

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Lndscp Maint Wkr	OFFICE/BRANCH/SECTION D10/ Maintenance	
WORKING TITLE Landscape Maintenance Worker	POSITION NUMBER 910-680-6297-918	REVISION DATE 12/21/2023

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 the Maintenance Supervisor and/or the oversight of the Caltrans Landscape Leadworker, the Landscape Maintenance Worker performs heavy labor associated with the maintenance and clean up of highway landscapes, hardscapes, and plantings, and provides assistance with maintenance operations as needs require. The Landscape Maintenance Worker is required to operate specified vehicles requiring a Class "C" driver's license including light trucks, highway maintenance, construction, and/or landscape equipment. The Landscape Maintenance Worker also may perform operational duties normally assigned to other highway maintenance classifications as part of their normal assignment, and could be assigned to other units and/or geographical areas as operational needs require. Overnight travel out of town up to 80 percent of time may be a requirement to meet operational needs.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence - 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, Cultivate Excellence - Engagement, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety First, Strengthen Stewardship and Drive Efficiency - 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, Cultivate Excellence - Engagement, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Advance Equity and Livability in all Communities - Equity, 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, Cultivate Excellence - 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, Cultivate Excellence - Engagement, Integrity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First, Cultivate Excellence - Engagement, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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40%	E	The Landscape Maintenance Worker maintains all functional and landscape plantings, performs weed control, highway and landscape clean up tasks such as vegetation control activities that require mowing, weed eating, pesticide application, pruning with hand and power tools, and tasks associated with pruning, irrigation installation, repair, and other highway maintenance and landscape related work. Irrigation tasks include but are not limited to building and maintaining irrigation systems, adjusting and installing programs and controllers, repairing remote control valves, and other associated irrigation functions. The Landscape Maintenance Worker operates highway and landscape maintenance equipment and may be required to use products that could be hazardous or dangerous if not handled properly including pesticides, cleaning solvents, petroleum based products, and bio-hazards. The Landscape Maintenance Worker performs brush and small tree removal, carries and removes debris from right of way along with graffiti removal, litter, and dead animal removal and disposal.
40%		The Landscape Maintenance Worker performs heavy labor associated with the repair of highway structures, cleans ditches and culverts, concrete and asphalt repair, crack sealing, sign and guardrail installation and repair, erosion control, and install storm water protection measures. Assists with traffic control duties such as setting up and execution of lane closures on two-lane and multi-lane highways, flagging operations, and manned chain control. Properly set up signs, cones, barricades, message boards, and operate 2-way radios.
10%	E	The Landscape Maintenance Worker receives training on equipment. Attends and participates in all required safety meetings and job-related training programs.
10%	M	Performs janitorial duties and minor repairs to maintenance stations and highway facilities.

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

Normally this position does not supervise, however, the Landscape Maintenance Worker may be placed in charge or called upon to act as lead-person for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge pertaining to the operation and care of automotive equipment including light trucks, highway or landscape maintenance and construction equipment, servicing, minor adjustment, and emergency repair of such equipment. Must be familiar with the provisions of the California Vehicle Code that apply to the operation of vehicles. The Landscape Maintenance Worker must have some knowledge of minor construction, maintenance, and repair work.

Must have the ability to read, write, and follow oral and written directions in English at a level required for successful job performance. Must be able to do heavy manual labor, keep simple records, and assist in work relating to the maintenance of highways, structure and landscaped areas.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly operate, service, or maintain equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crew members. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

The Landscape Maintenance Worker may be asked to work with representatives from other public and private Local Agencies as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Landscape Maintenance Worker will be required to bend, stoop, climb, kneel, reach, push, pull, stand, sit and operate equipment for long periods of time. May be required to assist in the clean up of various types of accidents involving personal injury to others and/or hazardous spills. Must have the ability to lift and move heavy objects. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. The Landscape Maintenance Worker must be able to work alone and with others.

ADA Notice

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WORK ENVIRONMENT

The Landscape Maintenance Worker may be exposed to and work in loud noise, dust, chemicals, extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. The Landscape Maintenance Worker will be required to wear all personal protective equipment and follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays, overtime, and be able to respond to after-hour emergencies.

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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