to climb trees 40' in height and taller by means of rope, saddle and climbing gaffes.

#### **ADDITIONAL DESIREABLE QUALIFICATION**

Possession of a valid and unrestricted Class "B" or Class "A" Driver's License.

#### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

Poor decisions or actions could result in serious personal injuries, property damage and/or criminal court action, additional work, costly repairs to equipment, and damage or loss of plant life.

#### **PUBLIC AND INTERNAL CONTACTS**

Has contact with the various crews assigned to the same yard, proper owners adjacent to State right of way and with the traveling public during traffic control situations. The incumbent may be asked to work with California Highway Patrol representatives, other government agency representatives and 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, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to move heavy objects, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, ladders. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situation, recognize emotionally charged issues or problems, and acknowledge the various responses.

#### **WORK ENVIRONMENT**

Incumbent can expect to be outside in all kinds of weather and subject to environmental conditions. The work is physically demanding and requires stamina and ability. In addition, the job will require incumbent to work on or near roadways with vehicular traffic. Incumbent may be required to work with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway

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maintenance work. Workers may be required to work rotating or irregular shifts, including weekends, nights and in emergency situations. Work hours usually will be 7:00 AM to 3:30 PM. **This position will be subject to alternate work shifts including 4/10's. Maybe required to work weekends, holidays, after hours and subject to call outs.**

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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