

27-4-046

<b>CLASSIFICATION TITLE</b> Associate Environmental Planner/Natural Sciences	<b>DISTRICT/DIVISION/OFFICE</b> 03/North Region Environmental Planning/Office of Environmental Engineering	
<b>WORKING TITLE</b> Environmental Construction Liaison - Eureka	<b>POSITION NUMBER</b> 927-801-4680	<b>EFFECTIVE DATE</b>

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

Under general direction and supervision of a Senior Transportation Engineer, you will be responsible for closely coordinating with North Region Construction staff to promote quality and consistency with environmental commitments on construction projects. The employee will establish solid working relationships with Area Construction Engineers, Resident Engineers, and Construction Inspectors to encourage and assist with environmental Caltrans staff, resource agencies, local governments, the public, construction contractors, and other interested parties.

**TYPICAL DUTIES:**

PERCENTAGE Essential (E)/Marginal (M) <sup>1</sup>	JOB DESCRIPTION
60% E	Independently works with Construction and Environmental staff and reviews construction projects to promote quality and consistency with environmental commitments. Attend pre-construction meetings to address permit and environmental issues.
20% E	When applicable, the Environmental Construction Liaison will review plans and specifications, change orders, contractor submittals, and other construction documents. The employee will coordinate preparation of necessary environmental documentation for construction change orders consistent with CEQA, NEPA, and resource agency permits to facilitate construction project completion.
10% E	Coordinates with Caltrans staff, and state and federal agencies regarding biological impacts, mitigation, permits and other issues.
10% M	Conducts training classes for construction personnel, assists with implementation of

<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

**POSITION DUTY STATEMENT**

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Caltrans Construction Site BMP Manual, and participates on other projects as assigned.

**SUPERVISION EXERCISED OVER OTHERS:**

Potential for lead worker status.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

Knowledge of the ever increasing number of federal, state and local laws, rules and regulations that govern the environmental planning field; general principles of ecology, biology, threatened and endangered species, natural resource conservation planning; basic highway engineering and contract administration principles; methods of highway and bridge construction including access and staging requirements, methods of evaluating environmental impacts; resource impact mitigation and monitoring methods and principles.

Ability to coordinate and review environmental studies, reports and documents in a timely manner; interpret and review construction plans and specifications; gather, analyze and present technical data; works independently as a member of an interdisciplinary team; participates effectively as a Department representative at various meetings involving the public, public agencies and advocacy groups; use a personal computer proficiently and communicate effectively using written and verbal skills.

The employee must have the ability to analyze regulations pertinent to environmental impact assessment for construction projects, analyze construction project needs and goals, and prepare appropriate environmental documentation to address project impacts and to avoid delays to the project.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The environmental process often controls the project development process. Environmental compliance for highway projects must be completed in a timely manner, yet must consider all relevant environmental impacts and processes necessary to avoid, minimize or mitigate for said impacts. The employee must be able to handle a demanding workload with potential scheduling conflicts. Critical errors regarding the environmental process can cause project delays and additional contractor costs.

**PUBLIC AND INTERNAL CONTACTS:**

The position requires extensive coordination with Caltrans staff, public agency representatives and the general public. The employee will be expected to establish and maintain good working relationships with construction personnel and contractors. The exchange of clear, accurate and concise information is required for all levels of contact to help ensure streamlining and continuous improvement. Good verbal and written communication skills are necessary.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to multi-task, adapt to changes in priorities and complete tasks or projects

**POSITION DUTY STATEMENT**

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with short notice. Must be able to develop and maintain cooperative working relationships; be tactful and treat others with respect.

**WORK ENVIRONMENT:**

Employee will work in a climate controlled office under artificial lights. Base of operation is the Eureka office; however, some fieldwork requires ability to work in a variety of climatic and geographical conditions and traverse rugged terrain. Employees will have to frequently travel to offices and field locations throughout the North Region. Overnight travel may be required.

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I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE