

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Tree Maintenance Wrkr, CT	OFFICE/BRANCH/SECTION District 11 / Maintenance / East Region
WORKING TITLE TMW, West Tree Crew	POSITION NUMBER 911-610-9381
	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:**

Under supervision of a Tree Maintenance Supervisor and lead direction by a Tree Maintenance Leadworker, the incumbent operates light equipment requiring a valid Class C driver's license; a Class A or B driver's license with tank vehicle endorsement is desirable. The incumbent works individually or with a crew performing tasks related to the pruning, removing, shaping, cultivating, and planting of trees in the State Highway system. Incumbent also performs aerial rescue when required and performs other related highway maintenance work as needed. Incumbent may be required to work overtime without notice when an emergency occurs late in the shift or when necessary to complete an operation; planned overtime for operations which can be done only at night or on weekends; and call-outs. This position requires out-of-town travel, for a week at a time, 5-8 weeks per year depending on needs and available funds. Possession of a valid Qualified Applicators Certificate (QAC) is desirable for the purpose of performing chemical spraying. May be loaned to another crew. This position is represented under collective bargaining unit.

**CORE COMPETENCIES:**

As a Tree Maintenance Wrkr, 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation, 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, Equity, Innovation, 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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, 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, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)

**TYPICAL DUTIES:**

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

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45%	E	Operates both power and handsaws and similar equipment including but not limited to shovels, rakes, pitchforks, brooms, post-drivers and pullers, wrenches, chainsaws, weed eaters, hay blowers, hydro seeders jack-hammers, hand saws, pruning shears, picks, shovels, digging bars, power drills, power grinders; trims or removes limbs and branches, shapes, cultivates and removes trees and performs vegetation control along highway rights of way and at State facilities. Performs heavy labor associated with tree work.
40%	E	Works from a personnel hoist or climbs trees over 40 feet tall by means of ropes and saddles and performs required rigging. Lowers cut limbs or branches by means of lines or slings; occasionally fells and removes entire trees. Uses various knots in tree trimming; uses aerial equipment and pneumatic and hydraulic tools to perform job. Drags brush; operates chipper; maintains and cares for tree trimming and climbing equipment. With proper licensing, may operate and service highway maintenance equipment identified as Levels of Equipment for Caltrans Landscape Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II.
10%	E	Performs 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.
5%	M	Makes minor adjustments and emergency repairs to equipment; services and maintains equipment; completes simple written records, such as crew daily work records, accident reports, lube records, mileage reports, etc. Attends all required training programs.

<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**

None.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

## Knowledge of:

- Various ropes, knots and splices used in tree trimming work; rigging procedures; different types of climbing methods; rope strengths in conjunction with wood weights.
- Different cuts used for felling and limb removal.
- Climbing, power tool and pesticide safety regulations and safety practices.
- Operation and service requirements of various types of equipment.
- Pruning techniques.
- Properties of different types of woods ( ease or resistance to cutting, limberness, breaking strength).
- Basic arithmetic.
- Safe pesticide application techniques.
- Safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program.

## Ability to:

- Climb trees over 40 feet tall by means of belts, spurs, and ropes.
- Perform tree trimming tasks at considerable heights above ground.
- Do necessary rigging and tying of knots used in tree trimming work.
- Coordinate body movements with tasks to be performed.
- Select and apply knowledge appropriate to job tasks.
- Follow basic safety procedures for pesticide use.
- Follow instructions and location directions.
- Learn new methods and techniques.
- Establish and maintain cooperative working relationships.
- Communicate at a level required to perform the essential functions of the job.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors in judgment and decisions can affect the safety of self, the crew and the public, resulting in tort liability, equipment misuse or tree damage.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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### PUBLIC AND INTERNAL CONTACTS

Incumbent has daily contact with supervisors, coworkers, and public service workers, and he/she is expected to maintain cooperative working relationships. Incumbent must exercise restraint when dealing with irate motorists, and he/she is expected to maintain a favorable public image for the Department and the State.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done at heights over 40 feet, over or in close proximity to traffic and equipment. Incumbent must hear at a level sufficient to hear instructions shouted from the ground, shouted warnings, and backup bells. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings and sufficient night vision to respond to call-outs after hours. Work requires climbing trees by means of ropes and saddles, prolonged reaching overhead using handsaw or chainsaw; requires sufficient strength, agility and stamina to perform aerial rescue; standing, bending, stooping, kneeling; manual dexterity; loading/unloading wood or logs to 50 pounds (heavier with assistance) climbing in and out of vehicle.

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### WORK ENVIRONMENT

Almost all work is done outdoors. Incumbent is exposed to working at heights, dirt, exhaust fumes, noise from passing traffic and chainsaws, uneven surfaces, extremes of heat and cold, inclement weather, poison oak, irritating plants, insects, and animals.

Personal safety requirements include but are not limited to:

- Appropriate footwear, in good and sturdy condition, must be worn; tennis or running shoes are not appropriate.
- Either long or short sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- Long pants. No shorts or cutoffs.
- 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.

Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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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.)

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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

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