

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Tree Maintenance Sup, CT	OFFICE/BRANCH/SECTION D4 Maintenance - East Bay/Delta Region	
WORKING TITLE Tree Maintenance Supervisor	POSITION NUMBER 904-640-9383-xxx	REVISION DATE 10/07/2024

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 direction of a Caltrans Maintenance Superintendent, the Tree Maintenance Supervisor, supervises a tree crew tasked with maintaining the trees in Caltrans' Right of Way. The incumbent will be required to operate vehicles requiring a valid Class C Driver's License issued by the Department of Motor Vehicles and possess a current Qualified Applicator Certificate (QAC), Landscape Maintenance or Right-of-Way Pest Control Category. The incumbent may be required to work alternate work shifts, such as but not limited to 9/80, 4/10, work nights, weekends and holidays.

CORE COMPETENCIES:

As a Tree Maintenance Sup, CT, 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 - Engagement, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First, Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Teamwork and Collaboration**: Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety First, Cultivate Excellence - Engagement, Equity)
- **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. (Cultivate Excellence - Engagement)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety First, Enhance and Connect the Multimodal Transportation Network - Engagement)
- **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 - 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)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Plans and assigns work, equipment, and materials needed to accomplish tasks. Supervises, directly or indirectly, a tree crew during their daily assignments, monitors safety in the workplace and equipment by ensuring that employees follow all directives, policies and procedures of the Department as well as other applicable State and Federal laws, rules or regulations, enters employee time and work into the Integrated Maintenance Management System (IMMS) daily.

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30%	E	Develops an annual maintenance plan and provides crew assessment for an assigned area to provide the Area Superintendent with information for budget development. Inspects their maintenance area and facilities regularly to determine deficiencies and prioritizes needs according to the Region's, District's or Department's goals and mandates, then, using their own resources, Region resources or District staff, remedy deficiencies. Complies with the Departments A.T.I. as stated in the Maintenance Manual Volume 1. section C 2.10.
10%	E	Evaluates employee's performance, writes probationary reports and individual Development Plans, investigates and evaluates employee misconduct and accidents and determines the proper progressive disciplinary action if needed.
10%	E	Reviews training needs of staff for equipment, mandated training, and work related training and implements a training plan.
5%	M	Other duties as required.

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

The Tree Maintenance Supervisor, Caltrans is responsible for the direct and indirect supervision of a crew consisting of Tree Maintenance Leadworker, Caltrans Equipment Operator IIs, Caltrans Landscape Maintenance Owrkers, and Tree Maintenance Workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Department of Transportation Vegetation Control policies.

Knowledge of standard methods, tools and materials used in maintaining, renovating, and replanting highway landscape and highway facilities, including irrigation, chemical spraying, fertilizing and replanting.

Knowledge of standard methods, tools and materials for maintaining trees.

Knowledge of the California Vehicle Code, especially the Commercial Driver section.

Knowledge of State laws, agency rules, policies and regulations pertaining to highway tree maintenance procedures and equipment operation.

Knowledge of proper traffic control as stated in Chapter 8 of the Maintenance Manual Vol. 1.

Knowledge of Maintenance Manual Vol. 1 and 2.

Knowledge of the Integrated Maintenance Management System.

Knowledge of the Department Safety Manual.

Knowledge of procedures for directing traffic for emergencies.

Knowledge of the Maintenance Storm Water Handbook.

Knowledge of the Progressive Discipline Process.

Knowledge of the Caltrans Acquisition Manual, Property Control Manual, and the Information Security Manual.

Knowledge of the Deputy Directives and Director's Policies.

Knowledge of Bargaining Unit 12 Memorandums of Understanding.

Ability and skills to act professional and manage emotionally charged situations involving employees, the public or other individuals encountered in the course of duty , be able to cope with pressure and maintain focus during an emergency, i.e. traffic accidents, employee injuries, and natural disasters.

Ability to plan, direct and supervise the work of employees.

Ability to assess tree condition, needs, and hazards in order to determine the proper corrective action or treatment.

Ability to analyze organizational and operational problems and develop timely and economical solutions.

Ability to establish program objectives or performance goals and to assess progress towards these objectives/goals.

Ability to communicate effectively, orally and in writing in English with a diverse group of people.

Skill to use and operate, maintain equipment involved in tree maintenance.

Skill to train others and evaluate progress.

Skill to explain and implement new procedures, changes in operations, and revisions in law and policy to subordinates.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor or inadequate decisions can result in personnel grievances, torts, audits, personnel injuries, loss of life, substandard work quality, unnecessary expenditures, inefficient and unnecessary use of resources, unsafe conditions and adverse action.

PUBLIC AND INTERNAL CONTACTS

The Tree Maintenance Supervisor interacts daily with their crew, routinely with Region management, Region office staff, the

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District Landscape Specialist and Landscape Architect and Public Information Officer and Dispatchers, frequently with the public, contractors, local government officials and law enforcement and other outside agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position may require; the ability to occasionally perform labor intensive tasks requiring, bending, stooping, kneeling, reaching, pushing, pulling and climbing in the course of the work. Corrected; hearing should be adequate to hear audible warning devices used for worker safety, sight needs to meet the State of California Department of Motor Vehicles standards for safe vehicle driving, and night vision must allow for safe work or driving after dark. Incumbent must have physical ability to react quickly to errant motorist and be able to work long hours under sometime severe conditions.

WORK ENVIRONMENT

The incumbent may expect to; work in all types of weather with temperatures ranging from 20 to 110 degrees, strong winds, rain, fog, sleet, and flooding, be exposed to poison oak, snakes, insect, loud noise, dust chemicals, flying debris, high speed vehicle traffic adjacent to the work zone, and moving construction equipment in the work zone. The incumbent may be required to, work at heights greater than 7 ft., work in confined spaces, travel and stay overnight to attend mandatory classes, respond to emergencies after and before their shift, weekends, and holidays and that their shift may change due to Departmental necessities, i.e. floods, earthquakes, and storms.

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.

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