

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: TREES MAINTENANCE LEADWORKER

**PERSONNEL COMMISSION APPROVAL: APRIL 21, 2021 (Revised)**

**COUNCIL APPROVAL: DECEMBER, 2001**

<b>JOB CODE:</b>	<b>0460</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>HBMT</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>SERVICE/MAINTENANCE</b>

#### **JOB SUMMARY**

Under general supervision, leads a crew and performs duties related to tree trimming, and operates aerial trimming equipment to maintain all City trees, aesthetically and in a safe manner; removes dead and dying or diseased trees and plants new trees to provide a safe environment for the public in the parks, streets, and arterial highway; and performs other duties as required within the scope of the classification.

#### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Tree Maintenance Supervisor  
Supervises: Provides lead direction to Skilled and non-skilled craft, service-maintenance, and contract personnel

#### **DISTINGUISHING CHARACTERISTICS**

The Trees Maintenance Leadworker performs advanced journey level work in aerial tree trimming and maintenance for all City trees systems and provides work direction to personnel of an assigned crew regarding daily work tasks. Differs from the Trees Maintenance Crewleader in that the Crewleader oversees the projects and work of all crews.

#### **EXAMPLES OF ESSENTIAL DUTIES**

- Leads and works with a crew in maintaining trees; assigns and reviews work; provides input for performance evaluations; oversees work to ensure safety of crew and public
- Trims and removes dead, dying, or diseased trees and limbs; removes brush and tree trimmings, stumps and roots, and disposes of in a safe manner; leads crew and inspects work completed
- Operates trucks to transport equipment to and from job sites

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- Sets up traffic controls at job site per CALTRANS W.A.T.C.H. handbook
- Sets up and operates aerial trimmers and manlifts to trim trees and remove limbs and branches
- Operates loaders to remove brush, trees and soil and to extract stumps; digs planting holes and plants new trees
- Operates dump trucks to transport materials and debris
- Uses other basic hand and power tools such as trimmers, chain saws, pruners, wands, edgers, stake pounders
- Maintains and adjusts aerial equipment and other tools; hangs and takes down City banners from streets as required
- Completes time records and safety reports; requests supplies and materials as needed; attends safety and staff meetings
- Explains work methods, procedures and equipment use to employees, inspects work and completes records in absence of supervisor
- Responds to calls for service after regular work hours
- Supports and actively promotes the City's safety programs
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as required

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

##### **Knowledge of:**

- Work methods, procedures, and techniques associated with the operation of aerial trimmers, manlifts, backhoes, loaders, root cutters, stump grinders and related hand and power tools and equipment
- State vehicle code and traffic safety laws and regulations
- Tree species identification and selection; pruning, removal and safety techniques
- Maintenance, safety and basic equipment repair procedures

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- Supervisory practices and procedures
- Computer hardware and software pertinent to record keeping and communications
- Quality customer service principles

#### **Ability to:**

- Work safely at substantial heights above the ground
- Read and understand blueprints
- Maintain accurate records
- Understand detailed written and oral instructions
- Perform mechanical functions and safely operate various equipment and hand tools
- Work safely at substantial heights above the ground
- Lead work crew and communicate effectively to create a cooperative team
- Operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work

**Education:** High school diploma or equivalent certificate.

**Experience:** Three (3) years in operating field maintenance equipment, including tree trimming and tree identification.

**Certifications/License:** A valid California Class A driver license and an acceptable driving record are required at time of appointment and during course of employment.

International Society of Arboriculture Certified Arborist or equivalent certification required.

#### **SPECIAL CONDITIONS**

Positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to drug and alcohol testing.

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice Program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned

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disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed primarily outdoors and involves full exposure to wind, rain, sun, and extreme temperatures. Work involves exposure to potential physical harm, dangerous machinery, loud noises from equipment and vehicle engines, hazardous chemicals, exhaust, and potentially infectious diseases. Performs moderate to heavy work. There is a frequent need to stand, sit, stoop, walk, climb and balance, kneel, crouch, reach, bend and work in confined spaces, lift, move, or drag objects which may weight approximately 50 pounds and up to 100 pounds with the use of proper equipment or assistance, and perform other physical activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited to goggles, hard hats, respirators and/or hearing protection. Some work may also be performed in a general office environment.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. Mar 2021 pa