

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE LANDSCAPE ASSOCIATE, CALTRANS	OFFICE/BRANCH/SECTION DISTRICT 11/MAINTENANCE/DISTRICT WATER MGMT	
WORKING TITLE LANDSCAPE ASSOCIATE	POSITION NUMBER 911-602-2971-	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 general direction of the Senior Landscape Architect / District Water Manager, the Landscape Associate assists in the development and design of the regional use of recycled water. The Landscape Associate is responsible for decisions related to the proper implementation of water conservation efforts, irrigation infrastructure, communication technologies and contract implementation and management. The level of authority will vary depending on the specific classification Range (A through D) of the selected candidate. Range D incumbents must have a valid certificate of registration as a Landscape Architect issued by the California Board of Landscape Architects.

Incumbent may be rotated after two years in this assignment within the District.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
45%	E	Coordinates the district-wide use of recycled water with the goal to decrease potable water usage and to more accurately apply and monitor recycled water per Caltrans Water Conservation Policy. Assists in the development and design of Caltrans regional recycled water program. Runs status reports on a systematic basis to monitor and control water usage within Maintenance areas. Educates personnel on safe use and handling of reclaimed water and other public safety issues.
20%	E	Reviews project reports and project study reports to determine impacts to irrigation infrastructure or the ability to utilize recycled water. Attends Project Development Team (PDT) meetings and projects the impact of irrigation infrastructure. Attends training and provides training and technical support to maintenance landscape staff with regard to Remote Irrigation Control System (RICS) and field control units. Maintains communications with staff on system maintenance and program upgrades. Works with the other Landscape Associate in the unit to develop and administer service contracts for the maintenance, repair and upgrade of systems.
20%	E	Coordinates the district-wide use of water in the State right-of-way for Design, Construction and Maintenance. Coordinates with Landscape Architecture Design on the design of Regional Irrigation Control System (RICS) and recycled water infrastructure. Develops procedures to track the water cost from Design and the responsibilities between Maintenance and Construction. Provides Maintenance supervisors and/or lead workers with technical issues regarding water management practices.
15%	E	Develops reports and compiles data relating to water use in data link, field reading and flow sensing information. Assists the Senior Landscape Architect / District Water Manager in the assessment of sustainable landscape solutions and to make recommendations to Design, Construction and Maintenance. Maintains ongoing communication between these Divisions.

¹ 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

The Landscape Associate, while not supervising staff, does provide leadership and direction in the design and use of the RICS as well as recycled water infrastructure. May act as a lead worker for Landscape Technicians or student assistants assigned to help meet specific water management assignments.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of the principles of landscape architecture, including design and civil engineering as applied to landscape architecture; visual analysis and how such issues relate to the environmental impact process. In order to perform the required duties, the Landscape Associate must have a good working knowledge of irrigation design and master planning, hydraulic characteristics, irrigation scheduling, plant physiology and water requirements, soil constitution, specification writing, construction document interpretation, contract administration, computer literacy, and verbal and written communications. Additional knowledge / aptitude in radio telemetry and electrical design is desirable.

The incumbent must have ability to identify the cause of problems related to water resource management and initiate the necessary corrective action or make recommendations to the appropriate departments and follow-up on the implementation; demonstrate artistic and creative aptitude; prepare reports, plan and make presentations; work effectively with others as a member of interdisciplinary planning or design teams.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or decisions could have a direct impact on the quality of the transportation roadside irrigation infrastructure and water resources, misuse or mis-management of public funds, and/or result in tort liability for the District/ Department.

PUBLIC AND INTERNAL CONTACTS

The Landscape Associate is in frequent contact with various internal and external clients. Incumbent represents the Department in direct public contact through meetings and presentations, meets with Design and Maintenance personnel and resident engineers for the purpose of identifying and resolving problems. Incumbent is in contact with management and staff in other Departments in the normal course of required duties. Incumbent contacts representatives of government agencies, water purveyors, consultants and utility companies, in the process of developing the water management program.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time while using a keyboard and video display terminal. The incumbent may have to drive to various field locations within the District to meet with field staff. Due to the sometimes fast-paced workload, the incumbent will have to maintain flexibility in managing time, priorities, and assignments while maintaining mental activities associated with analyses, problem-solving, and reasoning. The incumbent must maintain cooperative working relationships with all, and respond tactfully and professionally.

WORK ENVIRONMENT

Office work is performed in a climate-controlled environment under artificial light. The incumbent may work outdoors conducting field reviews and collecting data. Field reviews may expose the incumbent to heat or inclement weather, blown dust, traffic or equipment noise; uneven terrain. Appropriate safety gear provided by the department will be worn for field reviews. Possession of a valid California driver's license is required to operate a State vehicle.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
