

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Landscape Associate (Caltrans)	05-Maintenance Engineering-(05-1251)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District Major Damage Project Coordinator/Water Manager	905-600-2971-XXX	12/01/2014

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 general supervision of the District Maintenance Engineer, a Senior Transportation Engineer, the candidate will function as the District Major Damage/minor B project coordinator and District Water Manager. The incumbent is required to manage resources in the assessment, scoping, funding and contracting emergency opening projects. This will include the monitoring of both capital outlay and support costs charging for these project categories. Additionally, the candidate will assume the role of District Water Manager to support Landscape Maintenance towards the goal of conserving water and developing water use efficiencies by involvement in the Design development and Construction installation of landscape and irrigation systems, including development and uniformity of Remote Irrigation Control Systems (RICS), development of non-potable irrigation systems and other innovative programs to conserve and track water usage, irrigation hardware and software, along with water supply sources and delivery systems inclusive to water management. The incumbent will open and design minor B capital projects to repair or upgrade systems, and will be the a technical advisor and liaison to Landscape Maintenance and Electrical crews regarding water delivery and conservation.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Assists the District Maintenance Engineer in evaluating natural disaster events and preparing emergency documentation to initiate emergency Director's Order projects to immediately release contracts for repair and reconstruction of damaged facilities. Prepares federal documentation for the Federal Emergency Management Agency (FEMA) or the Federal Highway Administration's (FHWA) Damage Assessment Form (DAF) for Federal disaster reimbursement for emergencies supported by a Presidential declaration. Coordinates, tracks, documents and monitors the annual minor B fund allocation to assure complete expenditure on projects within each fiscal year. Under direction, develop master plans, design and prepare contract documents for major landscape architectural and land used planning projects; develop visual impact assessment for transportation projects; plan major landscape architectural projects; advise in the construction and maintenance of such projects; may lead other landscape architectural and technical personnel; and do other related work.
30%	E	Under the general supervision of the District Maintenance Engineer, develops contract PS&E for minor B projects. Infrastructure, drainage, and safety related projects such as guardrail or signalization are typical. Provides PS&E support in Landscape related areas such as erosion control, mitigation, water pollution control plans and specs for emergency repair work. Sets up and funds service contracts and day labor work. Prepares planting and irrigation plans for Major Damage Restoration mitigation and plant establishment.
25%	E	Provide support for implementation of a District Water Management Plan and makes recommendations in the design, installation, operation, maintenance and programming of irrigation systems. Instructs Landscape Maintenance supervisors on overall irrigation system maintenance and upgrades, and provides and/or coordinates technical support. Performs Constructibility reviews and Construction field reviews for landscape, irrigation and other water use related projects.
5%	M	May represent the District at public meetings and make public presentations regarding major damage projects or water conservation projects.

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.

ADA Notice

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None, but may act as a lead person in the absence of the District Maintenance Engineer. Will provide functional guidance to various internal units (Geotech, Environmental, R/W, etc.) and contractors to execute emergency force account projects. In the capacity of District Water Manager, the incumbent will provide leadership to Landscape Maintenance staff in pursuing improvements in water use such as recycled water irrigation systems, irrigation scheduling, recognition of system failures or deficiencies and the assessment of water use.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Contract management and an in depth understanding of Construction contract administration of work performed at force account is essential. Knowledge of and experience with landscape design and irrigation infrastructure and water supply systems will be necessary in working with field maintenance support in the capacity of water management. A basic understanding of the PS&E process is important both for design of minor B projects and also to engage matters in constructibility reviews. Proficiency using CAD design applications and various MS WINDOWS programs including WORD, Excel, Access and Mail merge is required. Familiarity using accounting systems such as AMS Advantage, Enterprise Data-link & PRSM is desired.

Must have knowledge of the principles of landscape architecture, including design and civil engineering as applied to landscape architecture; site analysis and planning; erosion control; irrigation techniques; and landscape maintenance procedures. Also, must have the ability to prepare complex land use plans; estimate the cost of landscaping and related ground improvements; prepare construction specifications; lay out and design surface drainage, irrigation, and sprinkling systems in connection with landscape projects; and serve on project development teams as an authority on landscape and irrigation issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The major damage / minor B project coordinator is responsible for coordinating all of the internal and external participants in executing and completing an emergency repair. They are also responsible for tracking the Capital outlay as well as the support costs. This can be occurring across several projects simultaneously and the consequences of error can be anything from failure to secure materials at the job site in a timely manner to violating an environmental constraint to overrunning the budget. The water management responsibilities are in making decisions necessary to resolve issues associated with the inefficient use of water resources and being a liaison to Maintenance forces. Poor decisions could result in tort liability for the State, bad political press, loss of infrastructure, and unnecessary expenditures of State resources.

PUBLIC AND INTERNAL CONTACTS

The Major Damage / minor B project coordinator must maintain exceptional relationships with engineering support units and field staff, as well as outside agencies, contractors and others involved in supporting the implementation and execution of Emergency Opening work. Similarly, the Water Management work involves frequent contact with various internal and external clients. The incumbent meets with Design and Maintenance personnel and Resident Engineers for the purpose of identifying and resolving problems. Water Manager is in contact with management and staff in other programs, including representatives of government agencies, water purveyors, consultants and utility companies, in the process of developing the water management program.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Depending on the activity, requires sitting or standing, sometimes prolonged. Must be capable of hiking over uneven and steep terrain. Driving is required to attend meetings and field reviews in various locations. The position requires strong organizational skills, the ability to multi-task, initiative to work with minimum supervision, concentration sufficient to the task at hand, and the ability to work cooperatively with others, sometimes in stressful situations. Documentation of information in both the coordinator and water management responsibilities needs to be complete, well organized and accessible.

WORK ENVIRONMENT

Office work is performed in a climate-controlled environment under artificial light. Field locations may expose the incumbent to heat or inclement weather, blown dust, traffic or equipment noise. Appropriate safety gear provided by the department will be worn for field reviews.

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

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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