

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
SENIOR LANDSCAPE ARCHITECT, CALTRANS	MAINTENANCE ENGINEERING/LANDSCAPE	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District Water Manager	907-601-2972	

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 of Maintenance Engineering in District 7, the Water Manager directs the development of water management practices and policies that advocate the efficient use of water resources. In this capacity, the Senior Landscape Architect serves as the District Landscape Maintenance Program Manager for Remote Irrigation Systems (RICS). The Water Manager also acts as liaison between different divisions in District 7 and be accountable for the overall water usage and conservation of District 7.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Responsible for managing the district's irrigation systems to comply with State law, local requirements and Executive Order (EO) B-18-12 for water reduction. Make recommendations in the design, installation, operation, maintenance and programming of the irrigation systems. Coordinate current RICS and future RICS projects to ensure effective transition after contract completion, enabling Maintenance to begin operation immediately. Implement and develop a map based inventory of existing irrigation facilities that include water meters, backflow preventers, irrigation controllers, and RICS. Instruct Maintenance supervisors on overall irrigation system maintenance and upgrade needs, and provide and/or coordinate technical support.
20%	E	Report as appropriate, the district's use of water to comply with EO to decrease potable water usage. Conduct water consumption audits to assure accuracy in the District's irrigation water utility billings and develop status reports on a regular basis to monitor and control water usage within maintenance areas. Develop status reports to monitor and control water usage for the District, including Maintenance, Construction, Right-of-Way on a bimonthly basis.
10%	E	Assist with development and implementation of a tracking and reporting system to manage irrigation water use. This includes developing procedures to track the water cost responsibilities between Maintenance and Construction. Assist Maintenance supervisors and/or leadworkers with issues regarding water management practices. Is a single point of contact and promotes understanding between Design, Construction, and Maintenance program before, during and after irrigation system installation. Instruct Maintenance personnel on proper irrigation installation and operation techniques, and trouble shooting and repair methods. Promote the installation of future recycled water.
10%	M	Direct Landscape Associate to prepare plans, specifications and estimates for minor landscape architectural projects to rehabilitate existing irrigation system.
10%	M	Assign work orders to field irrigation strike team.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervise staff which consists of Landscape Associates who are assigned as Water Managers and Research Program Specialist II (Geographic Information Systems). Provide guidance and training for the latest techniques of water conservation.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

In order to perform the required duties, the Water Manager must have 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Landscape Architect is responsible for making decisions necessary to resolve issues associated with the inefficient use of water resources.

PUBLIC AND INTERNAL CONTACTS

The Senior Landscape Architect is in frequent contact with various internal and external clients. He/she represents Caltrans in direct public contact through meetings and presentations, meets with Design and Maintenance personnel and resident engineers for resolving problems. The Water Manager is in contact with management and staff in other programs in the normal course of required duties. The Senior Landscape Architect is in contact with representatives of government agencies, water purveyors, consultants, and utility companies, in the process of developing the water management program.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Depending on the activity, at time requires prolonged sitting or standing. Driving is required to attend meetings and field reviews in various locations. The position requires sufficient initiative to work with minimum supervision, concentration sufficient to the task at hand, and the ability to work cooperatively with others, sometimes in stressful situations.

WORK ENVIRONMENT

Office work is performed in a climate-controlled environment under artificial light. 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.

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
