

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner/Natural Sciences	03/NR Environmental Planning/Office of Environmental	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Environmental Construction Liaison	903-801-4680	

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:

Receives general direction from the Chief, Office of Environmental Support. The employee will be responsible for closely coordinating with District 3 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 quality. The job requires extensive travel in District 3, and coordination with Caltrans' staff, resource agencies, local governments, the public, construction contractors, and other interested parties. Individual is expected to manage multiple assignments, work independently and produce completed staff work.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Independently works with Construction staff and monitors ongoing construction projects to promote quality and consistency with environmental commitments. With initial guidance and direction, the Environmental/Construction Liaison will review plans and specifications, change orders, contractor submittals, and other construction documents. Attend pre-construction meetings to address permit and environmental issues. In coordination with environmental staff, the employee will prepare or assist in the preparation of necessary environmental documentation for construction contract amendments consistent with CEQA, NEPA. Coordinate with resource agencies or external entities to obtain approval or concurrences to facilitate construction projects already in progress
20%	E	Helps in assessing impacts of construction projects on environmental resources. Responsible for updating the project file (i.e. STEVE); updating other environmental staff and resource agencies; the completing and processing of the Certificate of Environmental Compliance.
20%	E	Works with Environmental personnel in preparation of contract specification language or packages and Construction personnel to help them understand environmental and construction issues.
10%	M	Performs the duties of a biologist. Inventories natural environmental systems; prepares, reviews and processes environmental documentation for projects in compliance with all applicable local, State and Federal laws, regulations and policies. Works with Environmental personnel to conduct pre and post construction surveys.

¹ESSENTIAL 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

Environmental Planners/Natural Sciences do not directly supervise. They may assist and advise other members of the branch regarding environmental commitment issues.

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 prepare, coordinate, review and process biological study reports (for botanical surveys, wildlife surveys, fisheries field surveys, and construction field surveys). Prepare, coordinate, review environmental technical reports, or permits of a complexity or level sufficient to convey a comprehensive understanding of complexity or level sufficient to

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PM-0924 (REV 7/2014)

convey a comprehensive understanding of the natural environment and permitting process. In a timely manner, gather, analyze and present technical data; interpret and review construction plans and specifications; work 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The environmental process often controls the project development process. Environmental compliance for highway projects must be completed in a timely manner. Failure to adequately investigate and report environmental resources could lead to legal actions against the State, interruption of project development or construction activities, and significant impacts to environmental resources. The employee must be able to manage their own time and projects to meet a very demanding workload and 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, the general public and contractors. The employee will be expected to establish and maintain good working relationships with construction personnel and contractors as appropriate. 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 communications skills are necessary.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent may also be required to travel and tolerate various weather situations. Employee may have to work outdoors in adverse terrain and may be required to bend, stoop, and kneel. Frequent telephone interaction is common. Employee must be congenial and tactful when dealing with others and must have the ability to develop and maintain cooperative working relationships. The incumbent is required to maintain a current California Drivers License.

WORK ENVIRONMENT

Employee will work in a climate controlled office under artificial lights. Base of operation is the Marysville District 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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PM-0924 (REV 7/2014)

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