

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE/BRANCH	
Caltrans Tree Maintenance Worker	06/1636 Tree Maintenance/ Tulare	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Caltrans Tree Maintenance Worker PI	906-670-9381	2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

This is the entry and journey level in the Caltrans Tree Maintenance series. Under supervision, incumbent will trim, shape, remove trees and apply application of pesticides along transportation facility rights of way and in State facilities. Incumbent will also perform aerial rescue when required. A valid Class C license is required. A Class A or B license would be desired within 6 months. Incumbent may be required to travel 50% of the time or more, as needed by the department.

TYPICAL DUTIES:

Essential (E)¹
 Percentage Marginal (M)² Job Description

50%	(E)	Climbs trees by means of ropes or spurs; uses safety belt and other required rigging; trims and removes limbs and branches; uses both power and hand saws and similar equipment; lowers cut limbs and branches by lines; occasionally fells and removes entire trees; plants, cultivates, and irrigates trees; cuts brush and weeds along the transportation facility rights of way and at State facilities; maintains and cares for tree climbing and trimming equipment; uses aerial equipment and pneumatic and hydraulic tools.
20%	(E)	Operate and maintain equipment used in tree work, this includes but is not limited to various hand, power, hydrophilic, and pneumatic tools. Operate vehicles including but not limited to vehicles that require a class C driver license.
10%	(E)	Under close supervision apply chemical applications to trees, spray for weeds on uneven slopes. May be exposed to poison oak, or other potentially harmful plants, insects, snakes, rodents, or other animals found in forest areas.
10%	(M)	Act as flagger for traffic control for two way traffic, potentially assist in all applications of traffic control as you become trained to do so.
5%		Perform Custodial work duties including but not limited to sweeping, emptying trash, cleaning restroom facilities and replenishing supplies.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

5% May be needed to work for others according to departmental needs, may upon occasion be put in charge of others. Employee must attend all required training programs within a timely manner.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

² MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Normally this position does not supervise, however, the incumbent may be placed in charge or called upon to act as lead person for a short duration.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of various ropes, knots and splices used in tree trimming work; different cuts used for felling and limb removal; climbing power tool and pesticide safety regulations and safety practices; appropriate rigging procedures; different types of climbing methods; pruning techniques; rope strengths in conjunction with wood weights; basic mathematics including addition, subtraction, multiplication and division; operation and service requirements of various types of specialized equipment; different types of wood in terms of ease or resistance to cuts; safe pesticide application. Ability to climb trees in excess of 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; select and apply knowledge appropriate to job tasks; read and follow basic safety procedures for pesticide use; do the necessary rigging and tying of the various knots used in tree trimming work; follow instructions and location directions; learn new methods and techniques; make independent decisions; establish and maintain cooperative working relationships; communicate at a level required to perform the essential functions of the job; read, write, and follow oral and written directions in English at a level required for successful job performance.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions and/or negligence could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Could also cause physical harm to the general public, operator and/or crew members. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with representatives from both public and private Local Agencies as well as all levels of Caltrans Management.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee will be required to lift; bend; stoop; climb; kneel, reach, push, pull, sit and stand for long periods of time. Employee may be exposed to inclement weather; May be required to assist in the clean-up in the event of various types of accidents involving personal injury to others and/or hazardous spills. Must have 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.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

WORK ENVIRONMENT

The incumbent may/will be exposed to and work in loud noise; dust; chemicals; extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. The incumbent will be required to wear all personal protective equipment; move heavy objects; stand or sit for prolonged periods. Wear and use all required personal safety equipment. Follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Responds to after-hour emergencies.

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
