

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE CT Lndscp Maint Wkr	OFFICE/BRANCH/SECTION D2/Maintenance & Operations/Field Maintenance	
WORKING TITLE Caltrans Landscape Mtce Worker - Yreka Special Projects	POSITION NUMBER 902-614-6297-	EFFECTIVE 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 the supervision of a Caltrans Maintenance Supervisor, the Caltrans Landscape Maintenance Worker operates light vehicles and equipment used by assigned unit, and works individually or with a crew performing miscellaneous laboring duties related to highway landscape maintenance work and the maintenance and repair of the State highway system. A Class C driver's license is required. Required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department.; may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. May be loaned to another crew. This position is represented under collective bargaining.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence, Lead Climate Action - Innovation, Pride)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Lead Climate Action - Innovation, Integrity, Pride)
- **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 - Integrity, Pride)
- **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, 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, Cultivate Excellence - Engagement, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livibility 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 - Engagement, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Innovation, Pride)
- **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 - Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Performs landscape maintenance, weeding, planting, pruning, chemical application, fertilizing, roadside mowing, picking up litter, rest area and irrigation repair. Required to work overtime, nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

20%	E	Repairs fixtures located on the interior and exterior of rest areas, such as soap dispensers, basins, toilets, door, partitions, urinals, replacing hand dryers, paper dispensers, faucets, plugged drains and toilets.
15%	E	Operates chainsaw, weed-eater, lawnmower, brush chipper and other light equipment and hand tools. 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.
10%	E	May be loaned or assigned to other maintenance crews to be used on chain control and regular road maintenance work: flagging, operating light equipment.
5%	M	Performs repairs on the water system including wells, pumps, tanks, pipes, irrigation and controller repair.
5%	M	Makes minor adjustments and emergency repairs to equipment: changes tires, light bulbs, fuses, and window wipers. Steam cleans equipment. Completes simple written records, such as crew daily work records, spray reports, accident reports, Pre-op and Post-op reports.

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

No direct supervision. Employee may be placed in charge of a work crew as acting Leadworker for other Caltrans workers, Special Program Workers, such as CCC, probationers, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in highway maintenance, landscaping, and construction; operation and care of automotive equipment, including light trucks; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices.

Must have the ability to work safely around high-density traffic, the knowledge of basic safe work practices to protect safety and health of self and others, and ability to keep records of equipment use and servicing.

Must have the ability to work effectively alone or with others and follow directions at a level required for successful job performance.

Possession of a valid Class C California Driver's License is required.

Must be able to analyze various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, and employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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

--NOTE: for standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment and light vehicles 18% of the time on a year-around basis. The remainder of the activity is labor.

STANDING, SITTING AND WALKING: 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:

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

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

B. Snowy day: Sitting and operating large trucks, loaders, motor graders and snow blowers, 90%; walking and standing, checking out equipment, 10%.

C. Crack sealing: Standing and walking, 95% of shift.

D. Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of shift.

E. Paving: Operating trucks, motor graders, loaders, pavers, 45% of shift. Standing and walking, raking and shoveling, 45% of shift.

F. Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle, 95% of shift.

G. Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of shift.

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 everyday 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 asphalt. 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. 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, worker could install up to 40 markers per shift. Another type of lifting is light pickup – loading garbage bags with litter, which requires continuous bending and lifting.

CARRYING: bagged/boxed material, which may weigh 50 to 100 lbs., must be carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include picks, hoes, rakes, hoses, signs, standards, flags, cones, guide posts, etc., and may be carried on uneven terrain.

OVERHEAD REACHING: overhead work includes pulling yourself up into many types of equipment from 0 to 30 times per shift, pruning, holding up signs off a ladder, servicing equipment on the lube hoist, signaling other workers, and throwing/loading material in equipment.

OTHER REACHING: setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, holding signs, picking up cones; often done on a continuous basis, over 60% of the work shift.

PUSHING/PULLING: 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 Operator will twist 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 and out of equipment, up and down banks and used in fine manipulation of a chain 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.

BENDING/CROUCHING/SQUATTING/CRAWLING: the Operator 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 Operator also crawls around and underneath equipment while checking and servicing equipment, putting on or removing snow chains and tightening or replacing grader blades.

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 shift and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be working with a saw or similar equipment.

IMPORTANCE OF HEARING AND SIGHT: both are essential on the job because the worker must hear directions and equipment, and must see in order to perform his/her duty safely.

--Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. Corrected hearing is acceptable.

--Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

WORK ENVIRONMENT

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. During the summer months the workweeks may be changed to 4/10-hour days. The scheduling of the 5/8 days or the 4/10 days is at the discretion of the District Management. Incumbent may be scheduled to work the night shift during the months of December, January, February, and March or as scheduled by the Maintenance Supervisor.

Will be required to work overtime nights and weekends due to storms, emergencies, or special work projects, as determined by the Supervisor or Department.

Personal safety requirements include:

- A. Work boots, in good and sturdy condition, must be worn to provide foot and ankle support protection.
- 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; hard hat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

Some crews are designated travel crews and work out of town on a per diem basis up to 80% of the year.

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