

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS TREE MAINTENANCE LEADWORKER	DISTRICT 02/MAINTENANCE/REDDING SPECIAL CREW	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS TREE MAINTENANCE LEADWORKER	902-697-9382-xxx	

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 a Caltrans Tree Maintenance Supervisor, the incumbent assists in planning, performing, and directing the work of the assigned unit on a daily, weekly, and monthly basis. Operates equipment identified as Category 1 and Category 2 used by the assigned unit, and works individually or with a crew performing tasks related to highway Tree, roadside spray or storm water maintenance work.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	Lead and participate in daily unit projects. Direct and work with the crew removing trees, pruning, removing brush, roadside spraying, applying fertilizer and chemicals, planting, installing storm water bmps and Works with Special Programs workers.
20%	E	Operate Category 1 and Category 2 equipment used by the assigned unit.
15%	E	Under the direction of the Tree Maintenance Supervisor, on a daily, weekly, and monthly basis, the Leadworker assists the Supervisor with the following tasks: scheduling work of the crew; assure that all equipment is serviced and maintained properly; lead the crew and give on the job training in a wide variety of maintenance functions; observe the crew to be sure that work habits follow the Code of Safe Practices and Chapter 8; provide for the safety of the crew and the traveling public; conduct safety meetings. Assist the Supervisor in preparing monthly and yearly workload plans. Determine (or assist the Supervisor in determining) equipment, personnel, the type and amount of material needed for regular maintenance functions. Maintain the morale and discipline of the crew. Using diplomacy and tact, answer questions from the public regarding maintenance policies or procedures. Recognizes deficiencies and hazards within the right-of-way. In order to identify problems needing attention, prepare and keep written records and reports such as; Accident Reports, Daily Time, and Production Reports, and equipment records. Makes inspection tours and checks equipment logs to ensure that all State and rental equipment are being used and maintained properly and safely. Maintain a cordial working relationship with other State and Government agencies and the general public.
10%	M	Works with other units performing highway maintenance projects and various snow removal and storm activities throughout the District. Directs and works with chain control personnel. Accomplishes other tasks normally performed by unit.
5%	M	Equipment Care: Servicing, minor repairs, adjustments, emergency repairs, cleaning of equipment and keeping all pertinent records.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This is a non-supervisory position. Will act as Leadworker on a daily basis. Fills in for Supervisor in the absence of the Caltrans Maintenance Supervisor.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Operation of tree and spray equipment and tools used in highway tree, stormwater, and roadside spraying maintenance as well as the operating characteristics of the Maintenance Management System, Maintenance Manual Volumes I and II, Safety Manual, Code of Safe Practices, and Guide to Employee Conduct and Discipline. It is also desirable that the incumbent has a working knowledge of the IMMSI Computer program. Incumbent must also have knowledge of provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices. Knowledge of rules and regulations pertaining to applying chemicals and aerial rescue.

- Must possess a valid Class B California Driver License with N endorsement.
  - Should work to possess a valid Qualified Applicator's Certificate from the Department of Pesticide Regulation with categories in Laws and Regulations, Right of Way and Landscaping.
  - Ability to lead and direct the work of subordinate members of the assigned unit and to work safely around high-density traffic.
  - Ability to follow oral and written directions.
  - Ability to operate all maintenance and chemical application equipment.
  - Ability to work effectively alone or with others.
  - Must be able to pass physical requirements to be respirator certified.
  - Must be able to analyze various work situations accurately and make sound decisions.
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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Failure to make timely and proper decisions could endanger human lives and property, and result in lawsuits.

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### PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the State. At times may deal with the media.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Should work to possess a valid Qualified Applicator's Certificate from the Department of Pesticide Regulation with categories in Laws and Regulations, Right of Way and Landscaping.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment and vehicles up to 25% of the time on a year-around basis. The remainder of the activity may be labor.

