STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner (N/S)	North Region/Office of Environmental	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Revegetation Specialist		

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:

Under the general direction of a Senior Environmental Planner, the incumbent develops and manages contracts for biological mitigation and other management agreements. Incumbent implements and administers contracts both in the office and in the field. Incumbent may be required to plan and schedule project activities for groups from other agencies, public and private staff, and inmates. Incumbent performs various tasks necessary for the function of the North Region Office of Environmental Stewardship including; plant identification, develop plant species lists, biological monitoring, cost estimates, report writing and other duties related to biological mitigation planting.

Travel will be required including over-night stays. Possession of a valid driver's license is desirable.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Develop and manage Interagency Agreements or Cooperative Agreements utilizing California Conservation Corps crews (CCC), Inmate Labor Crews, Resource Conservation Districts (RCD), University Foundations, non-profit organizations and private contractors, etc. for revegetation and mitigation planting contracts. Develop cost estimates, scope of work, implementation and maintenance schedules, secure money, prepare and submit requests for contracts through DPAC and EFIS, process invoices, track expenditures, manage/oversee compliance with contract requirements, request contract extensions when needed. Act in the capacity of contract manager and field inspector for California Conservation Corps crews (CCC's) Resource Conservation District (RCD) crews, private contractors, University Foundation's and/or Inmate Labor Crews.
20%	E	Develop and assist in the development of project specific mitigation plans and revegetation plans, in coordination with other team members such as Environmental Management, Landscape, Project Engineers, Project Management and external agencies. Provide input for cost, scope, and schedule items associated with recommendations for mitigation and revegetation. Gather, analyze, review and interpret a variety of data and other information from a wide spectrum of sources in order to determine relationships and effects of proposed projects on existing natural resources.
15%	E	Plans and schedule daily project activities with the Inmate Labor crews. Responsible for maintaining mitigation area. Direct CCC, RCD or Inmate Labor crews to weed, irrigate, and complete replacement planting as necessary.
10%	E	Develop and manage service contracts for seed collection and/or plant propagation. Develop cost estimates, scope of work, schedule for collecting material, out-growing material and delivery dates for plant/seed material, secure money, prepare/submit requests for contracts through DPAC and EFIS, process invoices, track expenditures, manage/oversee compliance with contract requirements, requests contract extension when needed.
10%	E	Coordinate with Environmental Management and provide monitoring information as identified in CEQA/NEPA documents and regulatory permits. Maintain biological files, and miscellaneous databases for District use. Present Caltrans mitigation/revegetation program in meetings.

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5%	M	Attend public and private meetings. Present mitigation projects to public and private groups. Complete Annual Monitoring reports as required for regulatory compliance.

[1]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

None. May act in a lead capacity and provide functional guidance to various departmental staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires a knowledge of a broad range of state and federal environmental laws as they relate to state and federal transportation projects: approved methodology for conducting wetland delineations; principles of ecology; soil preparation, planting and irrigation techniques; working knowledge of California native plants, California ecosystems and native plant community restoration techniques; exotic plant management; the Department's mission and goals.

Ability to identify plants using the Jepson Manual or other professionally recognized plant manuals. Ability to gather, analyze, review and interpret a variety of data and other information from a wide spectrum of sources. Ability to present information and ideas effectively both orally and in writing. Ability to lead work crews, instruct crews in proper site preparation, planting techniques and safety practices; manage contracts, purchase requests, interagency agreements and cooperative agreements; work effectively with others as an interdisciplinary team member.

Must be able to analyze assignments that involves plant identification skills. Ability to review and interpret a variety of data and other information from many sources in order to determine how to best implement revegetation/mitigation efforts. Ability to assist in quantitative evaluation of monitoring data to determine if regulatory permit requirements are fulfilled.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to adequately plan and implement mitigation requirements of Caltrans projects could lead to legal actions against the State, loss of credibility with other agencies, delays in the project development, permitting and/or construction activities.

PUBLIC AND INTERNAL CONTACTS

Daily interaction with other members of the department as a part of a multi-disciplinary team, both within and outside of the immediate work area. Occasional contact with the public as a representative of the department, resource and regulatory agency staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to physically traverse variable terrain in the field and lift objects up to 30 pounds. Field conditions require the ability to stay alert due to safety issues involving public traffic. Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must be able to analyze and prioritize work situations and take effective action to resolve problems encountered.

WORK ENVIRONMENT

Will work in a climate-controlled office under artificial lighting 50% of the time. When in the field, fluctuating temperatures can be expected, varying from 30 to 120 degrees Fahrenheit. Variable terrain, dusty atmosphere, and loud noise from traffic and construction sites will be experienced. Work will require employee to travel, which will mandate overnight stays for intermittent periods of time.

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.)

POSITION DUTY STATEMENT

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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