

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT LANDSCAPE SPECIALIST	790 (2404) South Region Office	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CT LANDSCAPE SPECIALIST	908-790-6288-918	

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 CT Maintenance Manager I, serving as Maintenance Support Branch Chief, the CT Landscape Specialist is responsible for the maintenance of landscaping, functional planting and erosion control planting. Also responsible for all other activities involving plant or vegetation propagation and control, including agri-chemical selection and training of all personnel who handle chemicals. This position requires a valid Agricultural Pest Control Adviser license issued by the California Environmental Protection Agency (CAL-EPA). Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Estimates chemical usage quantities to be ordered, their storage and safe use. Reviews and approves/disapproves all requests for chemical and plant material usage by District Maintenance. Approves chemical materials for District stores. Arranges training and meeting schedules relative to pesticide usage. Will write all Pest Control Recommendations for the District. Certifies reports to other agencies of Caltrans' use of controlled substances, such as pesticides and fungicides.
20%	E	Consults with superintendents on landscape and tree maintenance work. Directs the inspection of tree trimming and removal work performed by the public. Inspects landscape contract projects. Advises Construction Resident Engineers of problems and provides assistance.
20%	E	Reviews reports and field office records of monthly pesticide use, weekly tertiary water, federal pest control program and chemical use programs. Oversees various service contracts, prepares receiving records and tracks balances. Prepares and reviews plans, specifications and cost estimates for landscape contract projects. Collects comments and prepares responses for the Maintenance Branch Chiefs to the Landscape Design Section.
10%	M	Keeps informed of and interprets to landscape personnel, the Department's Policies and Procedures I the Integrated Maintenance Management System so that users follow correct procedures and use the system to its optimum capacity. Consults with the district Integrated Maintenance Management System Coordinators regarding improvements to the system or problems in its application relevant to landscape personnel.

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

None. May act as a lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of landscaping plants, their characteristics, propagation and control; agri-chemicals, new varieties, their uses, limitations and hazards. Must have knowledge of weeds, their characteristics and control; hazardous material spill procedures; entomological insect control and its local application; and training techniques and their application. This position requires knowledge of administrative procedures; effective communication; requirements of other agencies relative to dangerous chemical handling, storage and use; and the use of sewage effluent for irrigation.

The incumbent must have the ability to serve as staff consultant to Maintenance management on matters concerning long range landscaping programs, native vegetation, irrigation systems and hazardous or dangerous chemicals; on

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occasion, will be required to perform similar service for District Management. Must be able to identify plants for function and toxicity; identify chemicals and their function and toxicity; and do the same for new plants and chemicals with regard to use in the area and make sound recommendations to management on their application and value. The incumbent must have the ability to organize and present training programs; prepare for and execute emergency procedures under pressure and adverse conditions as a result of hazardous spills.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises control of the District chemical usage program and will advise superintendents, maintenance, construction and design engineers on subjects relevant to plants and chemicals. Errors in judgment or poor decisions could result in needed work being overlooked; resources committed to less important projects; or damage to the state's landscape investment. Improper actions or decisions could also lead to serious safety issues, and expose the Department to embarrassment or liability.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact with vendors and prospective bidders for State landscaping contracts and materials purchasing. Will meet with representatives of various vendors in determining what materials are available and acceptable for use. Receives telephone requests and complaints from the public relating to landscaping; determines the propriety of requests and handles complaints not readily resolved by field personnel. Travels extensively throughout the District coordinating the landscape maintenance effort and presenting training sessions. Travels statewide to receive training and to attend weed control and chemical usage seminars and conferences.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit and stand for long periods of time. Will perform fine manipulation using a personal computer with a keyboard and mouse. Will be required to walk, walk on uneven ground and move and place heavy objects such as boxes by pulling, pushing, lifting and carrying. The incumbent will be required to lift up to 50 pounds. Will be required to attend meetings and give oral presentations to gatherings of various sizes and at various levels of the Department. The incumbent must be able to cope with emotionally charged issues and will be required to remain tactful and courteous but firm when dealing with contractors or the public under stressful and possibly adverse conditions. The incumbent must be emotionally stable, alert and aware at all times, and must be able to see and hear, with or without corrective assistance, at a level required for satisfactory job performance. Can expect to be called upon at any time of the day or night to handle emergency situations.

WORK ENVIRONMENT

This position is based in an office with climate control and artificial lighting. The incumbent will use a personal computer with keyboard, mouse and monitor. Will spend considerable time in the field, both traveling to and from work sites throughout the District and on foot while inspecting landscape areas. Work locations may be in any part of the District and weather conditions will vary widely from hot and mostly dry summers with occasional heavy thundershowers to wet and cold winters with heavy snow and rain. Temperatures will range from well below freezing in winter to consistently above 100 degrees in the summer. The incumbent must be prepared to work outdoors in inclement weather and extreme temperatures. Will also be required to travel statewide.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
