

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Landscape Associate, CT	OFFICE/BRANCH/SECTION NR Division of Project Development / Engineering Services	
WORKING TITLE Landscape Associate	POSITION NUMBER 927-200-2971-XXX	EFFECTIVE DATE

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 supervision of a Senior Landscape Architect, the Landscape Associate will provide a full range of professional Landscape Architecture services and storm water coordination. Travel may be required; therefore, incumbent should possess a valid driver's license. Though the level of authority will vary depending on the specific classification Range (A through D) of the selected candidate, the landscape architectural duties and responsibilities are listed below.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Innovation)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence - 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 - Innovation, Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - 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, Advance Equity and Livability in all Communities - Engagement)
- **Conceptual Thinking**: Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Cultivate Excellence, Advance Equity and Livability in all Communities - Innovation)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Participate in the preparation of landscape architecture preliminary studies, Project Study Reports, Projects Reports, and Plans, Specifications and Estimates (PS&E) involving; highway planting, safety roadside rest areas (SRRA), vista points, planting and irrigation Restoration/Rehabilitation/Replacement, and mitigation projects. Work with Construction Division Staff in developing permanent erosion control measures on projects in the North Region.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

25%	E	Participate in the Project Development Team (PDT) for transportation projects. Providing professional landscape architectural services including; Scenic Resources Determinations, Visual Impact Assessments for highway projects in accordance with FHWA guidance, and impact avoidance and mitigation measure recommendations, documentation for Project Study Report and Projects Report, erosion control PS&E, and planting and irrigation PS&E.
10%	E	Provide project information to Project and Functional Managers, Executive Staff, PDT, local, state and federal agencies, elected officials, utility companies and the general public. Participate in the oversight of landscape architectural work performed by others (e.g. consultants, encroachment permits, and local agency work). Monitor and report on completion of project deliverables as required by current Department policy. Train project staff and develop Landscape Architecture resources through group presentations and development of web based materials.
10%	E	Provide professional services to Maintenance Division concerning roadside vegetation management. Provide professional services to Resident Engineers. Provide professional services to Right-of-Way Division concerning excess lands, air space utilization plans, and other property-related activities. Provide professional landscape architectural services on special "non-capital" activities including; task force, design studies and presentation graphics. Provide assistance in identifying landscape architecture program needs and preparation of programming documents for new projects.
10%	E	Provide professional services as facilitators in the development of construction Best Management Practices for storm water, assistance in identifying Storm Water program needs, and assistance on other project related activities. Coordinate with Design, Construction, Maintenance, NPDES, and Design Storm Water staff on project reviews for storm water compliance.
5%	M	Communicate with the various landscape industry suppliers concerning availability of materials and equipment. Represent North Region Landscape Architecture Branch at meetings and serves on committees and task forces. Provide responses to referral letters and requests from the public and agencies concerning landscape architectural matters. Provide professional services to encroachment permits. Work with local partners in projects related to Scenic Highways, Transportation Art, Gateway Monuments and Community Identification. Coordinate Construction water conservation efforts for PS&E submittal.

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

Incumbent may provide guidance to other Landscape Associates, Landscape Technicians, Engineering Technicians, Delineators or Student Assistants in a "leadworker" capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- State-of-the-art technology, i.e., Computer-Aided Drafting/Design (CADD), Geographic Information Systems (GIS), Adobe Photoshop, Microsoft Office applications, and related computer programs
- The safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program; basic safe work practices.
- Basic principles of landscape architecture design, engineering and construction techniques.
- Plant material, irrigation systems, storm water pollution prevention, erosion control practices, and landscape maintenance practices.
- Hydrology, hydraulic, and erosion control principles as applied to water quality design. Basic knowledge of water quality chemistry as related to common storm water pollutants.
- Knowledge of Statewide Caltrans NPDES permit, Statewide Construction General Permit, Water Quality Handbooks, and Highway Design Manual.
- Communication in written, verbal and graphic forms.
- Must be willing to take independent action in carrying out assignments.

Ability to:

- Communicate effectively at a level required for successful job performance. Prepare correspondence and reports. Understand landscape architectural design work, and refine design sketches for landscape architectural projects in connection with transportation facilities and buildings. Read, interpret, and prepare plans and details. Use state-of-the-art technology as listed above.
- Understand and express complex issues clearly to non-specialist staff both orally and in writing. Ability to utilize standard office

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

software consisting of word processing, spreadsheets, and data bases and selected engineering software.

- Read and understand roadway and drainage plans, geotechnical reports and other engineering documents and obtain information there from necessary to evaluate roadside impacts, proposed storm water facilities, and potential water quality impacts.
- Effectively communicate in English both verbally and in writing.
- Perform basic mathematical calculations using calculators and computer software.
- Use CADD systems and software to delineate Landscape Architecture drawings and/or make CADD measurements.
- Use personal computers both on and off a network and general office software including, but not limited to Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, and Microsoft Windows.
- Work well with multiple and diverse groups in a team environment.

Analytically:

- Must be able to analyze and develop project proposals consistent with the principles of landscape architecture and storm water design and the Department's policies, programs objectives, and design standards.
 - Analyze situations accurately and take effective action.
 - Review field or office work environments for potentially unsafe conditions.
 - Check for accuracy in the incumbent's own work or the work of others.
 - Develop, review, and recommend alternatives for projects or issues.
-

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for design decisions involved in the preparation of studies, assessments, reports and plans, specifications, and estimates prepared in the Region and for oversight of landscape architecture and storm water design work performed by others. Errors or poor judgment could result in inappropriate recommendations on the use of plant material, equipment, or maintenance practices. The ending results could be: inefficient use of public funds, poor public relations, higher maintenance costs, costs to reconstruct highway facilities, or the creation of safety problems. Errors could result in non-compliance with the current Statewide NPDES permit and open the department to legal or civil enforcement actions. Errors that do not result in enforcement actions have the potential to adversely impact the efficiency of project delivery by resulting in unnecessary work or rework.

As a licensed professional, the Landscape Associate, Range D, will have a greater level of authority and responsibility for all products produced under their direction. Though still responsible for the accuracy of their own work, the Landscape Associate, Range A through C, will work under the direction of the Senior Landscape Architect and guidance of a Landscape Associate, Range D, "leadworker". Range D incumbents must have a valid certificate of registration as a landscape architect issued by the Landscape Architects Technical Committee, California Architects Board.

PUBLIC AND INTERNAL CONTACTS

Incumbent serves as consultant to other Region functions in matters pertaining to landscape architecture and storm water design. Incumbent represents the Region at meetings with local, State and Federal agencies, elected officials, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites or meeting locations.

Mental Requirements:

- Understand the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

Emotional Requirements:

- Deal with all contacts in a calm and respectful manner.
 - Resolve emotionally charged issues reasonably and diplomatically.
 - Develop and maintain cooperative working relationships with all contacts.
 - Receptive to change, new information, and new situations.
 - Overtime may be required and vacations may be restricted during peak times and fiscal year-end closing.
-

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

WORK ENVIRONMENT

The majority of the work performed will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting.

The incumbent may be asked to work outdoors conducting field reviews or collecting data. The incumbent would be exposed to loud noise, dust/dirt, uneven surfaces, airborne particles, extreme weather, elevation, the traveling public, and numerous environmental hazards including but not limited to snakes, bees, mosquitoes, ticks, scorpions, dogs, and poison oak. Travel, one-day or overnight trips, may be required.

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