

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS MAINTENANCE AREA SUPERINTENDENT	MAINTENANCE SUPPORT REGION A (601) 2339	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
D8 MAINTENANCE LANDSCAPE LIAISON	908-601-6282-918	

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 direction of a Caltrans Maintenance Manager I, acting as the Branch Chief for Maintenance Support Region A, the D8 Maintenance Landscape Liaison promotes understanding between Caltrans Field personnel, Caltrans Landscape Design and Construction before, during and after irrigation system and Landscape material installation. Conducts irrigation water and soil absorption/retention audits working with Landscape field personnel to develop best watering practices strategy.

The D8 Maintenance Landscape Liaison working in conjunction with the D8 Water Manager makes recommendations in the design, installation, operation, maintenance and programming of the Regional Irrigation Control System (RICS). Makes recommendations for quality installation of the RICS system during construction, enabling Maintenance to begin operation immediately after contractor's responsibility concludes.

The D8 Maintenance Landscape Liaison works with the D8 Water Manager in the coordination of the district-wide use of reclaimed water with the goal to decrease potable water usage and to more accurately apply and monitor reclaimed water per Caltrans Water Conversation Policy. Educates field Landscape personnel on safe use and handling of reclaimed water and other public safety issues.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Works in conjunction with District 8 Landscape Specialist on such issues as plant material selection and irrigation system design. The incumbent meets with each Landscape Supervisor individually to review their area of responsibility to discuss and strategize irrigation and related problem resolution and best practices standards for Landscape segments that will be turned over to the State after a Maintenance Agreement ends. Meets and communicates regularly in person, by phone and email with the D8 Water Manager and the D8 Landscape Specialist. Makes presentations to the field Landscape personnel including rank and file employees to allow for open communication, idea sharing and networking.
20%	E	Meets regularly with Project Development Teams (PDT) and Local Agencies regarding planting/irrigation projects and Landscape Agreements. Develops and reviews plans, specifications and estimates for State Transportation projects. Determines completeness and accuracy of plans; recommends changes; ensures conformance to policies and Maintenance requirements. Makes independent decisions on design of project details such as culvert sizing, traffic staging, lane transitions, geometrics and recovery areas. Analyzes engineering problems relating to design of transportation facilities and formulates solutions to problems.
15%	E	Provides backup and support to the D8 Water Manager. Working with the D8 Water Manager, provides contact and promotes understanding between Caltrans Landscape Design, Construction, and Maintenance Departments before, during and after system installation. In conjunction with the Level of Service Coordinator and as part of the annual LOS, performs field reviews of various landscape segments with a focus on how the water reduction effort is impacting the plant material. Conducts irrigation water and soil absorption/retention audits working with Landscape field personnel to develop best watering practices strategy. Works with available research institutes such as CalTech to improve water conservation. Makes recommendations to the D8 Maintenance DDD and Region Managers where applicable. Educates field Landscape personnel on safe use

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| 10% | E | EOC - The incumbent is a member of the D8 Emergency Operations Center. The incumbent may be called upon to act as our Agency Representative in the event of a man made or natural disaster. As such the incumbent is required to maintain a high knowledge level in Emergency Operations, Incident Command System - ICS, Standardized Emergency Management System - SEMS and National Incident Management System - NIMS. |
| 5% | M | To provide additional depth in the Maintenance Support Region A, incumbent will act as the back up to the D8 Level of Service Coordinator - LOS. As such participates in the Annual LOS Field reviews and is kept informed of all LOS issues. Participates in LOS teleconferences. |

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

No direct supervisory responsibilities. However, may act in a lead capacity in an emergency event.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of transportation facility development methods, materials, and equipment, structural section design theory and concepts, recycling of existing road materials, geometrics, earthwork, drainage and environmental considerations; standard specifications, technical report writing and construction practices; laying out work for others and guiding them in their work; lead total project design coordination and task assignments; communicate effectively orally and in writing; effectively contribute to the Department's missions and goals.

Knowledge of the Emergency Operations Center, Incident Command System - ICS, Standardized Emergency Management System - SEMS and National Incident Management System - NIMS.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment may expend resources that do not further the water conservation goal and may also adversely impact the landscape material capital investment.

Responsible for making accurate calculations and preparation of draft plans, specifications and estimates. Errors in judgment or preparation could result in delay of project delivery and/or increased project cost.

As Agency Representative during emergencies, errors in judgment may negatively impact the departments working relationship with other Emergency Response Agencies and in extreme circumstances may threaten the lives of members of the traveling public.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with field Landscape personnel, Maintenance Headquarters staff and other divisions throughout Caltrans, coordinating work, exchanging ideas and data. Prepares and presents data of a general and technical nature at public meetings and hearings to governmental representatives, private developers and concerned citizens. Also have intermittent contact with law enforcement, fire and other emergency responders.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires; sufficient manual dexterity to operate a computer keyboard; the ability to sit for long periods; the ability to develop and maintain cooperative relationships; the ability to focus on difficult tasks for long periods of time. Must have the ability to multi-task, to adapt to changes in priorities, and to complete tasks or projects on short notice. The employee will be required to traverse uneven terrain and steep embankments.

WORK ENVIRONMENT

Employee will work part of the time in a climate-controlled cubical office under artificial light. The employee will also be required to work in and around the highway landscaping in inclement weather including extreme temperatures. Employee may work at workstations within shared cubicles. Employee may be required to travel.

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

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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