

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Landscape Associate, CT	OFFICE/BRANCH/SECTION D07/MTCE/ASSET/Water Management	
WORKING TITLE Region Landscape Architect/Associate	POSITION NUMBER 907-602-2971-XXX	REVISION DATE 2/26/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Senior Landscape Architect, Office of Water Management, the incumbent performs duties related to the development and consistent implementation of roadside elements/programs related to the delivery of transportation projects, and the routine maintenance activities. Range D incumbent must have a valid certificate of registration as a Landscape Architect issued by the California Board of Landscape Architects.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **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. (Employee Excellence - Collaboration, Equity, Integrity, Pride, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride, Stewardship)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Innovation, Pride, Stewardship)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **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. (Safety, Equity, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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30%	E	Assists in the duties for the project development: input project scopes, review project documents, standard specifications & plans, maintain communication with field staff on project development, attend Project Development Team (PDT) meeting, assist construction change order, and assist construction final walk through specific to the Landscape Architecture in Maintenance Division. Landscape Architecture includes design of roadside, landscape features, art, legacy art, murals, monuments, hardscape, beautification elements, erosion control, smart irrigation controller (formerly District Remote Irrigation Control System - RICS), highway planting, low impact design, aesthetics, design for maintenance worker safety, roadside enhancement, stormwater compliance, visual quality, complete streets, pedestrian and bicycle interface of transportation facilities. Supports the office as a Landscape Architecture specification technical expert.
25%	E	Develop Plan, Specification and Estimate (PS&E) for landscape architectural elements in transportation projects. PS&E provides solutions to landscape architecture design problems and preparation of documents require the use of computer hardware equipment such as Computer-Aided Design Drafting (CADD) systems, Microsoft office and other software applications. As Project Manager, tasks include time management of deliverables to meet milestones, coordination with interdisciplinary groups, and reporting project delivery status to Senior Landscape Architect.
20%	E	As as Contract Manager for Maintenance Program Contracts to coordinate with the contractor, Maintenance manager and staff. Prepare contract requests, including scope of services, requests for amendments and renewals as needed, resolve issues to facilitate contract approval. Issue task orders, maintain contract data records, monitors and evaluates the Contractor's performance to ensure services are performed according to the quality, quantity and manner specified in the contract. Ensure that work is proceeding on schedule, within budget. Monitor Contractor's performance and terminates contract, if appropriate. Review manual revisions and safety orders for their application and impact on contract. Close out contract when appropriate including disencumbrance of funds, evaluation of contractor, authorization of final payment of invoices, and if applicable, requesting renewal of Contract.
20%	E	Coordinates the district-wide use of recycled and potable water with the goal to decrease potable water usage and to more accurately apply and monitor recycled water per Caltrans Water Conservation Policy. Assists in the development and design of Caltrans regional recycled water program. Runs status reports on a systematic basis to monitor and control water usage within Maintenance areas. Educates personnel on safe use and handling of reclaimed water and other public safety issues. Coordinates with Landscape Architecture Design on the design of smart irrigation controller and recycled water infrastructure. Develops procedures to track the water cost from Design and the responsibilities between Maintenance and Construction. Provides Maintenance supervisors and/or lead workers with technical issues regarding water management practices.
5%	E	Work demand as dictated by the Department's and Division of Maintenance's operational needs including administrative tasks, maintaining as-built plans, and updating Geographic Information System (GIS).

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 Landscape Associate receives general direction on policy and procedural matters from the District Water Manager. This is a non-supervisory position. The Landscape Associate Range D may however act as a leads person, organizing and directing the work of other members of a team in completing tasks. The incumbent may be required to provide training and leadership in any area related to a specific job assignment.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A thorough knowledge of the principles of landscape architecture and design is required. Sound judgment, analytical ability, communication skills, creativity, initiative, and strong learning ability are all necessary successful performance of the duties. In addition the incumbent must have knowledge of urban design, land planning, site planning and design, plant selection and planting design, irrigation design and water management, estimating and calculating procedures using BEEs, specification writing and construction methods. The incumbent should have hands-on-knowledge and experience in the use of personal computers and computer-aided drafting using Micro-station civil 3D. The incumbent should have a good working knowledge and experience in the environmental process, service effectively on Project Development teams, direct the work of others, including other disciplined, contribute to the Department's safety objectives, demonstrate artistic and creative aptitude, analyze situation accurately, prepare technical reports and take effective action.

A good working knowledge of basic project management principles, Work Breakdown Structure (WBS) as well as the ability to monitor assigned project resources usage and necessary to ensure zero based budgeting.

The ability to communicate effectively, both orally and in writing, at all levels within Caltrans, with local agencies, private groups and with other organizations, and the ability to work cooperatively in a team setting is essential to effectively implement the work assignments. The incumbent must have strong interpersonal skills and maintain credible professionals in dealing with others. The

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incumbent is thoroughly involved in problem solving on complex issues. Formal training, professional background and judgment is used to make on-site analysis and to identify solutions to difficult problems related to erosion control, environmental, maintenance and other issues and to implement appropriate solutions. In order to plan and implement the details of complex landscape studies, the incumbent is required to stay abreast of current products, processes and the procedures in construction and landscape architecture.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is a responsible for making the recommendations necessary to resolve problems relating to all phases of a project to which the incumbent is assigned. The incumbent is responsible for completing all tasks assigned, submitting completed work, free of errors according to Caltrans standards. The incumbents decision made during the project development process will have a direct impact on the quality of the final transportation facility and the safety of the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent is a frequent contact with employees internal and external customers at all levels in the District Headquarters. Meets with maintenance personnel and Resident Engineers for the purpose of identifying and resolving problems and is in frequent contact with Project Managers and engineers in all other Division in the normal course of the required duties. May represent the District and Caltrans by participant in meetings and interacting with Federal, State, Local and regional agencies, contractors, consultants and the public regarding project related issues. The position requires establishing and maintain good working relationships.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long time using a keyboard and video display terminal. They may be required to move large or cumbersome plans and diagrams from one location to another. Incumbent is responsible for adhering to the time constraints of the project schedule while maintaining project scope and quality. They may also be required to speak in front of large groups.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will also periodically be required to travel and work outdoors and may be exposed to extreme temperatures. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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

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