

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Landscape Technician	OFFICE/BRANCH/SECTION District 11 / Construction Division	
WORKING TITLE Construction Landscape Field Inspector	POSITION NUMBER 911-516-1769-xxx	REVISION DATE 9/26/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the general supervision of the Senior Landscape Architect and Resident Engineer, the Landscape Technician assists in the development and production of a broad range of landscape and irrigation construction management tasks, and is responsible for the timely, accurate, and efficient delivery of all assigned work.

**CORE COMPETENCIES:**

As a Landscape Technician, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity, Pride)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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45%	E	Assists the Senior Landscape Architect and provides professional services to the Resident Engineer in the management of landscape and irrigation construction projects. Assists in conducting field review and advises in construction and maintenance observation, including problem-solving. Engages with contractors to adhere to project construction documents. Assures that Regional Irrigation Systems (RICS) are reporting remotely, and irrigation systems are operating properly. Assists in development of solutions to expand the recycled water for complex landscape irrigation projects including recycled water transmission lines. Coordinates with maintenance throughout the project and completes 30,60 and 90% project reviews that also include the turnover to maintenance after construction completion.
30%	E	Assists in calculating field quantities for progress pay estimates to ensure proper payment to the contractor. Prepares project documentation to assist in maintaining uniform standards of contract administration.
15%	E	Assists in preparing and reviewing plans, specifications, and estimates for landscape and irrigation system projects to ensure they meet the requirements of the Standard Specifications, Special Provisions, Project Plans, Standard Plans, and applicable permits. Collects as-built information to support the management and design of irrigation infrastructure in the region.
10%	M	Assists with a variety of administrative tasks assigned by the Senior Landscape Architect and Resident Engineer such as preparing correspondence, maintaining project files, and developing various departmental reports.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not supervise others; however, under general direction of a landscape architect, there may be lead-worker responsibilities including coordinating activities for the office assistants.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

In order to perform the required duties, the Construction Landscape Field Inspector must have a good working knowledge of planting design, irrigation design, plant selection, estimating and calculation procedures, specifications, construction methods, drafting procedures, maintenance and safety issues, site analysis and planning, principles of ecology, erosion control, landscape architectural problems encountered in transportation facility or building locations and engineering work and their solutions, basic knowledge of visual analysis and how such issues relate to the environmental impact process. Must have hands-on experience with personal computers. Must be familiar with State policies and procedures as related to landscape architectural projects including project reports, minor contracts, and problems involved in contract administration. The Construction Landscape Field Inspector must have the ability to communicate effectively both orally and in writing; analyze situations accurately and take effective action; and prepare correspondence and reports. Must have the ability to make accurate mathematical calculations; make sound decisions in the implementation of contract plans, specifications and permits; demonstrate the potential to assume progressive journey-level responsibility; organize/arrange data to produce effective work products without repetitious direction; and possess interpersonal skills necessary to be an effective team member; inspect construction work and enforce compliance with plans, specifications and permits.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Construction Landscape Field Inspector is responsible for work related to construction management and implementation of related procedures. Errors in judgment or decisions could have a direct impact on the quality of the transportation roadside irrigation infrastructure and water resources.

**PUBLIC AND INTERNAL CONTACTS**

The Construction Landscape Field Inspector will coordinate with other internal Caltrans District and Headquarters personnel, and occasionally externally with community groups, utility companies, consultants and contractors, and local and regional agencies. Contact with the public will always be conducted with courtesy, professionalism, and respect. Equitable access, information and actions will be exercised in all the communities we serve.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

May be required to work for long periods of time at a keyboard and video display terminal. Must be able to traverse uneven terrain, including slopes in all types of weather. Must be able to lift and carry equipment, instruments, and tools. The employee will be required to drive and operate a vehicle safely for State business.

Must have the ability to concentrate, analyze the situation at hand, and respond appropriately in difficult, emotionally charged and/or sensitive situations. May be required to handle several issues at a time and should be able to identify problems and

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prioritize tasks.

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**WORK ENVIRONMENT**

While in an office setting, the employee will be working in a climate-controlled environment with artificial lighting. The incumbent will be required to travel and work outdoors as needed and may be exposed to dirt, noise, water, uneven surfaces, and varying temperatures and weather conditions. The incumbent must always use proper safety precautions and procedures. Possession of a valid California driver's license is required to operate a State vehicle.

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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)

DATE

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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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