

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Landscape Associate, CT	OFFICE/BRANCH/SECTION District 11 / Construction Division	
WORKING TITLE Landscape Associate-Construction & Storm Water Construction	POSITION NUMBER 911-516-2971-XXX	REVISION DATE 09/03/2024

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 direction of the Senior Landscape Architect, the Landscape Associate 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. The Landscape Associate will also assist the District Construction Storm Water Coordinator (DCSWC) with carrying out duties to comply with the requirements of the Caltrans statewide Storm Water Management Plan (SWMP), the National Pollutant Discharge Elimination System (NPDES) Construction General Permits, the Environmental Protection Agency (EPA) requirements, and all other related State requirements. The Landscape Associate is expected to travel throughout District 11, which includes San Diego and Imperial Counties. A valid driver's license is required to operate a State-owned or leased vehicle.

CORE COMPETENCIES:

As a Landscape Associate, CT, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (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, Equity, Integrity)
- **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. (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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **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. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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45%	E	Inspects contractor construction activity to ensure compliance with the project plans and specifications related to the construction and inspection of highway planting and irrigation system contract items for construction projects. Conducts and coordinates observation, field review, and required reporting to the project Resident Engineer per policy and procedure. Reviews contract documents (Plans, Specifications, and Estimates) to ensure compliance with the requirements of the Project Plans, Standard Plans, Standard Specifications, Special Provisions, and applicable permits. Participates in construction meetings and provides timely written and/or verbal responses to project partners and stakeholders (internal and external). Prepares project documentation to assist in the maintenance of the Uniform Standards of Contract Administration. Utilizes computer equipment and software applications to create a variety of landscape architecture documentation. Reviews and advises Resident Engineers and Water Pollution Prevention Coordinators during the review of Water Pollution Control Program (WPCP)/Storm Water Pollution Prevention Plan (SWPPP) submittal(s), hazardous waste, treated wood waste, air quality management requirements and conformance with project special provisions and permits. This includes, but is not limited to, assistance inspections; Critical Job Meetings inspection and reporting; escorting third-party regulatory agency inspections; and Storm Water Task Force compliance inspections and rating. Assists in review of SWPPP/WPCP documents to ensure compliance with permits and contractual requirements. This includes but is not limited to, the preparation of Notices of Discharge and Notices of Terminations, and reviewing documents such as SWPPPs, WPCPs, PS&E's, and Storm Water Data Reports (SWDR). Consistently maintains open lines of communication and provides regular reporting and status to the Senior Landscape Architect.
30%	E	Reviews Storm Water Data Reports, Plans, Specifications and Estimates at all design stages including: Project Initiation, Project Analysis and Environmental Documentation, 30%, 60%, and 95% phases, and Final Reviews prior to Ready to List. Prepares and assists in the preparation of contract change orders, specifications, contract estimates, and other documentation and reports per policy and procedure. Calculates and reports field quantities for progress pay estimates to ensure proper payment to the Contractor. Reviews documents related to the Construction General Permit (CGP) such as SWPPP/WPCP Amendments, Notice of Intent, Notice of Termination, and Storm Water Multi-Application Reporting and Tracking System (SMARTS) reports.
20%	E	Interacts with other Districts and Division Personnel involved in water pollution control activities. Performs miscellaneous field duties, coordination, and other engineering/administrative tasks. Assembles meeting agenda and minutes; performs regular maintenance of project files; attends training; responds to public inquiries and attends public workshops. Prepares presentations, populates the asset database information, and assembles research materials as required. Assists the Resident Engineer with questions and issues about compliance with SWPPP/WPCP, and applicable permits. Represents the Construction Storm Water Unit in pre-construction and field safety meetings; and preparation of related documentation.
5%	M	As a subject-matter expert, participates in focused training programs for Resident Engineers, Inspectors, and other District Construction staff while adhering to the Department's Mission, Vision, and Goals. Assists with assigned administrative tasks of the Senior Landscape Architect including, but not limited to responding to correspondence, development/maintenance of project files, and development of various departmental reports. Assists the DCSWC with compiling data and preparing reports as required by RWQCB, EPA, D11 Construction, and Headquarters Construction. Assists in Headquarters Quarterly meetings, discussions, and related reports. Assists with preparing for, administering, and presenting SWPPP training as required by the San Diego Regional Water Quality Control Board (RWQCB), District Construction, and HQ Construction.

¹ESSENTIAL 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 position does not supervise, but on occasion, could act in a lead-worker capacity. The Landscape Associate will receive supervision from a Senior Landscape Architect and/or may receive direction from a Landscape Associate (Range D), performing the duties of lead-worker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles of landscape architecture including site analysis and planning; land-use planning; principles of ecology; planting design, selection and proper use of plant materials, and identification of native and exotic plant materials best adapted to

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specific uses in various parts of California; soil testing, analysis, and preparation; irrigation systems; erosion control procedures and methods; construction cost estimation and calculation procedures; technical specifications; construction materials and methods; drafting procedures and practices; use of personal computers including computer-aided design and related software; design and construction issues and solutions in transportation facilities or building locations; maintenance and safety issues and solutions in transportation facilities or building locations; civil engineering issues.

