

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE		OFFICE/BRANCH/SECTION	
LANDSCAPE ASSOCIATE, CALTRANS		D8/Construction-NPDES/Environmental Branch	
WORKING TITLE		POSITION NUMBER	EFFECTIVE DATE
Construction Storm Water Coordinator		908-500-2971-xxx	

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 the Branch Chief, a Senior Landscape Architect, the incumbent is directly responsible for performing work in the planning, design, and construction of projects. Duties are related to the implementation of activities to satisfy requirements of the National Pollutant Discharge Elimination System (NPDES) for transportation facilities; assisting in preparation of contract documents for major transportation project; advising in the construction and maintenance of such projects; and doing other field related work. Possession of a valid driver's license is desired.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Performs periodic project inspections; consultations; and field reconnaissance, to determine compliance with water pollution control requirements and to ensure proper implementation of Water Pollution Control Programs (WPCP) and Storm Water Pollution Prevention Plans (SWPPP); including site analysis and planning; sediment control; erosion control; soil preparation and review of project files. Provide input advice, make assessments and confer with the Resident Engineers, Contractors, and Water Pollution Prevention Coordinators, to ensure project compliance to the NPDES permit. Conducts project reviews and participates in project reviews conducted by others.
25%	E	Assists Resident Engineers and Water Pollution Prevention Coordinators in the review of WPCP and SWPPP submittals for preventing soil erosion and for being in compliance with the special provisions, and permit compliance. Perform field reviews; project file reviews, review of WPCP or SWPPP amendments during construction.
25%	E	Reviews Project Manager's submittal of Storm Water Data Reports, Plans, Specifications and Estimates at all design stages including: Project Initiation, Project Analysis and Environmental Documentation, 30%, 60%, and 95% phases, and Final Reviews prior to Ready to List. Attends and participates in discussions concerning erosion control, surface drainage, site planning and construction details related to water pollution control at Project Development Team Meetings and assist with pre-construction meetings.
10%	M	Assists other Districts and Division Personnel involved in water pollution control activities. Assists other Water Pollution Prevention Coordinators in coordinating environmental impact training for Construction Division personnel on matters related to water pollution prevention.
5%	M	Uses project management systems to assist in budgeting, forecast needed resources and set milestones for the Water Pollution Prevention branch effort.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of various construction operations and methods.
- Knowledge of the existing best management practices and new technologies available for use on projects.
- Knowledge of engineering as applied to landscape features.
- Knowledge of soil conditions and preparation; temporary and permanent erosion control techniques.
- The ability to understand engineering, architectural, and landscape architectural, design work.

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The ability to make neat and accurate computations and engineering notes and prepare reports.
The ability to operate office equipment; i.e. computers, telephone, fax and copy machines.
The ability to travel to and work at construction sites throughout California.
The ability to establish and maintain friendly and cooperative relations with those contacted in the course of the work and to communicate effectively, both orally and in writing.
Analyze situations and take positive action.
Analyze and calculate quantities.
The incumbent must be able to comprehend and analyze specification requirements as they relate to contract requirements and be able to recognize deficiencies as they arise and develop workable, effective solutions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to understand and incorporate appropriate standards, requirements and policies into work product may result in expensive waste of time and materials, cause additional work and project delays and could result in excessive construction contract claims.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely contact other Caltrans personnel, contractors, landscape architectural and/or engineering consultants, private citizens, representatives from the Federal Highway Administration and adjacent property owners. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employee must be able to traverse on level, uneven and sloped terrain, and/or suspended structures on the construction jobsite. Employee may be required to move cumbersome plans and equipment from one location to another. Ability to work on a keyboard; manual dexterity; sitting for long periods in preparation of reports, diaries and/or various forms. Required to be trained in First Aid/CPR and apply this skill in the event of an emergency. Must be able to travel independently for sustained periods of time on uneven terrain. The location of a construction site may necessitate travelling on long stretches of highway, mountains and desert. Due to the physical terrain, and the assigned vehicles required to safely navigate said terrain, travelling may require the jostling of the vehicle occupant.

Mental: Must be able to sustain mental activity to write reports, perform audit of person-hours worked, identify equipment/ materials used, problem solve, analyze and reason solutions to related field operations and take the initiative to effectuate corrective action.

Emotional: Must be able to maintain emotional control during conflicts with the contractor and/or co-workers. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and perform with tact for each situation.

WORK ENVIRONMENT

This is a field position requiring the incumbent to work both indoors and outdoors. Work indoors includes performing tasks related to contract administration, documentation and/or communication with other personnel. Work locations may be in the immediate metropolitan area or at remote sites in the vicinity of construction projects. Office space may be in an office building and/or on site trailers. Outdoor activities include exposure to moving traffic, loud noise, weather conditions of extreme heat and/or cold, dust, working on uneven terrain and adjacent to heavy equipment. May come in contact with hazardous materials and pesticides. May require working in the field at night. Night work requires the ability to work under artificial lighting. Ability to be aware and maintain alertness to the surrounding work environment is critical. Required to wear and utilize protective clothing; i.e. hard hat, appropriate footwear, vests, overalls, eye/ hearing protection and respirator equipment.

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)

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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
