STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Tree Maintenance Worker, CT	11/Maintenance/East Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
TMW, West Tree Crew	911-610-9381-	SEPT 2014

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 supervision by the Tree Maintenance Supervisor or leadworker, incumbent maintains and cares for trees and brush planted along State highways. This classification requires a valid Class C California driver license. An "A" or "B" license with Tank endorsement is desirable. Incumbent typically works with the rest of the crew. The normal work week is Monday through Friday, from 6:30 a.m. to 3:00 p.m., on a 5/40 work schedule. Incumbent may be required to work overtime without notice when an emergency occurs late in the shift or when necessary to complete an operation; planned overtime for operations which can be done only at night or on weekends; and callouts. This position requires out-of-town travel, for a week at a time, 5-8 weeks per year depending on needs and available funds. This position is represented under collective bargaining. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Incumbent trims, shapes, cultivates, and removes trees and performs vegetation control along highway rights of way and at State facilities.
40%	E	Incumbent works from a personnel hoist or climbs trees over 40 feet tall by means of ropes and saddles and performs required rigging.
10%	M	Drags brush; operates chipper; maintains and cares for tree trimming and climbing equipment; performs traffic control.

[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

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Various ropes, knots and splices used in tree trimming work; rigging procedures; different types of climbing methods; rope strengths in conjunction with wood weights
- Different cuts used for felling and limb removal
- Climbing, power tool and pesticide safety regulations and safety practices
- Operation and service requirements of various types of equipment
- Pruning techniques
- Properties of different types of wood (ease or resistance to cutting, limberness, breaking strength)
- Basic arithmetic
- Safe pesticide application techniques
- Safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program.

Ability to:

- Climb trees over 40 feet tall by means of belts, spurs and ropes
- Perform tree trimming tasks at considerable heights above ground
- Do necessary rigging and tying of knots used in tree-trimming work

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions can affect the safety of self, the crew and the public, resulting in tort liability, equipment misuse or tree damage.

PUBLIC AND INTERNAL CONTACTS

Routine contact with supervisors and coworkers; necessary to establish and maintain cooperative working relationships. Moderate public contact at worksites; necessary to respond politely but firmly.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done at heights over 40 feet, over or in close proximity to traffic and equipment. Incumbent must hear at a level sufficient to hear instructions shouted from the ground, shouted warnings, and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to respond to callouts after-hours. Work requires climbing trees by means of ropes and saddles, prolonged reaching overhead using handsaw or chainsaw; Requires sufficient strength, agility and stamina to perform aerial rescue; standing, bending, stooping, kneeling; manual dexterity; loading/unloading wood or logs to 50 pounds (heavier with assistance) climbing in and out of vehicle.

WORK ENVIRONMENT

Almost all work is done outdoors. Incumbent is exposed to working at heights, dirt, exhaust fumes, noise from passing traffic and chainsaws, uneven surfaces, extremes of heat and cold, inclement weather.

Personal safety requirements include but are not limited to:

- Appropriate footwear, in good and sturdy condition, must be worn; tennis or running shoes are not appropriate.
- Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- Provided safety gear--hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear--must be worn when required by the department.

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