

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Landscape Associate, CT	OFFICE/BRANCH/SECTION District 7/Construction/Office of Office Engineer	
WORKING TITLE Landscape Associate	POSITION NUMBER 907-505-2971-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 direction of a Senior Transportation Engineer and working independently, the Landscape Associate develops and prepares plans, specifications, and estimates as contract documents. The incumbent also prepares addenda, reviews incoming plans, specifications, and estimates (PS&E) documents, and serves as a specialist on professional landscape architectural techniques and standards. Specific duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
65%	E	Processes incoming PS&E documents for highway planting, biological restoration, and erosion control. Establishes existing planting projects. Develops and prepares contract documents which are accurate, complete, and legally defensible and which comply with Federal and State requirements and departmental policies. The work requires evaluation of the PS&E submittal to determine if construction materials and methods proposed in PS&E will result in: effective contract administration; effective use of personnel, material and construction equipment; compliance with current Department policies; and public safety. Sensitive discussions with the District on complex landscape architectural decisions are required. Reviews and ensures that the PS&E meet storm water requirements that conform current standards.
20%	E	Acts as a consultant to other specification writers for erosion control, re-vegetation, replacement planting, biological mitigation, irrigation and planting work on highway construction, electrical and building projects.
15%	M	Revises and updates Standard Special Provisions, Standard Specifications, and PS&E Guide to assure conformance with current standards and technology. Assist District and Headquarters' Landscape Architects in the development of new Standard Special Provisions.

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

The Landscape Associate, CT receives assignments and general direction from a Senior Engineer. He/She will be required to act independently and function as a technical consultant on landscape architecture related work.

The incumbent will not have supervisory responsibility over others, but must coordinate and maintain close working relationships with support staff and co-workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have the ability to work expeditiously and prioritize projects reviews based on the amount of time that is available for processing.

Must have the ability to be tactful and professional in discussing projects changes with District personnel.

ADA Notice

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POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

Must have a working knowledge of plant material, irrigation systems, and erosion control and water pollution control methods.

Must have a general knowledge of landscape maintenance practices, construction techniques, and contract administration.

Must have a thorough knowledge of the Standard Specification, Standard Special Provisions, PS&E Guide and of construction methods, materials, and equipment.

Must be familiar with the State Contract Act, statutes, laws, policies and practices relating to contract documents.

Must possess the ability to develop and prepare plans, specifications and estimates for landscape architectural work for transportation which includes erosion control, highway planting, biological restoration and irrigation projects.

Must have the ability to review plans, specifications and estimates prepared by engineers and other landscape architects and to identify technical inaccuracies and discrepancies.

Must be able to communicate well verbally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must recognize inadequate and poorly prepared plans, specifications, and estimates. Failure to do so could result in higher bids, addend, claims, and change orders.

Must be able to understand and respond to unique advertising requirements and schedules associated with a project's funding source.

Must meet scheduling dates. Failure to do so might result in program failure, construction during poor weather conditions, and increased costs.

Must determine if construction materials and methods proposed in PS&E will result in effective contract administration; efficient use of personnel as well as material and construction equipment. Failure to do so could result in high contract administrative cost, poor inspection, overruns in working days, excessive cost in construction, adverse impacts to the environment, higher traffic accident rates, and inconvenience to the traveling public.

Must ensure that PS&E conform to the legal requirements of State and Federal regulatory agencies. Failure to do so could result in the delay of work or suspension of a construction contract because of violation of regulations pertaining to the environment and public safety.

Must analyze PS&E that include a broad variety of work, materials, equipment, legal requirements, and consideration for safety and the environment. The work requires independent review, and studies and decisions that involves unique problem and solution identification.

PUBLIC AND INTERNAL CONTACTS

This position regularly contacts landscape architects and project engineers concerning PS&E submitted to Office Engineer for preparation as contract documents. Verbal communication of the intent of the Standard Specification and Standard Special Provisions to individuals representing various offices within the Department is required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent should be in good health. He/she will be required to access construction sites. He/she may be required to work for long periods of time at a keyboard and video display terminal. This position requires driving for State business and being able to safely operate a vehicle. A valid California Driver's License is highly desirable.

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PM-0924 (REV 7/2014)

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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