Ability to coordinate and possess a strong working knowledge of landscape architectural issues and solutions encountered during construction of projects in a transportation facility or building location; inspect construction work and enforce compliance with plans, specifications and permits; develop Project Reports, Minor Contracts, and contract administration; make accurate mathematical calculations and sound decisions during implementation of contract documentation (plans, specification, permits); work effectively with other members of an interdisciplinary project development team; possess the ability to communicate effectively both orally and in writing; prepare reports and correspondence; possess the interpersonal skills necessary to work effectively with other members of an interdisciplinary project development team; conduct public presentations; demonstrate the potential to assume progressive journey level responsibility including: organization/arrangement of data to produce effective work products without repetitious direction.

As the Assistant to the DCSWC, shall have knowledge of:

- a) Construction inspection and reporting practices.
- b) Highway construction, grading, and erosion control methods.
- c) State, local, and regional governmental organizations, and regulations as they relate to storm water pollution prevention, design, and construction.

As the Assistant to the Construction SWPPP Coordinator, shall have the ability to:

- a) Analyze and evaluate field situations and make appropriate recommendations.
- b) Work effectively with others as a team member.
- c) Establish and maintain effective cooperative relationships with those contacted in the course of work.
- d) Organize and prioritize work activities to be efficient and consistent with objectives outlined by the DCSWC.

The complexity of the permits requires the Assistant to the DCSWC to be original and analytical. Must be:

- a) Flexible and original in the application of the Construction and Maintenance process, as it applies to the Storm Water Pollution Prevention Program.
- b) Analytical in planning, coordinating, monitoring, and tracking the program closely due to tight deadlines and reporting the status of the same.

In addition, the Assistant to the DCSWC shall have knowledge of:

- a) Construction inspection and reporting practices.
- b) Highway construction, grading, and erosion control methods.
- c) State, local, and regional governmental organizations and regulations as they relate to storm water pollution prevention, design, and construction.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Landscape Associate is held accountable by the Senior Landscape Architect for all assigned work. The Senior Landscape Architect relies upon the employee for the knowledge and experience necessary to effectively identify and resolve roadside issues. Responsible for identifying and completing all tasks associated with assigned work within the program schedule and will provide regular status reporting to the Senior Landscape Architect for all relevant issues relating to project delivery. The Senior Landscape Architect will rely on the initiative of the Landscape Associate to identify and resolve conflicts with internal and external customers. Responsible for submitting professional work free of errors and consistent with departmental guidance and standards per the Department's Mission, Vision, and Goals and will be expected to obtain a peer review for accuracy, consistency, and completeness prior to the delivery milestone. Poor judgment when addressing and resolving issues may result in a loss of credibility with our project partners. Additionally, errors can cause significant project delays, cost overruns, contract change orders, addenda, and claims against the Department. Violation of the Statewide Construction General Permit can result in fines and litigation.

PUBLIC AND INTERNAL CONTACTS

The Landscape Associate represents the Department in direct public contact during meetings and workshops. Maintains frequent communication with various internal and external stakeholders including Federal, State, city and county government agencies and regional Metropolitan Planning Organizations (MPO). Expected to communicate with management and staff of other departmental divisions, including regular communication with maintenance and construction personnel to identify and resolve

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roadside issues. The public, local agencies, and regulatory agencies are in contact concerning the pending litigation and storm water management program issues. District management is briefed constantly as to the status of the efforts to comply with the statewide Construction Permit. Additionally, the Landscape Associate may be required to effectively communicate with local developers, consultants, and utilities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to work for long periods 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. Required to drive and operate a vehicle safely for State business.

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

Must be able to develop and maintain cooperative work relationships and should have the ability to handle all work-related relationships with internal and/or external contacts in a professional manner.

WORK ENVIRONMENT

Required to travel to and from work. Will work in construction sites and field offices; both indoors and outdoors. May be exposed to various work environments. Outdoor activity includes exposure to moving traffic, working on uneven terrain adjacent to heavy equipment, chemicals, lab conditions, gas, fumes, high decibels of noise, dust, humidity, and weather conditions of extreme heat and/or cold. Work indoors includes performing tasks related to contract administration, documentation, and/or communication with other personnel; the employee will work in a climate-controlled office under artificial lighting. May require working in the field at night occasionally. May be required to travel locally, and rarely to other areas of the state for training.

Will be required to use a state-issued cell phone and vehicle responsibly in conformance with the Department's policies. Must respond timely during duty hours. Periodic communication may be warranted during off-hours for purposes of emergency response as it relates to their construction projects.

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
