STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Landscape Architect	Division of Design-Landscape Architecture Program	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District Coordinator	913-250-2972-008	02/10/2015

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:

As a member of the Project Delivery Team and under the general direction of the Chief, Office of Landscape Architecture Support and Planning, the incumbent provides close communication between Headquarters and assigned Region and District to facilitate the planning and design process for transportation system improvements including roadside rehabilitation, erosion control, roadside safety improvements, resource conservation, environmental mitigation, safety roadside rest area, and roadside enhancement support work and projects. The incumbent provides technical guidance and expertise to the Principal Landscape Architect related to classifying "landscaped freeways" as set forth in the California Code of Regulations for the control of outdoor advertising displays; through liaison efforts, independently prepared written reports, and recommendations for program and project improvements; and inputs to other functional areas of the Department in support of Project Delivery.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Provide expert advice to the Region/District regarding compliance with roadside strategies which meet safety standards and are integrated for all users, follow-through of project commitments, reasonable use of resources, roadside management, and transportation enhancements. Provide technical guidance and expertise to the Region/District on issues involved in the preparation of corridor master plans, project study reports, environmental documents, design concepts, project reports, exceptions to policy, design intent statements, fact sheets, and plans, specifications and estimates for compatibility improvements, including planting, mitigation, rest areas, vista points, and other development to preserve and enhance natural, cultural, community and historic resources in connection with State transportation facilities. Provide expert advice to the Principal Landscape Architect regarding determination of, impacts to and classification of "landscape freeway" segments.
15%	E	Coordinate, monitor and provide independent quality assurance of Region/District compliance with statewide objectives, policies, guidelines and standards for integration of transportation system improvements for all users and adjacent communities.
15%	E	Provide expertise in development of State Highway Operation Protection Plan (SHOPP) and State Transportation Improvement Plan (STIP) development, documentation, and other programming documents relating to project development and the delivery of landscape architectural programs and projects in connection with State transportation facilities.
10%	E	Provide technical expertise to the Region/District regarding project development guidelines for delivery of program objectives for roadside preservation and enhancement work.
10%	E	Provide technical expertise and support for identification, development and delivery of statewide/ Regional/District communication and training needs in policies, standards, planting and irrigation system design, roadside worker safety, visual impact assessments, and management of compatibility improvements to the transportation system.
10%	M	Initiate contacts with other functions, the landscape industry, external agencies and stakeholders, and the general public, and/or respond in the furtherance of project delivery needs. Participate on special task forces and studies, and provide expert support for civil service examinations and selection of consultants by the Region/Districts. Independently prepare issue papers, reports,

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legislative analyses, responses to administrative referrals, letters to the public, fact sheets, and general correspondence.

[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

Incumbent does not supervise others but may act in a lead capacity over Landscape Associates, Landscape Technicians, and other classes.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

• Knowledge of landscape architectural design, design for worker safety, engineering and procedures, horticultural practices, irrigation systems, erosion control methods, principles of program management, and specifications, construction techniques and contract administration.
• Knowledge of Caltrans landscape architectural programs, policies and standards.
• Knowledge of Caltrans landscape maintenance practices.
• Knowledge of Departmental programming practices.
• Knowledge of the internal working arrangements of typical Caltrans Region/District operations. Must be able to monitor, advise, train and give general direction to individuals performing work in the Region/District.
• Ability to communicate effectively verbally and in writing.
• Ability to prepare and interpret technical directives, including those prepared by others, to employees in allied disciplines, as well as, landscape architects involved in project development in the Region/District.
• Ability to use a wide variety of reference material and have the ability to extract specific information for application to transportation landscape architecture.
• Familiarity with word processing, spreadsheet and database software.
• Possession of valid certificate of registration as a Landscape Architect issued by the California Board of Landscape Architects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions could affect the Department's ability to fulfill project design and delivery goals and could affect public and worker safety. Errors could affect District landscape architectural activities associated with roadside facilities and compliance with policies, objectives, and standards.

Responsibilities assigned to this position require the incumbent to have the ability to assimilate technical and procedural input from a variety of sources, to evaluate that input and work with Programs, Divisions, Districts, Regions, outside agencies and advisory groups to develop and implement improved designs and roadside management processes. The incumbent must understand and resolve conflicting issues, and to develop, interpret and use tools to accurately measure performance and achievement of program goals.

PUBLIC AND INTERNAL CONTACTS

Meets and confers with many different operational and management levels within the Department, the Region, District, outside agencies, and local interest groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to sit and/or stand for long duration and perform tasks utilizing a PC. Incumbent must possess an excellent state of mind, and the ability to make clear judgments using a teamwork orientation to openly discuss issues and reach consensus.

WORK ENVIRONMENT

Incumbent may be required to work outdoors, and in the Districts throughout the State. Overnight travel may be required. The incumbent will work mainly in a climate-controlled environment when in Headquarters and the Districts. Incumbent

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can expect being subject to the normal rigors of travel within the State, either by car or by plane. Some project field reviews will require the incumbent to work outside of the office along our state's highways for short periods of time.

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