

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Landscape Architect	OFFICE/BRANCH/SECTION Encroachment Permits	
WORKING TITLE Landscape Architect, Encroachment Permits	POSITION NUMBER 907-397-2971-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 Transportation Engineer, incumbent receives, reviews, processes, and writes Encroachment Permits for Landscaping Related permits. After issuing permits, the incumbent provides necessary inspection to ensure compliance with Caltrans policies and terms of the Encroachment Permit. Upon completion, the incumbent closes out the permit and completes necessary paper work to archive and complete the Encroachment Permit Process. Incumbent needs to have working knowledge of standard computer applications and must keep data current and complete in the Encroachment Permit Database (EPMS). Due to the extensive traveling involved in the performance of duties, a valid driver's license is highly desirable.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50%	E	Provide inspection services for Landscape Related Encroachment Permits. For all of District 07 travel to field locations to inspect approved landscape projects. Inspection to confirm adherence with construction documents. Inspection includes but is not limited to plant species and spacing, irrigation layout and components, and traffic control as needed.
10%	E	Receive and process Landscape Encroachment Permit Applications. Meet with applicants to assist and answer questions related to proposed improvements and the necessary documents to satisfy submittal of complete applications. Determine necessary fee deposits. Circulate applications for review to appropriate functional units, receive comments, compile comments and write letters to applicants informing them of plan and document corrections.
10%	E	Field review Encroachment Permits applications that have landscape-related work. As appropriate, perform field review of proposed landscape improvements to comprehend and properly address issues and concerns. This will require travel using an assigned state vehicle throughout the District as necessary.
10%	E	Attend conceptual meetings with other agencies, other Caltrans Units, consultants, and applicants to provide customer service. Meetings may be in the Caltrans District Office, local agencies offices, consultant offices, and or on site as needed.
10%	E	Issue Landscape related Encroachment Permits. Utilizing standard office computers and software, maintain files and, once reviews are completed and there is concurrence, write the approved Encroachment Permit. Will need to compile and write special provisions as appropriate and include standard provisions. Circulate approved permits to appropriate staff and functional units.
05%	E	Maintain Encroachment Permit Data Base (EPMS). Using typical office computer hardware and software, access the Encroachment Permit Database and input/maintain information relative to Landscape Encroachment Permits.
05%	E	Close out permits. Compile information on hours extended to receive, review, write, and inspect approved Landscape Encroachment Permits, and complete close out forms. Submit to Encroachment Permit Administration staff. Clean out and prepare files for archiving.

<sup>1</sup>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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have a very good working knowledge of landscaping and irrigation. Must be able to read and interpret plans and specifications for landscape related projects. Must be able to communicate well both in person and in writing. Must be knowledgeable with basic computer software including; word processing and spreadsheets. Incumbent needs to have good understanding of the Caltrans Organization, procedures, policies, and manuals.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to follow Caltrans Standards and policies could jepordize the integrity and longevity of proposed improvements causing potential liability issues for the tax payer in additions to added maintenance costs and burdens to correct and remedy projects not in compliance with terms of the Encroachment Permit. Also error in judgement could cause serious public relations concerns for Caltrans.;

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## PUBLIC AND INTERNAL CONTACTS

During the performance of their duties, incumbent will be in contact with various Caltrans employees, outside agencies, consultants, and the general public.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Extensive traveling on congested urban freeways, conventional highways, and some remote rural areas is required to field review applications, and to provide inspection.

Employees may be required to sit for long periods of time while traveling, or while performing tasks utilizing a PC. May be required to move large or cumbersome reports and files, from one location to another, up to ten pounds in weight. Must be able to exercise manual dexterity, develop and maintain cooperative relationships, and focus for long periods of time. Requires occasional bending, stooping and kneeling.

Must be organized, and be able to prioritize and concentrate. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. It is important that employees work with others in a cooperative manner.

Must deal effectively with pressure, adjusting rapidly to new situations warranting attention and resolution.

Must be able to respond promptly to requests for help, and to respond to voice mails calls left on office phones and on the state issued cell phone.

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## WORK ENVIRONMENT

Will work approximately 1/2 the time in a climate controlled cubicle office environment with artificial lighting, heating, and cooling. While traveling outside the office, incumbent may be exposed to extreme changes in temperature, inclement weather, uneven terrain, dust, and noise.

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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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DATE

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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)

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SUPERVISOR (Signature)

DATE

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