27-4-046

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Environmental Planner/Natural Sciences	**DISTRICT/DIVISION/OFFICE** 03/North Region Environmental Planning/Office of Environmental Support	
WORKING TITLE Environmental Construction Liaison	**POSITION NUMBER** 927-801-4635-	**EFFECTIVE DATE**

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 the supervision of a Senior Environmental Planner 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.

Duties include but are not limited to:

TYPICAL DUTIES:

PERCENTAGE Essential (E)/Marginal (M)[1]	JOB DESCRIPTION
60% (E)	With initial guidance and direction, the Environmental/Construction Liaison will review plans and specifications, change orders, contractor submittals, and other construction documents. In coordination with environmental staff, the employee will prepare or assist in the preparation of necessary environmental documentation for construction change orders consistent with CEQA, NEPA, and resources agency permits to facilitate construction projects already in progress. Independently works with Construction staff and reviews ongoing construction projects to promote quality and consistency with environmental commitments. Attend pre-construction meetings to address permit and environmental issues.

[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

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20% (E) Reviews plans, specifications, change orders, contractor submittals, resource agency permits, and other documentation to ensure projects are buildable and in conformance with environmental commitments. Helps in assessing impacts of construction projects on environmental resources and developing mitigation and monitoring programs as necessary. Assists in the preparation of the Certificate of Environmental Compliance.

15% (E) Performs the duties of a biologist. Inventories natural environmental systems, identifies research needs, performs natural resource research; prepares, reviews and processes environmental documentation for projects in compliance with all applicable local, State and Federal laws, regulations and policies.

5% (M) Works with Environmental and Construction personnel to help them understand environmental and construction issues.

SUPERVISION 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: a broad range of state and federal environmental laws, regulations and policies as they relate to state and federal transportation projects; familiarity with internal and external internet websites for gathering required information; approved methodology for conducting wetland delineations and other field practices; and the Department's mission, vision and goals.

Abilities: analyze regulations pertinent to environmental impact assessment during the construction phase of a project; analyze construction project needs and goals, and prepare appropriate environmental documentation to address project impacts and to avoid delays to the project; gather and present technical data; interpret and review construction plans and specifications; work independently and effectively as a member of an interdisciplinary team; participate effectively as a Department representative at various meetings involving the public, public agencies and contractors; use a personal computer proficiently, and communicate effectively using written and verbal skills.

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. 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 scheduling needs.

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

Base of operation is in the District Office in Eureka; however, the position requires extensive review of proposed and on-going construction sites for all projects within the Caltrans District 3 boundaries. Work outside the office requires the ability to be exposed to a variety of climatic and geographic conditions.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

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