

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Tree Maintenance Leadwrkr, CT	OFFICE/BRANCH/SECTION District 12 / Field Maintenance
WORKING TITLE Tree Maintenance Leadworker, Caltrans	POSITION NUMBER 912-671-9382-918
	REVISION DATE 11/05/2024

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 Tree Maintenance Supervisor, the CT Tree Maintenance Leadworker assists the supervisor in planning, scheduling, and overseeing the crew's work. Will travel extensively throughout the District, while performing the assigned duties. May be assigned to a temporary and/or intermittent shift change to accommodate travel or workload. The incumbent may be required to work overtime, including nights, weekends and holidays; and will be expected to respond to emergency call-outs. May be loaned to other cost centers. This position is represented under collective bargaining.

This classification requires a valid class C drivers' license.

CORE COMPETENCIES:

As a Tree Maintenance Leadwrkr, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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, 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)
- **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 - Engagement, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **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, Cultivate Excellence - Engagement, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence - Equity, Innovation, Pride)

TYPICAL DUTIES:

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

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70%	E	The incumbent will assist the supervisor in planning and scheduling the work in the crew. In the field, will lead and oversee the crew's activities. Crew duties include trimming or removing trees in or near the state right of way for safety purposes; under direction, uses pesticides as stump treatment; will plant, cultivate, irrigate and trim ornamental public and private property; and make recommendations for solutions. The incumbent is responsible for proper traffic control practices and safe use of aerial equipment, along with gas, hydraulic and pneumatic operated tools using Maintenance and Code of Safe Practices manuals. The incumbent will oversee the work of Special Program People, and will be responsible for giving instructions and safety briefings.
20%	E	The incumbent will train Tree Crew members in all phases of tree work, including tree worker safety and aerial rescue; chain saw and chipper safety; and inspection and care of equipment.
10%	M	The incumbent will keep records of labor, material and equipment used. Prepares reports and inputs daily time in "Integrated Maintenance Management System." Will do miscellaneous computer work associated with the assigned duties.

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 incumbent will be one of two CT Tree Maintenance Leadworkers on a crew. The incumbent will also oversee the work of Special Program People.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of various ropes, knots, splices and rope strengths needed in conjunction with wood weights used in tree trimming work; different cuts used for tree felling and limb removal; different types of wood in terms of ease or resistance to cuts; and appropriate rigging procedures. Must have knowledge of pruning techniques, climbing methods, power tool and pesticide safety regulations and safety practices. Must have basic mathematic skills, including addition, subtraction, multiplication, and division; operation and service requirements of various types of specialized equipment; and safe pesticide application techniques. The incumbent must know the Department and District's policies for tree maintenance and removal as well as proper signing, flagging, and lane closure procedures; safety regulations and practices, including protective equipment for the use of pesticides and other chemicals; basic first aid and CPR; and aerial rescue techniques. Must know seasonal pruning requirements; common diseases and pests that attack trees and procedures for their control; and common names and growth patterns of trees.

The incumbent must have thorough knowledge of equipment, tools, methods, procedures, and safety practices regarding tree maintenance activities, and the ability to teach and lead the crew in those activities. The incumbent must have the ability to climb trees more than 40 feet in height by means of belts, spurs, and ropes; perform tree trimming tasks at considerable heights above the ground; coordinate body movements with tasks to be performed; and select and apply knowledge appropriate to job tasks. Must be able to follow basic safety procedures for pesticide use; do the necessary rigging and typing of the various knots used in tree trimming work; make independent decisions; establish and maintain cooperative working relationships; and communicate at a level required to perform the essential functions of the job. The incumbent must be able to analyze a variety of situations and adopt an effective course of action. Bilingual skills are highly desirable for this position due to the oversight of Special Program People; requires job and safety instruction.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Without detailed supervision, the incumbent is responsible for planning and scheduling the work to be performed and the equipment and materials to be used. Critical decisions will be made regarding the safety of the crew, the public, and state/private property. Poor decision or errors in judgment can have serious consequences for the safety of the crew, public, and state/private property, as well as possible monetary loss and embarrassment to the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have constant contact with members of the crew and frequent contact with the public. Will have intermittent contact with a variety of personnel and representatives from various agencies including regional and district office staff, Department of Fish and Wildlife, US Forest Service, California Department of Forestry, and California Highway Patrol.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to perform a wide variety of physical tasks such as sitting or/and standing for long periods; walking on uneven or unstable ground up steep embankments with unstable terrain. Will be required to climb and work above ground and overhead; move and place heavy objects by pulling, pushing, lifting, and carrying. Bending, squatting, stooping, twisting, power grasping, and perform fine manipulation will also be required. The incumbent must be able to cope with emergency situations and emotionally-charged issues under stressful and possibly adverse conditions. Must be emotionally stable, alert, and aware at all time, and must be able to see and hear, with or without corrective assistance, at a level required for

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satisfactory job performance. The incumbent will be expected to respond to emergency conditions and work overtime as needed.

WORK ENVIRONMENT

This position is based in a metropolitan area, but the incumbent will work and travel with the crew throughout the District. Will work in a wide variety of geographical locations including urban, rural, mountain, and desert; and on high-density multi-freeways, metropolitan streets and two lane rural highways. Weather conditions will also vary widely and include hot, mostly dry, summers with temperatures consistently over 100 degrees. Winter weather consists of cold, wet, foggy, windy, and rain with occasional thunderstorms. The incumbent will be required to work outdoors in extreme temperatures and inclement weather.

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

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