STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Landscape Architect, Caltrans	District 11/Design/Landscape Architecture Design	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Landscape Architect	911-220-2972-	

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 direction and supervision of the Deputy District Director of Design, a Supervising Transportation Engineer, the Senior Landscape Architect directs the development, design and production of a wide range of landscape architectural projects of varying scope and complexity. Possession of a valid Certificate of Registration as a Landscape Architect issued by the California Board of Landscape Architects is required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Supervisory - Responsible for the supervision of subordinate staff members. Provide leadership and direction, guide staff towards the successful completion of assignments related to the project. Support staff in training opportunities, equal opportunity, safe and fair workplace policies and directives. Prepare, guide and oversee the development of reports, studies and correspondence.
30%	E	Project/Task/Functional Manager - Coordinate delivery of individual projects with the Project Manager and Project Development Team to ensure successful program delivery and to meet program fund targets. Responsible for a broad range of landscape architectural projects; direct the development and production of the projects; and responsible to develop, manage and monitor task project team, exercising leadership for the on-time, on-budget delivery of assigned projects.
20%	E	District Landscape Architect - Assist and coordinate staff in the permit review process on roadside related issues. Provide direct professional support on the most difficult technical issues to Project and Design Managers, Environmental Branch Chiefs and district management on issues related to environmental, visual and other impacts of projects and how best to address conflicts within the framework of the Department's mission, vision and goals.
15%	E	Program Manager - Responsible for the Planting Restoration program, Highway Planting, Safety Roadside Rest Area programs, the Off Pavement Access program and the State Transportation Improvement Program Transportation Enhancement program. Maintain and update the State Highway Operation and Protection Program (SHOPP) Ten Year State Highway System Rehabilitation Plan - Roadside/Landscape Element.
5%	M	Contract Manager - Develops and administers task orders for On-Call Landscape Architectural services. Coordinate with staff on oversight of consultant prepared landscape architectural and engineering products. Track consultant delivery, review consultant invoices and task order compliance.

[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

The Senior Landscape Architect supervises a staff consisting of Landscape Associates and Technicians and Transportation Engineers and Technicians by providing leadership and direction.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

In order to perform required duties, the Senior Landscape Architect must have a thorough knowledge of the principles of personnel management and supervision; principles of project management, landscape architecture, site planning and urban design. Sound judgment, critical analytical ability, strong written and oral communication skill, creativity, initiative and effective leadership skills are all necessary for the successful performance of the duties. The incumbent must have

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knowledge of the Department's safety, health, equal opportunity and labor relations program objectives; factors which influence the impact of Landscape architecture facilities on the environment, the community and the economy.

The Senior Landscape Architect is required to assess personnel and other resource needs, evaluate personnel performance, develop design studies and evaluate studies by others and oversees the production and administration of various complex landscape architectural construction projects. The incumbent must have the ability to correlate engineering or architecture features to proposed landscape.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Landscape Architect is responsible for managing the development of projects, other assigned work and making independent decisions within the framework of Departmental policies. Decisions affect commitment of capital resources and timely delivery of projects. Poor judgment may unnecessarily delay projects, increase design and construction costs, permit lower quality work and result in mismanagement of public funds.

PUBLIC AND INTERNAL CONTACTS

The Senior Landscape Architect is in frequent contact with various internal and external clients, representing the Department in direct public contact through meetings and workshops. The Senior Landscape Architect meets with maintenance personnel and resident engineers for the purpose of identifying and resolving problems. The Senior Landscape Architect is in contact with management and staff in other branches in the normal course of required duties.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position may require occasional field visits and the use of a helmet and vest. The incumbent must be able to perform duties described in this document in a safe manner that does not engender potential danger to him/her or others. Incumbent must be able to work in an office environment which requires devoting lengthy periods of time reading printed documents and images presented on a computer screen as well as discerning details on maps and photographs. Must be able to tolerate stress and productively manage conflict and confrontation in high pressure environments. Possession of a valid California driver's license is required to operate a State vehicle.

WORK ENVIRONMENT

Work is accomplished in a variety of settings such as an office setting with artificial light and temperature control, out-of-doors in remote areas and along highways.

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