

*Proposed***POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Landscape Architect (Supervisory)	OFFICE/BRANCH/SECTION D7 / Design / Engineering Services	
WORKING TITLE Chief, Landscape Architecture Branch	POSITION NUMBER 907-260-2972	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 Office Chief, a Supervising Transportation Engineer or Supervising Landscape Architect, the incumbent plans, assigns, reviews work, gives instructions and assistance, maintains discipline, makes decisions and handles difficult technical and administrative problems in connection with staff assigned to the Landscape Architecture Branch.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Estimate resources; including qualified staff, proper office and field equipment and facilities needed to perform all required functions within the allocated budget using the Work Breakdown Structure (WBS) and Project Resourcing and Schedule Management Program (PRSM). Ensures resources are allocated and are only what is sufficient to meet the purpose and needs of individual projects and tasks. Negotiates resource needs with project and task managers. Assesses status of project and develops work assignments accordingly. Tracks current and future workload demands for Branch and manages resources to accomplish within schedule and budget. Updates project status in PRSM. Serves as first line supervisor and assigns staff to projects and tasks. Provides staff direction on work to be performed, including: scope, cost, and schedule. Ensures staff receives necessary training and experience to perform their duties and meet current State and District policies and directives. Evaluates work performance and solves personnel/labor relations/ Equal Employee Opportunity (EEO) matters. Ensures staff is in conformance with current policies and directives including: time charging practices and training.
35%	E	Ensures that all products produced or reviewed by staff, comply with current standard, policies and procedures as laid out in the Project Development Procedures Manual (PDPM), Highway Design Manual (HDM), Storm Water Project Planning and Design Guide, Plans Preparation Manual Ready to List (RTL) Guide, Design Information Bulletins and other policy bulletins, other documented statewide and district management approved manuals, directives guidance and memorandums. Ensures products and tasks are completed on time and within budgeted allocated resources. Coordinates the delivery of products produced by the Branch in accordance with the project development process. Serves as Task Manager for tasks assigned to the Branch in accordance with current policies and directives.
15%	E	Analyzes issues, constraints, and needs for individual projects and tasks and objectively provide the range of options to Design, Construction and Maintenance allowed by current standards and policies to stakeholders for their decision. Coordinates response to internal, external and legal requests for information/reports; and assists staff in resolving and/or negotiating issues with assigned work including nonstandard features and forensic analysis of landscape/erosion issues during construction, maintenance or on existing facilities. Negotiates or assists in negotiations with consultants and externals for contracts, cooperative agreements and/or maintenance agreements. May assist staff to and/or resolve and negotiate issues on more complex matters.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

5%	E	Represents the District in statewide meetings and other events regarding general landscape architectural issues, including the development of updated or new standards, products, guidance and specifications. Promotes uniformity in implementation of nonstandard, standard and amended specification, policies and procedures for landscape architectural issues within the District.
5%	M	Serves as Program Advisor and manages the State Highway Operation and Protection Program's (SHOPP) Roadside Safety Improvements and Roadside Programs for the District. Includes coordinating with District Maintenance on maintenance needs, preparing and maintaining current 10-Year SHOPP Plan and 4-Year Project Initiation Document (PID) SHOPP Plan. Ensure products produced meet the purpose, need and requirements of the individual Programs and manages them to ensure complete and accurate projects, work priorities and scheduling. Monitors Program project resources and milestones to produce optimum results in an efficient and qualitative manner. Administers the Transportation Art, Gateway Monument and Scenic Highway Programs and others mandated by Headquarters Landscape Architecture Program.

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

Supervises a Branch of employees which may include Landscape Associates, Transportation Engineers and Landscape Technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of principles and techniques of personnel management and supervision's role in EEO, health, safety and labor relations programs and the processes available to meet their objectives.
- Knowledge of Caltrans' organization and Departmental policies, policies (design, construction, maintenance, management etc.), procedures, standards and other factors that need to be considered in the planning, design, construction, maintenance, and rehabilitation of landscaping, irrigation, roadside safety and erosion control.
- Knowledge of the principles of all aspects of landscape architecture and design.
- Ability to plan and direct the work of others and adopt an effective course of action.
- Ability to organize work priorities and meet project commitments
- Ability to effectively communicate and coordinate both orally and in written form with management and employees of the District, Headquarters, local and regional agencies, community groups, industry and the general public. Ability to establish and maintain friendly and cooperative relations with those contacted.
- Ability to be flexible, work independently, exercise good judgment and assume increased responsibility as needed.
- Ability to provide leadership, guidance, and oversight regarding landscape architecture, roadside safety, and erosion control to staff and review the work of others for completeness, conformance with current State and District policies and directives.
- Ability to perform and teach others to perform difficult and complex work related to landscape architecture, roadside safety, and erosion control.
- Ability to analyze problems accurately, develop appropriate solutions, and take effective courses of action.
- Ability to prepare comprehensive reports and correspondence.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be a Registered Landscape Architect by the State of California and is in responsible charge of the assigned work. The incumbent's decisions made during the project development process will have a direct impact on the quality of the final transportation facility and the safety of the traveling public.

PUBLIC AND INTERNAL CONTACTS

The position requires continuous contact with internal and external customers at all levels in the District and Headquarters. The position requirements may include representing the District and Caltrans by participating in meetings and interfacing with Federal, State, local and regional agencies, contractors, consultants and the public regarding the scope and content of the particular issues related to materials. The position requires establishing and maintaining good working relationships.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. They may be required to move large or cumbersome plans and diagrams from one location to another. Incumbent is responsible for adhering to the time constraints of the project schedule while maintaining project scope and quality. They may also be required to speak in front of large groups.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will also periodically be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, or temperature extremes.

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