Standing, Sitting and Walking are described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

- A. Rainy day where worker is pruning, weeding, picking up litter: Standing and walking using hand tools and chipper 80%; Sitting and driving 20%.
- B. Snowy day: Standing and doing chain control, walking and standing 70%, operating light trucks, backup trucks, 20%; sitting 10%.
- C. Chemical spraying: Walking, standing, climbing slopes, getting in and out of vehicles, moving vehicles, dragging hose, setting up and taking down signs, 95%, written records 5%.
- D. Pruning: Walking, standing, using hand tools, chainsaw, hedger, pole pruner, (both manual and gas powered) climbing under trees and bushes, reaching overhead, feeding and operating chipper, loading brush into one or two ton trucks by hand or with pitchfork, setting up and taking down signs and cones, 95%, written records, 5%.

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- E. Weeding: Bending, kneeling, standing, climbing up and down slopes, using hoe, rake, shovel, weedeater, loading into trucks or bags, setting up and taking down signs and cones 95%, written records 5%.
- F. Fertilizing: Walking, carrying buckets of fertilizer, climbing up and down slopes, standing in equipment while spraying fertilizer out the side, breaking and lifting 50 lb bags for fertilizer application, 95%, written records 5%.
- G. Irrigation check and repair: Walking, standing, stooping, bending, digging, using hand tools, wrenches, shovel, pliers, 60% of day, driving, sitting, checking and programming irrigation computer, reports, 40%.
- H. Mowing: Operating tractor with rear/side, articulating mower attachments, sitting 80% of day, checking, lubing, climbing in and out, 20%.
- I. Litter pickup, patrol: Lifting, walking, climbing in and out of vehicle, picking up various objects 95%.
- J. Rest Area check and repair; sitting, driving, walking, 20%, repairing plumbing, grounds maintenance, irrigation, 75%, written records 5%.

LIFTING (Floor to bench to Floor) – Items listed may be any of the following but not limited to: tire chains for vehicles which may weigh as much as 75 lbs. per chain. In the winter months these could be handled on an every day basis; a post driver which weighs approximately 60 lbs.; assist with the loading and unloading of a tire in a rim which can weigh over 75 lbs. Another example of lifting is shoveling asphalt. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of sand or asphalt per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Installing marker post, at least two feet into the ground, requires lifting up and pulling down the 60 lb. driver 10 to 150 strokes per post, worker could install up to 40 markers per day.

Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.

CARRYING – Bagged/boxed material, which may weigh 50 to 100 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be carried on uneven terrain.

OVERHEAD REACHING – Overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per day, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment.

OTHER REACHING – Setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.

PUSHING/PULLING – Shoveling, opening garage doors, hooking up trailers; installing plows, sanders, kettles, pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires and chains; pulling down on post drivers. Pulling brush and limbs, animal carcasses, and pulling chains.

TWISTING - The Operator twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 lbs.

CLIMBING/BALANCING – Climbing is done in and out of equipment, up and down banks and used in fine manipulation of a chain slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be to climb on a heavy equipment trailer to secure the load with chain binders.

BENDING/CROUCHING/SQUATTING/CRAWLING – The Operator often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The Operator also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades.

SIMPLE GRASPING – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials.

FINE MANIPULATION – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be saw or similar equipment.

IMPORTANCE OF HEARING AND SIGHT – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

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Should work to possess a valid Qualified Applicator's Certificate from the Department of Pesticide Regulation with categories in Laws and Regulations, Right of Way and Landscaping.

Possession of a valid class A driver's license.

## WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow.

During the winter months the workweek is normally 5/8-hour days. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management. Incumbent may be scheduled to work the night shift during the months of December, January, February, and March or as scheduled by the Tree Maintenance Supervisor.

During winter chain control operations, Leadworker could will be designated as night shift supervisor for chain control and as such shall work night shift.

Will be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

Personal safety requirements include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- B. Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. 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.

This crew is designated as a travel crew and works out of town on a per diem basis up to 80% of the year.

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