

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Lndscp Maintenance Leadwkr	OFFICE/BRANCH/SECTION DISTRICT 7 / MAINTENANCE / METRO REGION	
WORKING TITLE Caltrans Landscape Maintenance Leadworker	POSITION NUMBER 907-604-6296-918	REVISION 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:**

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates light vehicles and equipment requiring a valid, unrestricted Class B Commercial Driver's License with a tank vehicle endorsement and equipment used by assigned unit. The incumbent works individually or leads a crew performing tasks related to landscape maintenance work; maintains functional and landscape plantings; weed and insect control; soil sterilization; mixing and applying chemicals and performs general laboring tasks associated with the maintenance of the State Highway system. Must possess a California Department of Pesticide Regulation Qualified Applicator Certificate with Landscape Maintenance or Right of Way Pest Control Category. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining.

**CORE COMPETENCIES:**

As a CT Lndscp Maintenance Leadwkr, 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First - Equity, 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 - Engagement, Equity, 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 - Engagement, Equity, 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 - Equity, Integrity)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety First - Engagement, Equity, 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, 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 - Engagement, Equity, Integrity)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First, Advance Equity and Livability in all Communities - Engagement, Equity, 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 - Engagement, Equity, Integrity)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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45%	E	Assists and coordinates with the Supervisor to conduct tailgate safety meetings to ensure the crew members and work zone procedures are followed as outlined in the Caltrans Injury and Illness Prevention Program, Chapter 8 of the Maintenance Manual. Assists the Caltrans Maintenance Supervisor in scheduling and planning work assignments. Leads crew in performance of maintenance activities as outlined in the Maintenance Manual Vol 1. Operates and trains employees in the use of power equipment and various types of tools associated with highway/landscape maintenance. When needed, transports a variety of objects less than or equal to 60 lbs. Recognizes roadway deficiencies and takes appropriate corrective action to ensure public safety.
20%	E	Operates light vehicles and equipment used by the assigned unit including heavy equipment requiring a Class B driver's license to perform more complex tasks associated with highway/landscape maintenance duties in the field.
15%	E	Works on traffic control; sets and picks up lane closure, traffic cones, flares, and advance work signs; acts as a flag person; operates the pilot car, backup truck, and lane closure truck; operates a two-way radio during active lane closures to provide public awareness and safely guide crew members in the field.
15%	E	Completes simple written records, such as crew daily work records, accident reports, lube records, mileage reports for accuracy and proper coding of product and labor usage.
5%	M	Makes minor adjustments and emergency repairs to equipment and services and maintains equipment (lube and oil changes; changes tires, light bulbs, fuses, filters, and window wipers, steam cleans equipment; and operates hoist).

<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**

No direct supervision. Leads a crew in the performance of Landscape maintenance activities as outlined in the Maintenance Manual Vol. 1. May assume the duties of the supervisor in his/her absence in a short duration.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of chemicals, chemical application and equipment, materials, methods, equipment, service and care of the equipment and tools used in highway landscape maintenance and construction; plant, pest, diseases and methods of their control and eradication; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program; a leadworker's role in maintaining an effective Injury and Illness Prevention Program; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway landscape maintenance practices. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions. Ability to direct the work of others; complete simple written records; assist in work relating to the maintenance of highways; operate and care for construction maintenance and landscape equipment.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

**PUBLIC AND INTERNAL CONTACTS**

Incumbent must maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public, the incumbent is expected to maintain a favorable public image for the Department and the State.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

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

Generally, activities can be broken down into operating equipment and light vehicles 15% of the time on a year-around basis.

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting and Walking is 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:

Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

Snowy day: Sitting and operating large trucks, loaders, 90%; walking and standing, checking out equipment, 10%

Crack sealing: Standing, walking and driving 95% of the day

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Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of day  
 Paving: Operating trucks, loaders, 15% of day. Standing and walking, raking and shoveling, 45% of day.  
 Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day  
 Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day  
 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 material. 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. Another type of lifting is light pickup – loading garbage bags with litter, tire carcasses and other debris from roadway, which requires continuous bending and lifting. Other items include pothole mix, cement, and sealant blocks, superfine, buckets of paint and working stock inventory. 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.  
 Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting. Incumbent should ask for assistance when moving items over 50 pounds.  
 Transport and/or carry – Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are transported and/or carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools may include but not limited to picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc. and may be transported and/or carried on uneven terrain.  
 Overhead reaching – Includes but not limited to pulling yourself up into many types of equipment, pruning, holding signs, servicing equipment on the lube hoist, signaling other workers, and loading material into/on equipment.  
 Pushing/Pulling – Includes but not limited to 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 incumbent twists 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/out and off/on of equipment, up and down banks and 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; inspect and/or clean large storm drain facilities.  
 Bending/Crouching/Squatting/Crawling – The incumbent 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 incumbent also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades and other equipment parts.  
 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 saws or similar equipment.  
 Importance of hearing and sight – both are essential on the job because the incumbent must hear directions and equipment, and must see in order to perform his/her duty safely.  
 Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under difficult and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

**WORK ENVIRONMENT**

Incumbent is 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. The scheduling of the 5/8 days is at the discretion of the Region Management. The incumbent may be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 12, Memorandum of Understanding.

Maybe requested to work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12, Memorandum of Understanding.

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Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

A. Appropriate footwear, in good and sturdy condition, must be worn.

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 such as hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department, including hazmat conditions and/or incidents when required.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE