

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE CT Lndscp Maint Wkr	OFFICE/BRANCH/SECTION 04-Division of Maintenance-Southwest Region	
WORKING TITLE Landscape Maintenance Worker	POSITION NUMBER 904-730-6297-xxx	EFFECTIVE DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Supervisor or Caltrans Landscape Maintenance Leadworker, the incumbent maintains functional and landscape plantings, performs weed control and soil sterilization, maintains irrigation systems, oversees the work of MPRO (County Probationers) workers, performs homeless encampment removal and graffiti abatement. Involves heavy manual labor. Will operate light vehicles and equipment, must possess a valid Class C drivers license. Incumbent may also be assigned any duties normally performed by the Caltrans Highway Maintenance Worker classification.

CORE COMPETENCIES:

As a CT Lndscp Maint Wkr, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety First - Engagement, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety First - Engagement, Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First - Engagement, Integrity)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Safety First - Engagement, Integrity)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First - Engagement, Integrity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First - Engagement, Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First - Engagement, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Work with a crew or independently performing landscape duties. These tasks will include but not be limited to: cutting and pruning of trees and bushes by using chainsaw, pruning shears and other power hand tools, operate brush chipper, remove weeds on sloped and flat areas using manual tools and weed eater. Read irrigation blue prints, repair and program irrigation systems at State facilities and in landscaped areas, pick up litter and debris including the removal of dead animals, clean up homeless encampment sites, dig holes/trenches using shovel and perform graffiti abatement.
30% E	Under guidance, mix and apply pesticides. Requires wearing a respirator, rubber boots, gloves and tyvek suit during application.

ADA Notice

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15%	E	Operate and maintain vehicles and equipment such as one and two ton cargo trucks, pickup trucks, packers, 15 passenger vans and two ton shadow trucks. Assist with lane closures and traffic control.
5%	M	Perform minor equipment repairs and keep tools and equipment clean. Clean job site and perform janitorial duties in the maintenance yard.

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

This position does not supervise. May provide guidance to other landscape workers, sheriff work program crews, and contract work crews.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of safety practices, traffic regulations, operations and care of equipment.
- Knowledge of traffic control for moving operations, lane closures and provide shadow protection when required.
- Knowledge in the maintenance and service of power tools.
- The ability to learn and operate new equipment or functions.
- Must be able to respond to emergency situations and use sound judgment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment could result in damage to equipment or highway facilities. This could affect the safety of your fellow Caltrans staff, the environment and the traveling public. Could result in legal action being taken against the department and yourself.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely make contact with the general public. In addition will have contact with contractors, staff from other agencies, Caltrans construction field personnel or Cal-trans work crews.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be physically capable of utilizing hand tools and manual digging tools. Must be able to bend, stoop, twist, pull, grasp, sit, stand, lift, push, pull and drag material while walking. Be physically capable of lifting heavy material above the head in order to load vehicles. Must be able to walk and/or work on uneven terrain and highly sloped areas. May be required to wear a respirator and pass a respirator physical.

Must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner using logic and deductive skills to provide an end product that is safe and usable.

Incumbent must have the capacity for a professional and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

WORK ENVIRONMENT

Incumbent will work outdoors and may be exposed to the following conditions: extreme weather, loud noise, dust, pollen, chemicals, dead animals, moving traffic, vehicle accidents, insects, reptiles, poison oak and other environmental conditions associated with Landscape Maintenance.

The incumbent will be required to wear safety equipment such as earplugs, hard hats, proper footwear, safety glasses, gloves, etc. May be required to assist in clean up in the event of an accident which may involve hazardous spills. May be required to work in confined spaces, homeless areas, and remove dead animals from the right-of-way.

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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

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