STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT TREE MAINTENANCE WORKER	08-737 DISTRICT TREE CREW	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT TREE MAINTENANCE WORKER	908-730-9381-918	

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. Will travel extensively throughout the District while performing the assigned duties. May be assigned to a temporary and/or intermittent shift change to accommodate travel or 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. This position is represented under collective bargaining. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
60%	E	The incumbent's duties include trimming or removing trees in or near the state right of way for safety purposes. Climbs trees using ropes and spurs; cuts limbs and branches using power and hand saws; lowers limbs using lines; fells and removes entire trees; cuts brush and weeds; chips limbs, branches and brush. Under direction, uses pesticides as stump treatment; will plant, cultivate, irrigate and trim ornamental trees; uses pneumatic and hydraulic tools; and will perform aerial rescue when required
20%	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 during winter storm conditions in support of snow removal efforts.
20%	M	The incumbent will make minor adjustments and emergency repairs to equipment and tools. Cleans, services and maintains and tools. Performs pre and post operational inspections on equipment; keeps records such as inspection and repair request forms, and crew/time reporting forms.

[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

No direct supervision is exercised. The incumbent may be appointed to oversee the work of a crewmember 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 and court-appointed probationers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of various ropes, knots, splices and rope strengths needed in conjunction with wood weights used in tree trimming work; different cuts used for tree felling and limb removal; different types of wood in terms of ease or resistance to cuts; and appropriate rigging procedures. Must have knowledge of pruning techniques, climbing methods, power tool and pesticide safety regulations and safety practices. Must have basic mathematics skills, including addition, subtraction, multiplication and division; operation and service requirements of various types of specialized equipment; and safe pesticide application techniques. The incumbent must know the Department and District's policies for tree maintenance and removal as well as proper signing, flagging and lane closure procedures; safety regulations and practices, including protective equipment for the use of pesticides and other chemicals; basic first aid and CPR; and aerial rescue techniques. Must possess a valid class C driver's license.

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

performed; and select and apply knowledge appropriate to job tasks. Must be able to follow basic safety procedures for pesticide use; do the necessary rigging and tying of the various knots used in tree trimming work; make independent decisions; establish and maintain cooperative working relationships; and communicate at a level required to perform the essential functions of the job. Must be able to do heavy manual labor. The incumbent must be able to analyze a variety of situations and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes decisions regarding limb and tree removal, which can have critical impact of the safety of the crew, the public and state and private property. Poor decision or errors in judgement can have serious consequences for the crew's safety, public, and private property, as well as possible monetary loss and embarrassment to the department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have constant contact with members of the crew and frequent contact with the public. Has intermittent contact with a variety of personnel and representatives from various agencies including regional and district office staffs, Department of Fish and Game, US Forest Service, California Department of Forestry and California Highway Patrol.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to perform a wide variety of physical tasks such as sitting or and standing for long periods; walking and working on uneven and unstable ground, up steep embankments with unstable terrain. Will be required to climb and work above ground and overhead; move and place heavy objects by pulling, pushing, lifting and carrying. Bending, squatting, stooping, twisting, power grasping, and perform fine manipulation will also be required.
The incumbent must be able to cope with emergency situations and emotionally charged issues under stressful and possibly adverse conditions. Must be emotionally stable, alert and aware at all times, and must be able to see and hear, with or without corrective assistance, at a level required for satisfactory job performance. The incumbent will be expected to respond to emergency conditions and work overtime as needed.

WORK ENVIRONMENT

This position is based in a metropolitan area, but the incumbent will work and travel with the crew throughout the District. Will work in a wide variety of geographical locations including urban, rural, mountain and desert; and on high-density multi-lane freeways, metropolitan streets and two lane rural highways. Weather conditions will also vary widely and include hot mostly dry summers with temperatures consistently over 100 degrees and occasional thunderstorms to cold, wet, foggy and windy winters with sub-freezing temperatures and heavy snow and rain. The incumbent will be required to work outdoors in extreme temperatures and inclement weather.

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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