

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Landscape Architect, Caltrans	D8/Design/Landscape Architecture	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District Landscape Architect	908-217-2972-001	

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 Design Manager, a Supervising Transportation Engineer, the Senior Landscape Architect is responsible for the Landscape Architecture Branch, and in this capacity, the Senior's prime responsibilities will be the planning, organizing, and directing the staff engaged in District 8's landscape architecture function for Riverside/ San Bernardino Counties. This position is responsible for implementing Caltrans' Landscape Architecture policies and maintaining professional standards as they apply to District 8's project development and operational activities.

This position is designated as part of the Management Team under collective bargaining.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
35% E	Supervises and approves all phases of the landscape architecture program and project development activities including identifying program needs, development of Project Study Reports, Project Reports, Plans, Specifications and Cost Estimates (PS&E), and other landscape architecture support services.
	Directs landscape architectural input and consultation on highway aesthetics and other landscape architectural matters related to the development of highway project, e.g., contour grading, alignment and material alternatives, mitigation measures, slope paving, retaining walls, sound walls, etc.
	Attends and holds public meetings, hearings, workshops and advisory committee meetings to explain project proposals and obtain community/participant input. Communicates and coordinates with other agencies, local organizations and elected officials in the development of projects. Negotiates with high-level management in local, state, and federal agencies to define mitigation needs and permit requirements for highway projects.
20% E	Responsible for Scenic Highway Coordination. Provides route evaluation of existing Officially Designated State and Country Scenic Highway requirements. Assists local agencies and interest groups wishing to designate new Scenic Highways by providing guidance and processing the request for official scenic highway designation. Reviews and comments on new land-use activities, highway improvements, and utility changes within Scenic Highway Corridors.
	Responsible for highway art coordination. Assists local agencies and interest groups in the establishment of highway art by providing guidance and processing the request for highway art. Serves as a member of the region's Airspace Committee. Reviews and comments on airspace encroachment proposals.
	Serves on various value-engineering teams.
	Prepares responses to referral letters and requests from the public concerning landscape architectural matters.
	Serves as the District Landscape Architect.

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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10%	E	Serves as Branch Chief for the Landscape Architecture Branch, provides personnel supervision, and other staff and administrative duties. Supervises and coordinates the design development activities. Provides career development, performance appraisals, recommendations for merit salary adjustments and disciplinary actions, Documents and takes corrective action against employees as appropriate. Identifies training and equipment needs and develops training plans for assigned staff.
10%	E	Provides product approval of landscape architectural work prepared by others (consultants, encroachment permits, tax measure work, and privately funded projects).
10%	E	Maintains proper time charging practices, and approves time reporting sheets, overtime use and leave time. Provides accurate and timely reporting of work hours. Completes forms with accuracy, such as travel expense claims, accident reports, safety reports, and overtime logs.
5%	E	Supervises the preparation of Scenic Resource Evaluations and Visual Impact Assessments and, in conjunction with the Project Development Team, coordinates the formation of environmental mitigation measures.
10%	M	Implements the Department's goals and policies as set forth in the Policy Direction Statement, and provides a communication link between Executive Management and assigned staff.

<sup>1</sup>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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Senior Landscape Architect provides first-line supervision for the Landscape Architecture Branch staff, consisting of six to twelve employees in the Landscape Associate and Associate Governmental Program Analyst classifications.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a good working knowledge of the principles of landscape architecture policies and standards, the missions, goals, laws and rules implemented by the Department; principles of program management and control, principles of personnel management and supervision, planning, organizing and directing the work of a professional staff including other professional disciplines and contracted consultants, dealing with landscape architectural problems encountered in highway projects, and programs and their solutions and the principles of project-related community involvement, and a supervisor's role in meeting the objectives of the Equal Employment Opportunity, Health and Safety and Labor Relations programs.

Must have the ability to prepare technical directives and administrative orders, correlate engineering or architectural features into proposed highway projects, direct the landscape architectural program for the Landscape Architecture Branch in accordance with Departmental policies and procedures, and to supervise this activity effectively, facilitate project-related community involvement activities, plan, organize, direct and evaluate the work of a professional staff, and communicate effectively orally and in writing.

Must be willing to take independent action in carrying out management directives. Must be able to analyze and develop project proposals and program objectives consistent with the Department's policies and professional standards.

Must maintain a valid California Landscape Architect registration.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the landscape architectural program and project development activities and approvals for the Landscape Architecture Branch. Responsible for coordinating the Region's project development-related Scenic Highway and Highway Art programs.

Errors or poor judgment could result in inappropriate program directives and project development activities. The ending

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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result could be: project delays, cost overruns, noncompliance with Departmental policies and regulatory agencies' permit requirements, loss of the District's authority delegation, and poor community relationships.

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### PUBLIC AND INTERNAL CONTACTS

Serves as the District Landscape Architect and primary contact for the Landscape Architecture Branch to Headquarters and other District functions in all matters pertaining to landscape architecture. May be asked to represent District 8, meet, confer and consult with local, state and federal agency staff and high-level management. May serve as a direct contact to the general public, elected officials and media on Caltrans programs, as well as project-specific needs.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

**Physical:** Employee will work in an individual workstation. Must have the ability to work at a keyboard; have manual dexterity and may be required to sit for long periods using keyboard and video display terminal.

Requires the ability to move across uneven surfaces and hilly areas. Also requires occasional bending, stooping and kneeling. Subject to normal climate conditions and exposure to dirt, noise, and/or extreme heat or cold.

**Mental:** Creates a work environment that encourages creative thinking and innovation. Creates and sustain an organizational culture that encourages others to provide the quality of service essential to high performance. Must be able to organize and prioritize large volumes of varied documents. Enables others to acquire the tools and support they need to perform well. Willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage. Understands linkages between administrative competencies and mission needs.

Must have the ability to multi-task; adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to concentrate in order to review and create documents and meet strict deadlines at times. Formulates effective strategies consistent with the business and competition. Develops new insights into situations and apply innovative solutions to make organizational improvements.

**Emotional:** Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent even under adversity.

Must be able to develop and maintain cooperative working relationships, considering and responding appropriately to the needs, feelings and capabilities of different people in different situations; is tactful and treats others with respect.

Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution.

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### WORK ENVIRONMENT

While at the base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to occasionally travel and perform field investigations and may be exposed to moving traffic. Employee may be exposed to dust, dirt, noise, uneven surfaces and/or extreme heat or cold.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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DATE

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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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)

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SUPERVISOR (Signature)

DATE

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