

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Lndscp Maintenance Leadwkr	OFFICE/BRANCH/SECTION DISTRICT 07 / MAINTENANCE / SOUTH	
WORKING TITLE Caltrans Landscape Maintenance Leadworker	POSITION NUMBER 907-675-6296-918	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 direction of a Caltrans Maintenance Supervisor, the incumbent operates light vehicles and equipment requiring a Class B California Commercial Driver's License, with a tank vehicle endorsement and equipment used by assigned unit, license will be valid and unrestricted; works individually or with 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 California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) with Right-of Way 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. Duties include, but are not limited to:

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. (Cultivate Excellence - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Equity, 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. (Cultivate Excellence - Pride)
- **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. (Cultivate Excellence - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Equity)
- **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 - Engagement)
- **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. (Advance Equity and Livability in all Communities - Equity)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Pride)

TYPICAL DUTIES:

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

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50%	E	Assists and coordinates with the Supervisor to conduct tailgate safety meetings. Ensures the employee and work zone procedures are followed as outlined in the Caltrans Injury and Illness Prevention Program, Chapter 8 of the Maintenance Manual, and 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 train employees in the use of, power equipment and various types of tools associated with highway/landscape maintenance. Able to transport a variety of objects less than or equal to 60 lbs. Recognizes roadway deficiencies or public safety concerns and takes appropriate corrective action. Incumbent safely maintains functional and landscape plantings; performs weed control and/or soil sterilization work; assists in watering, pruning or shrubs, groundcover and trees; fertilizing, mixing and using chemicals for weed and insects control (herbicides/pesticides); debris removal such as branches, brush, trash, graffiti removal from sound walls and signs within the highway right of way. Assists in repairs and maintains underground and above ground irrigation systems, plumbing and controllers. Operates and maintain manual/power hand tools such as a pick, shovel, broom, loppers, handsaw, pruning shears, pitchfork, chains saw, pole saw, weed-eater, hedger, blowers, mowers, trencher and bush chipper. May use products that could be hazardous or dangerous if not handled properly. Clean storm drainage, vegetation control, tree and brush maintenance, and the installation of storm water protection measures.
35%	E	Safely operates light vehicles and equipment used by the assigned unit requiring a Class B driver's license. Incumbent shall follow prescribed methods of equipment as instructed by Maintenance Equipment Training Academy (META) and their supervisor and use the Pre-op and Post-op checklist for reporting any signs of problems to their supervisor. Service and make minor repairs on equipment (lube service points, changes tires, light bulbs, fuses, filters, and window wipers; steam cleans equipment; wash and wax). May perform any of the duties outlined under Caltrans Highway Maintenance Leadworker and other related work. Uses and maintains proper traffic control devices properly setting up signs, cones, barricades, message boards, assists with closing of on/off ramps, and traffic lanes as required per chapter 8 and operate 2-way radios.
10%	E	Prepares reports and other paperwork as necessary.
5%	M	Inputs time into computer for crews' labor, equipment and materials in absence of supervisor.

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

Leads a crew, Special Program Workers, such as CCC, probationers, etc. in the performance of Landscape maintenance activities as outlined in the Maintenance Manual Vol. 1. Incumbent may at any time be placed in charge of a work crew as the responsible person in charge per Chapter VIII over other Caltrans workers, May assume the duties of the supervisor in his/her absence in a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Operation and care of automotive equipment including light trucks, vans and automobiles; gas and diesel power tools such as brush chippers, pesticide spray rigs, tractor movers, chainsaws, weed eaters, hedge trimmers and mowers; hand tools such as hoe, shovel, broom, rake, pitchfork, wrenches, screwdrivers, etc.; maintenance of landscape planting; use of weed and pest control methods and materials. Knowledge of basic safe work practices to protect their own safety and health and that of others. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization and procedures of the Department of Transportation. Abilities and Analytical: Ability to communicate and follow oral and written instructions at a level required for successful job performance; operate and communicate clearly over a two-way radio system; do manual labor; keep records. Ability to recognize common diseases and pests related to plants that are for landscaping for highway facilities. Ability to use equipment required in highway plantings and landscaping maintenance. Ability to assist in work relating to the landscape of highways, and safety roadside rest facilities. Must be able to recognize and respond appropriately to emergency situations. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions.

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. Incumbent of the State may be held liable for their own actions as a result of their carelessness on a job.

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PUBLIC AND INTERNAL CONTACTS

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

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing, and carrying; as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground, working in confined spaces, and standing or sitting for prolonged periods. May be required to sit in/on and drive or operate maintenance and landscape vehicles. The incumbent will be required to wear earplugs for loud noises, wear respirators and appropriate safety gear at all times. The incumbent will be required to clean up in the event of vehicle accidents, hazardous spills or clean general trash and debris. The incumbent must be able to hear and see, with or without corrective assistance at a satisfactory level to ensure the safety of the, employee and others. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and is subject to reasonable suspicion testing during appointment. Incumbent will be required to take random drug tests throughout appointment. Much of this position is labor intensive. Employee 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 25% of the time on a year-around basis. The remainder of the activity is labor.

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%. Chemical spraying: Standing and walking 95% of the day. Irrigation repair: Standing, bending, kneeling, twisting, operating truck 80% to 90% of day.

Litter pickup/patrol: Lifting, walking, and climbing in/out of vehicle 95% of 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 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 dirt or vegetation removal. Each shovel full lifted weighs approximately 15 lbs., and 1,000 to 1,500 lbs. of dirt or cut vegetation per day, would normally be lifted. 80% of this lifting would be floor to waist and 20% lifted above the waist. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Employee must be able to work alone and with others. 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 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, guideposts, power tools, etc. and may be carried on uneven terrain.

Overhead reaching - Overhead work includes but not limited to pulling yourself up into many types of equipment from, pruning, holding up signs, servicing equipment, signaling other workers, and throwing/loading material in equipment.

Other Reaching - Includes but not limited to setting cones, lubing, and checking equipment, raking, shoveling, driving, shifting, holding signs picking up cones; often done on a continuous basis, over 60% of the work shift.

Pushing Pulling- Includes but not limited to shoveling, opening 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 delineation, pulling down on post drivers. Pulling brush and limbs, animal carcasses, pulling chains, etc.

Twisting - The employee may 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 and applying chemicals.

Climbing/Balancing - Is done in and out of equipment, up and down banks/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 employee 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 employee also crawls around and underneath equipment while checking and servicing equipment and tightening or replacing 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 power saws or similar equipment. Importance of hearing and sight- both are essential on the job because the operator must hear directions and equipment and must see in order to perform his/her duty safely. Hearing should be adequate with or without hearing aid 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.

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As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual. 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 stressful 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 adopt 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 their unit and provide high quality service to both internal and external customers. Employee must be able to work alone. SPECIAL PHYSICAL CHARACTERISTIC Normal hearing and visual acuity of not less than 20/40.

WORK ENVIRONMENT

Required to work in a wide range of sometimes-extreme conditions, including heat up to 120 degrees, cold to 25 degrees, strong winds, rain, sleet, and snow. Assignments will generally be within D-7; overnight travel on per diem may be required.

Will be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State 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.

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, harness or other safety gear must be worn when required by the Department.

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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