

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
LANDSCAPE ASSOCIATE, CALTRANS	08-608 METRO LANDSCAPE (EFIS# 2344)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
LANDSCAPE ASSOCIATE, CALTRANS	908-600-2971-918	

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 direction of a Sr. Transportation Engineer, the Landscape Associate plans and designs landscape architectural and land use planning projects work for the Maintenance Division. Works with and may coordinate the efforts of others in planning and designing projects. Will develop master plans, designing and prepare contract documents for major landscape architectural and land use planning projects. Will develop visual impact assessment for transportation projects and advise in construction and maintenance projects. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Coordinate with the Field and Design Unit on issues to ensure compliance with the Water Conservation Plan. Manage irrigation inventory to ensure all water is appropriately, accurately billed and paid, requiring consultation and coordination with district and headquarter staff and utility companies.
40%	E	Responsible for managing the district's Remote Irrigation Control System (RICS) and make recommendations to the design, installation, operation, maintenance and programming of the system. Assist District Landscape Architect on such issues as plant material selection and irrigation system design; consult with the public regarding issues related to landscape design/maintenance issues.
10%	E	Assist in the development of a program for overall improvement of landscape maintenance; develop service contracts for minor landscape maintenance projects; prepare planting and irrigation plans for day labor contracts or field maintenance crew improvements and restoration; act as liaison between Design, Construction, and Maintenance departments on highway planting contracts, and monitor highway planting contracts under construction.
10%	M	Attend meetings with District and Headquarters staff, local agencies, contractors, utility companies, private concerns, relative to any landscape issues under jurisdiction of the District Maintenance Division; serve as maintenance Division contact and consultant on any landscape architecture issues at such meetings, providing information and recommendations as needed.

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

No direct formal supervision is exercised, but will lead and oversee the crew's activities. In the supervisor's absence may assume many of their duties.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have thorough knowledge of various phases of landscape architecture and land use planning, especially as it relates to transportation engineering and design, including planning processes methods, systems planning, and evaluation of alternatives. Must have knowledge of Caltrans facilities and their locations, design, construction, operations and maintenance. Requires knowledge of transportation economics and financing; project management concepts; and factors that influence the impact of landscape architecture on the environment, the community, and the economy.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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The incumbent must have the ability to plan and direct the work of others, establish and maintain cooperative working relationships, apply the principles of effective personnel management and supervision, and delegate work assignments. Requires the ability to accurately analyze, evaluate and present ideas and information effectively, both orally and writing; analyze situations and formulate viable solutions to complex operational and administrative problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires independent judgment and decision making. An error in judgment could result in loss or delay of necessary programs for maintenance and rehabilitation of state transportation facilities, improper or inefficient methods of maintenance and rehabilitation, needed work being overlooked, or resources committed to less important projects. Poor decisions or actions could have broad implications involving employee morale, safety of employees and the public, and monetary loss. Responses and decisions in error could result in major citizen concerns and lawsuits against the state.

PUBLIC AND INTERNAL CONTACTS

Position has daily contact with other units throughout Caltrans and will coordinate work exchanging landscape design data. Prepares and presents data of a general and technical nature at public meetings and hearings to governmental representatives, private developers and concerned citizens. May be called upon to testify as defense or expert witness for the Department in legal proceedings where the appropriateness of design decisions is an issue.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods while working in office or attending/conducting meetings. Must be articulate and be willing and able to conduct meetings and address large audiences of varying responsibilities. Must show tact when dealing with highly sensitive and emotionally charged issues, and deal effectively with pressures of deadlines and maintain focus. The incumbent will work in the field while researching, planning and overseeing various stages of maintenance projects related to landscape design. Will also be expected to travel extensively, both within the District and throughout the state.

WORK ENVIRONMENT

Base assignment is in an environmentally controlled office with artificial lighting. Will work extensively with a personal computer, using a keyboard, mouse and monitor. While working in the field, will be exposed to a wide variety of weather conditions as they naturally occur in District 8.

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