



Tree Maintenance Supervisor, Caltrans

Departmental Promotional

Exam Code: 6TR91

Department: Caltrans

Bulletin Release Date: September 22, 2016

Final Filing Date: October 11, 2016

Monthly Salary: \$3,743.00 - \$4,639.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Tree Maintenance Supervisor, Caltrans** examination. Employment from this examination may be offered in all Caltrans Districts and Sacramento County.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

This is a Departmental Promotional examination for Caltrans. Applicants must be:

- 1) A permanent civil service appointment with Caltrans as of the final filing date in order to participate in the examination; or
- 2) Have been employed with Caltrans within the last three years, without a break in State civil service; or
- 3) A current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
- 5) A person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

FILING INSTRUCTIONS

Candidates are required to submit a 1) [Standard State Application](#) (STD.678)

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the final filing date, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will be held for the next administration of the examination. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

**Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

***FILE IN PERSON:**

**Caltrans
Examination Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816**

***Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

POSITION STATEMENT

Under general direction, incumbents work with and supervise crews of workers engaged in trimming, shaping, cultivating and planting ornamental and shade trees and perform roadside vegetation control along transportation facility rights of way and at State facilities; perform aerial rescue when required; and perform other related highway maintenance work as needed.

ELIGIBLE LIST INFORMATION

A Departmental Promotional statewide eligible list will be established for Caltrans in all Caltrans Districts and Sacramento County. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/9381.aspx>

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of a Tree Maintenance Leadworker, Caltrans.

Or II

Four years of experience in the California state service performing the duties of the class of Tree Maintenance Worker, Caltrans.

Or III

Four years of experience in removing, planting, trimming, and caring for trees and shrubbery. This experience must have included working in trees at heights of more than 40 feet and the operation of heavy equipment. (At least one year of this experience must have been as a leadworker or supervisor of a tree trimming crew.)

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. It is anticipated that information regarding the Supplemental Application Questionnaire will be mailed in October/November 2016.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Various ropes, knots, and splices to ensure proper tree pruning maintenance
2. Different cuts used for felling and limb removal to maintain the safety, health, and aesthetics of the tree
3. Appropriate rigging procedures using harnesses, ropes, saw chaps, etc. that allows for proper equipment and crew safety
4. Different types of climbing methods to remove and/or prune trees to provide for the safety and health of the tree
5. Pruning techniques to trim and/or remove excess tree limbs/branches to ensure public safety and the health of the tree
6. Safe Working Loads (SWL), Working Load Limits (WLL) in conjunction with Rope strengths in conjunction with wood weights to prevent potential hazards when elevated off the ground
7. Basic mathematics and formulas to ensure proper arboricultural operations
8. Operating and service requirements of various types of specialized equipment to ensure proper use for performing arboricultural practices
9. Equipment that is best suited for different types of trees to ensure proper pruning/removal techniques
10. Safe pesticide application techniques to comply with (Department Pesticides Regulations) DPR

11. The minimum levels of tree maintenance as prescribed by Caltrans policy and Caltrans Maintenance Manual to ensure employee, public, and environmental safety
12. Proper signing, flagging, and lane closure procedures to ensure employee and public safety
13. Safety regulations and practices when using Personal Protective Equipment (PPE) and hazardous chemicals to ensure employee, public, and environmental safety
14. Training techniques (e.g., maintenance and use of equipment, climbing techniques, arboricultural knowledge) to ensure tree maintenance is carried out in accordance with safety and Caltrans standards
15. Seasonal pruning requirements, to remain in compliance with laws, guidelines, policies (e.g., Migratory birds, protected species) to ensure tree crew is educated
16. Basic first aid and CPR to ensure tree crew's safety in the event of an emergency
17. Annual aerial rescue training and procedures to ensure the safety of tree crew in the event of an emergency
18. Procedures for treatment of diseases and pests that inflict trees to prevent the spread to other host trees
19. Tree identification and their growth patterns to ensure proper equipment is utilized for the maintenance of trees
20. Principles and techniques of effective supervision to ensure work is completed in a timely and safe manner
21. Current developments in equipment and materials used in tree maintenance to ensure optimal job performance
22. Botanical and common names of trees to identify diseases and pests for cultural practices and record keeping
23. A supervisor's role in Safety, Health, Equal Employment Opportunity Program and labor relations objectives and the processes available to meet these program objectives to ensure that department is in compliance

Ability to:

1. Climb trees in excess of 40 feet in height by means of harnesses, gaffs, and ropes to prune and/or remove weak or dead tree limbs to ensure employee and public safety
2. Perform tree pruning tasks at considerable heights above the ground to ensure tree is free of weak or dead tree limbs that may endanger the public
3. Coordinate body movements with tasks to be performed to ensure that task is performed safely
4. Select and apply knowledge appropriate to job tasks to ensure work is completed efficiently
5. Follow basic safety procedures for pesticide use and storage use to ensure safety of employees, public, and environment
6. Do the necessary rigging and tying of various knots used in tree pruning work to ensure the safety of tree crew

7. Follow oral and written instructions and location directions to ensure work is completed efficiently and within budget
8. Learn new methods and techniques to properly evaluate trees to ensure the health and aesthetics of the tree
9. Make independent decisions to ensure tree maintenance crew work is performed in an efficient manner
10. Establish and maintain cooperative working relationships to ensure group cohesiveness and successful job performance
11. Communicate in a clear and concise manner to ensure proper assignment of work and equipment to crew
12. Recognize potential hazards to ensure safety of the employees and public
13. Operate equipment such as chain saws, brush chippers, personnel hoist, etc. to ensure job is performed correctly
14. Plan and direct the work crew (e.g. equipment assigning, training) to ensure job is completed on time and efficiently
15. Evaluate the daily work performance of others to ensure safe operation and maintenance of tools and equipment
16. Follow safe pesticide application procedures in compliance with Department of Pesticides Regulation (DPR) to ensure safety of employees, public, and environment
17. Effectively contribute to the Department's safety, health, Equal Employment Opportunity Program, sexual harassment prevention, and labor relations program objectives to ensure departmental compliance
18. Safely prepare, mix, apply and store pesticides to prevent injuries from occurring
19. Train others in the effective and safe use of pesticides to control disease, insects, and vegetation to prevent injuries on the job

SPECIAL PERSONAL CHARACTERISTICS

1. Sufficient physical strength and agility to perform the essential functions of the job, including aerial rescue

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid and unrestricted Class B or Class A driver license with endorsements for P (Passenger/Bus), H (Hazardous Materials) and N (Tank Vehicle).

Possession of a Qualified Applicator Certificate with Landscape Maintenance, Right-of-Way or Forest Pest Control Category issued by the California Environmental Protection Agency (Cal-EPA).

DRUG TESTING REQUIREMENT

Applicants for positions in these classes are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

VETERANS' PREFERENCE

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the examination analyst at (916) 227-7397.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the cut-off date if he/she has not received his/her notice.

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Caltrans reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open

examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.