STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
TREE MAINTENANCE WORKER	DISTRICT - 7 - MAINTENANCE - WEST REGION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
TREE TRIMMER	907-710-9381	

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:

Working under the Supervision of Tree Maintenance Supervisor, operates specified vehicles requiring possession of a valid Class C unrestricted California Driver's License. Works individually or with a crew performing tasks relating to Tree/ landscape maintenance. Workweek will be Monday through Thursday, 0630 to 1700, 4/10 work schedule. The incumbent will be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Climbs trees by means of ropes and climbing gear; uses safety belts and other required rigging; trims and removes branches; uses both power and hand saws and other tools and equipment used to trim and/or remove trees.
35%	E	Treats cut tree surface to protect from fungi and insects; lowers 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; maintains and cares for tree climbing and tree trimming equipment.
30%		Acts as a flagman for traffic control; uses aerial equipment and pneumatic tools; applies chemicals for insects, disease and weed control. Tree inspections when requested.

[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. May be required to oversee and direct Special Programs People.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of methods, materials and equipment used in trimming, removing and cultivating and caring for trees; necessary rigging and various knots used in tree trimming work; safety practices involved in climbing, trimming and spraying trees. Ability to trim, cultivate, and care for trees, do necessary rigging and tying of various knots used in trimming work; get along well with others and follow oral and written directions, work a considerable height above ground; read and write at a level appropriate to the classification. Knowledge of the operation and care of light vehicles used in highway and landscape maintenance operations. Must have the ability to follow oral and written instructions. Must be familiar with equipment used in landscape maintenance and highway cleanup. Knowledge of laws and policies regarding Maintenance Manual, Safety Manual, California Vehicle Code, maintenance and use of weed and pest control methods and materials in landscape and non-landscaped areas. Skill in operating a variety of maintenance equipment, and making minor adjustments and emergency repairs to such equipment. Ability to communicate and follow directions at a level required for successful job performance; do heavy manual labors; 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 failure to properly service, maintain and/or operate equipment and cause excessive repair costs, loss of equipment and/or negatively impact work production. Negligence could also cause physical harm to the operator, crewmembers, and/or general public and expose the State to liability claims.

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PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with other State and Local Agencies, members of the public as well as all levels of Caltrans Management

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to wear earplugs for loud noises; move heavy objects; stand or sit for prolonged periods. May also be required to bend, stoop or kneel. In the event of an accident involving vehicle drivers and/or hazardous spills, the incumbent may be required to assist in the cleanup. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent may/will be exposed to high-speed traffic; loud noise; dust; chemicals; extreme weather conditions and great heights. Will be required to work rotating and irregular shifts, overtime due to storms, emergencies, or special work projects, nights, weekends, and holidays. This also includes responding to after hour call-outs, which can include working with other maintenance crews involved in traffic control, accidents or other emergency work.

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