

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Tree Maintenance Wrkr, CT	OFFICE/BRANCH/SECTION 08-645 NORTH TREE CREW (EFIS # 4303)	
WORKING TITLE TREE MAINTENANCE WORKER, CALTRANS	POSITION NUMBER 908-640-9381-XXX	REVISION DATE 03/13/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under the direction of a Caltrans Tree Maintenance Supervisor, the incumbent provides maintenance and care for trees and shrubs along state right of ways while maintaining and looking out for safety aspects of tree maintenance work on the job site on a district wide traveling tree crew. The incumbent will operate state vehicles and equipment. Travels extensively throughout the district while performing the assigned duties. May be assigned to a temporary and/or intermittent varied work shift/shift change to accommodate travel and/or workload. The incumbent will be required to work overtime including nights and weekends and is expected to respond to emergency calls. May be loaned to other cost centers. Possession of a Commercial Driver's License is desirable. This position may be subject to seasonal shift change. The position is represented under collective bargaining.

**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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

**TYPICAL DUTIES:**

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

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45%	E	Climbs trees by means of ropes or spurs, uses safety belts, and other required safety equipment used in tree trimming and removals. The incumbent trims, fells, lowers limbs, and chips up brush. Must have knowledge of various knots and equipment used in tree trimming and felling. Must be able to work at considerable heights above ground by means of ropes or aerial lift. The incumbent also uses pesticides for stump treatment under the direction of a Caltrans Tree Crew Supervisor.
45%	E	Works on traffic control, sets out and picks up cones, signs, etc. for various closures. Acts as a flag person and lookout. Works for other cost centers during winter seasons as support for winter storm control.
10%	M	Makes minor adjustments and emergency repairs to equipment and vehicles. Services and maintains equipment (lube and oil changes; changes tires, light bulbs, filters, window wipers, etc.). Keep vehicles, chainsaws, and other equipment clean and running properly. Keeps minor written records such as daily work records, accident reports, lube records, mileage reports, etc.

<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**

No direct supervision is exercised. The incumbent may be appointed to oversee the work of others as the responsible person per Chapter VIII of the Maintenance Manual Vol. I. Oversight may be over other Caltrans employees or Special Program Workers, such as California Conservation Corps workers, or probationers.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of the materials, methods, and equipment used in tree maintenance and construction and provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles and equipment along with the rules and regulations pertaining to highway maintenance practices. Required to have and maintain a valid unrestricted Class C driver's license. Possession of a Commercial Driver's License, Class A or B, is advantageous to this position. Must have the ability to communicate and follow directions, both oral and written, at a level required for successful job performance; develop and maintain good working relationships with others; deal tactfully with the public; keep legible and accurate records; have the ability to work safely around high-density traffic; and must be able to do heavy manual labor. The incumbent must be able to effectively analyze various work situations and make sound decisions.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Exercises judgment in making decisions relative to the safe operation of vehicles and equipment. Poor decisions or actions could jeopardize the safety of the employee, co-workers or the traveling public and could damage state and private property. Such acts could result in monetary loss and embarrassment to the department.

**PUBLIC AND INTERNAL CONTACTS**

Will have continuous contact with fellow employees, will have frequent contact with the traveling public especially during traffic control operations, and may have occasional contact with representatives of other departments or agencies.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Required to perform a wide variety of physical tasks such as sitting and standing and sitting for a long period of time; heavy manual labor including; moving/placing of heavy objects by lifting, pulling, pushing, and carrying as well as power grasping, squatting, twisting, reaching, climbing, working above ground and overhead, walking on uneven ground and up steep mountain embankments with unstable terrain. Must be able to cope with and respond to emergency situations such as those connected with traffic and weather conditions and other natural disasters and will be required to deal tactfully and courteously with the public under stressful and possible adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, and be alert at all times. 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.

**WORK ENVIRONMENT**

Most of the incumbents time will be spent in the field, operating equipment, or working on foot. Weather conditions vary from a cold, windy, and wet winter climate to a very hot and predominately dry summer climate. Temperature extremes can range from below freezing in the winter to well over 100 degrees on a consistent basis in the summer. Occasional heavy thunderstorms can be expected in the summer months and heavy rain is to be expected in the winter. Required to operate equipment and work outside in extreme temperatures and inclement weather and may be required to sit or stand for long periods. May work on uneven surfaces and may be exposed to noise, dust, hot materials, and chemicals. Will be required to wear long pants and appropriate footwear, as defined in Section 4.3 of the current MOU, and must wear provided personal protective equipment as well as any other safety devices deemed necessary. Required to travel extensively through the assigned area and may be required to travel to and work in other areas of the district.

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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.)

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.

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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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