

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
TREE MAINTENANCE WORKER	DISTRICT 7/ MAINTENANCE /EAST REGION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
TREE WORKER	907-640-9381-	12/03/2014

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 Tree Maintenance Supervisor, Tree Maintenance Leadworker or other qualified crewmember, the Tree Maintenance Worker performs duties necessary to maintain existing trees located within the State Rights-of-Way and at State facilities. The normal workweek is Monday through Friday 0630-1500 on a 5/40 work schedule.

The incumbent will be required to work overtime including irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining.

This position requires a valid class C driver's license.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Climbs trees by means of ropes or climbers; uses safety belts and other required rigging; trims or removes limbs and branches; uses both power and hand saws and similar equipment; treats cut surfaces to protect from fungi and insects; lowers cut limbs and branches by slings or lines; occasionally fells and removes entire trees; plants, cultivates and irrigates trees; cuts brush and weeds along the highway. Performs aerial rescue when required.
40%	E	Maintains and cares for tree climbing and trimming equipment. Acts as flagman for traffic control; uses aerial equipment and pneumatic tools; applies chemicals for insects, disease and weed control.
10%	M	Supervises Special Program People, instructing them on various jobs and the Code of Safe Practices.

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

No direct supervision is exercised. The incumbent may be appointed to oversee the work of a crew or group as the responsible person per Chapter VIII of the Maintenance Manual Vol. I. Oversight may be over other Caltrans employees or Special Program Workers, such as California Conservation Corps workers or probationers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of various ropes, knots and splices used in tree trimming work; different cuts used for felling and limb removal; climbing, power tool and pesticide safety regulations and safety practices; appropriate rigging procedures; different types of climbing methods; pruning techniques; rope strengths in conjunction with wood weights; basic mathematics including addition, subtraction, multiplication and division; operation and service requirements or various types of specialized equipment; different types of wood in terms of ease or resistance to cuts; safe pesticide application techniques.

The incumbent must have the ability to climb trees in excess of 40 feet in height by means belts, spurs and ropes; perform tree trimming tasks at considerable heights above the ground; coordinate body movements with tasks to be

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performed; select and apply knowledge appropriate to job tasks; follow basic safety procedures for pesticide use; do the necessary rigging and tying of the various knots used in tree trimming work; follow instructions and location directions; learn new methods and techniques; make independent decisions; establish and maintain cooperative working relationships; communicate at a level required to perform the essential functions of the job.

The incumbent must be able to effectively analyze various work situations, make sound decisions and have the ability to modify and change work methods to solve various problems encountered in daily operations and emergency situations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Judgement is exercised in making decisions relative to the safe operation of vehicles and equipment. Poor decisions or actions could jeopardize the safety of the employee, co-workers and the traveling public, and could damage state and private property. Such acts could also result in monetary loss and embarrassment to the state.

PUBLIC AND INTERNAL CONTACTS

The incumbent must be courteous to fellow employees and public. Has continuous contact with co-workers. Will have frequent contact with the traveling public, especially during traffic control operations. Will have intermittent contact with various other individuals and agencies such as district and region office employees; local, State Highway Patrol and other law-enforcement agencies; fire and emergency personnel, and court referrals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to do heavy manual labor including: moving/placing of heavy objects up to 60#s by lifting, pulling, pushing, and carrying; power grasping, bending, stooping, squatting, twisting, reaching, climbing, walking on uneven/unstable ground, climb ladders, work in confined spaces and stand or sit for prolonged periods; sit in/on and drive or operate maintenance and landscape vehicles; wear earplugs for loud noises; wear respirators and appropriate safety gear at all times; cleanup in the event of vehicle accidents, hazardous spills, general trash and debris. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others. This is a drug sensitive class. Incumbent will be required to pass a pre-employment drug test and is subject to reasonable suspicion testing during appointment. If incumbent possesses a commercial driver's license, employee will be required to take random drug tests throughout appointment.

Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters. Will be required to deal tactfully and courteously with the public under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, and alert and aware at all times; reason logically, draw valid conclusions and make appropriate recommendations. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

This position is based at a Maintenance Station in a climate-controlled environment under artificial lights, but most of the duties will be spent outdoors operating equipment or working on foot performing manual labor. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and predominately dry summer climate. May be exposed to dirt, dust fumes, materials/hot materials, chemicals, loud noises, inclement weather, steep, uneven, and/or unstable terrain, and fast moving traffic. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided personal protective safety equipment such as shirts or vests, hard hats, safety glasses and gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel to and work in other areas in the district.

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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)

SUPERVISOR (Signature)

DATE