STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
~~Senior Landscape Architect~~	~~District 10/Stockton/Program/Project Management~~	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Project Manager	910-100-2972-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the general supervision of the Deputy District Director for Program/Project Management (PPM), the Project Manager (PM) is personally accountable for the delivery of a number of assigned projects including planning, design and development of landscape architectural elements related to transportation projects. This includes ensuring that the project is completed in accordance with the approved scope, on schedule and within budget. This includes processing and analyzing landscape architecture documents associated with projects. The PM will have responsibility from the Project Initiation Document (PID) through completion Final Voucher/ Accounting. The PM will have authority over the Project Development Team (PDT) to coordinate the work of the members to successfully deliver the project.

Possession of a valid Certificate of Registration as a Landscape Architect issued by the California Board of Landscape Architects is required.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M)[1]	Job Description
25% (E)	Responsible for planning, monitoring, and controlling of transportation project activities that are performed by all functions which support timely delivery of projects. Keeps the Single Focal Point (SFP) informed of any and all major issues that cannot be resolved at the PM level. Monitors landscape architectural work, develops the visual impact assessment and manages the progress of each multi-functional unit involved in the project delivery process.
25% (E)	Actively cooperate with the Caltrans Planning Division, Maintenance and Operations, Regional Transportation Planning Agencies (RTPA) and other local agencies to initiate, program and develop projects. Build public consensus and local agency partnership throughout the project development process (Project Initiation, Environmental, Design, Right of Way and Construction)
20% (E)	Develop and manage project work plans for Capital Outlay Support costs for the annual resource allocation. Monitor the planned support costs versus actual expenditures on a periodic basis for delivery within the programmed budget.
10% (E)	Ensures that project is developed in conformance with applicable project development landscape architecture policies and procedures, and ensures overall quality of assigned projects.
10%(E)	Coordinate with the Project Management Support Unit to use project management software and databases to produce a wide variety of reports to control costs and schedules and to report on the status of projects to the California Transportation Commission (CTC), Caltrans Headquarters, District Management and RTPA's.
10% (E)	Participate with the District's Programming Unit for the initial funding of projects and to track costs and schedule changes throughout the life of the project in accordance with the Department's policies and practices.

[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

Normally this position does not supervise; however, the incumbent may be called upon to act in absence of the supervisor for a short duration.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of the policies and practices regulating the activities of each of the major project phases (PID, Environmental, Design, Right of Way and Construction).
Knowledge of the most current major computer software and databases used by Caltrans.
Ability to plan and organize the work and to work effectively and efficiently with others to accomplish a common goal to achieve successful project delivery.
Ability to provide leadership to develop and control projects costs and schedules and successfully deliver projects through the use of multi-disciplinary teams.
Ability to use good judgement and interpersonal skills to ensure that Caltrans is effectively represented to its partners to meet the needs of the community and the traveling public.
Ability to analyze the entire project delivery process, including the required interfacing with local agencies and the public and be able to anticipate technical issues and potential local agencies' concerns with each project.
Additionally, the incumbent must possess the ability to communicate effectively both internally and externally to ensure project delivery.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Position requires the incumbent to be able to anticipate problems and identify issues that may affect project delivery and/or cost including capital outlay support costs. Failure to identify and resolve issues early or failure to coordinate and monitor the program with the functional units assigned to the project can result in project slippage and/or costs increases, which is unacceptable. This type of failure will lead to a lack of credibility with the CTC, the local agencies and other entities, concerning Caltrans' ability to deliver its program.

PUBLIC AND INTERNAL CONTACTS

The Project Manager is the primary external contact and advocate for the project and may serve as the District Representative to the CTC, Local, State and Federal agencies, elected officials, media and the public. The incumbent shall serve as the project team leader to collect and communicate information to Caltrans Management and functional units.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit or stand for long periods of time using a personal computer. The incumbent may be required to move large or heavy files and displays from one location to another. The incumbent may be required to travel for long periods of time to review projects and attend meetings, both daytime and night.

Must be able to develop and maintain cooperative working relationships.

Must have the ability to focus and concentrate for long periods of time.

Must quickly grasp new information and comprehend technical policy and procedural documents.

Must have the ability to multi-task and adapt to changes in priorities, and to complete tasks with short notice.

Must have the ability to lead and encourage others to perform and provide quality of service for high performance.

Must be willing to take risks at time to accomplish goals and to initiate actions to persuade others to accept risk.

Must be able to adapt to unexpected changes in work situations that may result in project rescheduling and resource assignments.

Must have an ability to interact with many people, often in a highly intense situation, while maintaining a calm and diplomatic attitude.

WORK ENVIRONMENT

The incumbent's work location is in the District office in a climate controlled building with modular furniture under artificial lighting. Working hours are variable, typically set sometime between 7:00a.m. and 5:00p.m. Travel and meetings may begin at 5:00a.m. and

continue to 12:00a.m., with an occasional overnight stay out of town.

Visits to the project site may involve exposure to vehicular traffic, construction equipment, dust, weather extremes, walking on uneven surfaces and climbing slopes.

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