

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE LANDSCAPE ASSOCIATE, CALTRANS (Range A - D)	OFFICE/BRANCH/SECTION NR Division of Engineering/Landscape Architecture
WORKING TITLE Storm Water Specialist Landscape Associate	POSITION NUMBER 903-201-2971-XXX
	EFFECTIVE DATE

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 supervision of a Senior Landscape Architect, the Storm Water Specialist Landscape Associate will provide a full range of professional Storm Water Coordinator and Landscape Architectural services. Travel may be required; therefore, incumbent should possess a valid driver's license. Though the level of authority will vary depending on the specific classification Range (A through D) of the selected candidate, the storm water and landscape architectural duties and responsibilities include the following:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Coordinate with Design, Construction, Maintenance, and NPDES staff on project reviews for storm water compliance. This task involves preparation or review of Storm Water Data Reports (SWDRs) and Construction Specifications for transportation projects. Work with Construction Division Staff in developing temporary and permanent erosion control Plans, Specifications and Estimates (PS&E) on projects in the North Region.
30%	E	Participate in the development and preparation of storm water and landscape architecture preliminary studies, Project Study Reports, Projects Reports, and PS&E involving; transportation projects, storm water design, highway planting, safety roadside rest areas (SRRA), vista points, planting and irrigation Restoration/Rehabilitation/Replacement and mitigation projects.
20%	E	Provide project information to; Executive Staff, Project and Functional Managers, Project Development Team (PDT) local, state and federal agencies, elected officials, utility companies and the general public when required. Participate in the oversight of Storm Water design and landscape architectural work performed by others (e.g. consultants, encroachment permits, and local agency work).
10%	E	Monitor and report on completion of project deliverables as required by current Department policy. Train project staff and develop Divisional Storm Water resources through group presentations, submissions to NR Design Storm Water Bulletin and development of web based materials. Coordinate Construction water conservation efforts for PS&E submittal.
5%	M	Provide professional services to Resident Engineers for storm water and other project related activities. Provide professional landscape architectural services on special "non-capital" activities including; task force, design studies and presentation graphics. Provide assistance in identifying Storm water and Landscape Architecture program needs and preparation of programming documents for new projects.
5%	M	Communicate with the various storm water and landscape industry suppliers concerning availability of materials and equipment. Represent North Region Landscape Architecture Branch at meetings and serves on committees and task forces. Provide responses to referral letters and requests from the public and agencies concerning Storm Water and Landscape Architectural matters.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

Incumbent may provide guidance to other Landscape Associates, Landscape Technicians, Engineering Technicians, Delineators or Student Assistants in a "leadworker" capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Storm water pollution prevention and erosion control practices.
- Hydrology, hydraulic, and erosion control principles as applied to water quality design. Basic knowledge of water quality chemistry as related to common storm water pollutants.
- Must be able to analyze and develop project proposals consistent with the principles of storm water design and landscape architecture and the Department's policies, programs objectives, and design standards.
- Knowledge of Statewide Caltrans NPDES permit, Statewide Construction General Permit, Water Quality Handbooks, and Highway Design Manual.
- Basic landscape architecture, engineering and construction techniques.
- Plant material, irrigation systems, and the basic principles of landscape architecture design.
- Communication in written, verbal and graphic forms.
- Must be willing to take independent action in carrying out assignments.
- Possession of CPESC, QSD and QSP certificates are desirable.

Ability to:

- Read and understand roadway and drainage plans, geotechnical reports and other engineering documents and obtain information there from necessary to evaluate proposed storm water facilities and potential water quality impacts.
- Effectively communicate in English both verbally and in writing.
- Use and/or calibrate various equipment including but not limited to survey instruments, basic video equipment, drafting tools, fax machines, and copiers.
- Perform basic mathematical calculations using calculators and computer software.
- Use CADD systems and software to delineate storm water and landscape architecture related drawings and/or make CADD measurements.
- Use personal computers both on and off a network and general office software including, but not limited to Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, and Microsoft Windows.
- Work well with multiple and diverse groups in a team environment.

Analytically:

- Review field or office work environments for potentially unsafe conditions.
 - Check for accuracy in the incumbent's own work or the work of others.
 - Develop, review, and recommend alternatives for projects or issues.
-

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for design decisions involved in the preparation of studies, assessments, reports and plans, specifications, and estimates prepared in the Region and for oversight of storm water design and landscape architecture work performed by others. Errors could result in non-compliance with the current State Wide NPDES permit and open the department to legal or civil enforcement actions. Errors that do not result in enforcement actions have the potential to adversely impact the efficiency of project delivery by resulting in unnecessary work or rework. Errors or poor judgment could result in inappropriate recommendations on the use of best management practices, erosion control techniques, plant material, equipment, or maintenance practices. The ending results could be; inefficient use of public funds, poor public relations, higher maintenance costs, costs to reconstruct highway facilities, or the creation of safety problems. As a licensed professional, the Landscape Associate, Range D, will have a greater level of authority and responsibility for all products produced under their direction. Though still responsible for the accuracy of their own work, the Landscape Associate, Range A through C, will work under the direction of the Senior Landscape Architect and guidance of a Landscape Associate, Range D, "leadworker". Range D incumbents must have a valid certificate of registration as a landscape architect issued by the Landscape Architects Technical Committee, California Architects Board.

PUBLIC AND INTERNAL CONTACTS

The position will have extensive internal contacts with Project Engineers and other functional unit staff: particularly with designated storm water and landscape architectural staff. The position is expected to have minimal contact with the public and consists primarily of working with local agencies and consultants to coordinate compliance with Caltrans

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

design storm water requirements.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements

• Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.

Mental Requirements

- Understand the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

Emotional Requirements

- Deal with all contacts in a calm and respectful manner.
- Behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.
- Resolve emotionally charged issues reasonably and diplomatically.
- Develop and maintain cooperative working relationships with all contacts.
- Receptive to change, new information, and new situations.
- Overtime may be required and vacations may be restricted during peak times and fiscal year-end closing.

WORK ENVIRONMENT

The majority of the work performed will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting. The incumbent may be asked to work outdoors conducting field reviews or collecting data. The incumbent would be exposed to loud noise, dust/dirt, uneven surfaces, airborne particles, extreme weather, great heights, the traveling public, and numerous environmental hazards including but not limited to snakes, bees, mosquitoes, ticks, scorpions, dogs, and poison oak. Travel, one-day or overnight trips, may be required.

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