STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Landscape Technician	District 11/Maintenance/District Water Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Landscape Technician	911-602-1769-	

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 supervision of the Senior Landscape Architect/District Water Manager and under general direction of the Landscape Associate/Leadworker, the Landscape Technician assists in the development and production of a broad range of water management task, and is responsible for the timely, accurate and efficient delivery of all assigned work. After two years in this assignment, the incumbent may be rotated to another position within the same classification within the District.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Assists the Senior Landscape Architect and Leadworker in management of the irrigation infrastructure including the Regional Irrigation Control System (RICS). Assists in the development of solutions to expand the recycled water for complex landscape irrigation projects including recycled water transmission lines and interface with recycled water purveyors. Collects as built base sheet information to to support the management and design of irrigation infrastructure in the region.
25%	E	Assists in preparing and reviewing plans, specifications and estimates for recycled water, RICS systems and irrigation system projects.
15%	E	Assists in conducting site analysis, site feasibility studies and problem solving, presentation graphics/exhibits. Assists in conducting field review, site feasibility studies, construction and maintenance observation and problem solving.
10%	M	Assists with a variety of administrative tasks assigned by the Senior Landscape Architect or Lead Worker such as preparing correspondence for clients, maintaining project files and developing various departmental reports.

[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

None, may provide guidance to student assistants assigned to help meet water management assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

In order to perform the required duties, the Landscape Technician must have a good working knowledge of planting design, irrigation design, plant selection, estimating and calculation procedures, specification writing, construction methods, maintenance and safety issues. The incumbent will have hands-on experience with personal computers and computer-aided drafting. The incumbent is familiar with State policies and procedures as related to landscape architectural projects including project reports, minor contracts, and is familiar with problems involved in contract administration. The incumbent must have the ability to communicate effectively both orally and in writing; analyze situations accurately and take effective action; and prepare correspondence and reports.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for work related to the proper operation of RICS, and implementation of procedures and

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projects. Errors in judgment or decisions could have a direct impact on the quality of the transportation roadside irrigation infrastructure and water resources.

PUBLIC AND INTERNAL CONTACTS

The incumbent will coordinate with other internal Caltrans District and Headquarters personnel, and occasionally externally with community groups, utility companies, consultants and contractors, and local and regional agencies.

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 and to assess and evaluate infrastructure needs and or damages. 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

The incumbent will work in a climate-controlled office under artificial lighting while at their base of operation in the District office. The incumbent will be required to travel and work outdoors as needed, and may be exposed to dirt, noise, water, uneven surfaces, and varying temperatures and weather conditions. The incumbent must use proper safety precautions and procedures at all times. 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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE