

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Landscape Architect, CT	OFFICE/BRANCH/SECTION Division of Maintenance/D56 - Headquarters
WORKING TITLE Vegetation Management Policy Manager	POSITION NUMBER 913-720-2972-003
	REVISION 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 general direction of a Supervising Landscape Architect, the Office Chief of Vegetation and Wildfire Management, this position will act as a Vegetation Management Policy Manager. The Senior Landscape Architect will lead updates and the development of new policy, guidelines, memorandums, and strategic communications related vegetation management program.

CORE COMPETENCIES:

As a Senior Landscape Architect, 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Strengthen Stewardship and Drive Efficiency - Innovation, 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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety First, Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence - Engagement, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Responsible for preparation of Deputy Directives, Maintenance Policy Directives, Maintenance Manual updates, Memorandums, guidance, best management practices and public information campaigns related to vegetation management, nature-based solutions, climate action and natural resource management program elements.

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

35%	E	Represent Division of Maintenance at various cross functional committees, technical advisory, and other meetings. Prepares written correspondence, reports, legislative reviews, action requests, compiles statistical data and prepares other written material as needed in support of the Department's efforts and goals. Coordinates with the Districts for all issues related to vegetation and wildfire fuels management. Responds to inquiries from the public elected officials, and senior staffs at the Local, Regional, State, and Federal levels regarding complex issues, concepts, and processes. Provides website management for the Office. Develops graphics, press releases, public information, talking points, presentation materials for public meetings.
10%	E	Assists in developing training and professional development curriculum associated with vegetation management.
5%	M	Other duties as required to support the Subdivision of Caltrans Emergency Services.

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

May provide guidance to multi-disciplinary professional and administrative staff aggregate staff of employees in various classifications but does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess a thorough knowledge of statewide maintenance functions and the mission, goals, organizations, policies and procedures of the Department of Transportation. This position requires knowledge of various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence that impact of transportation facilities on the environment, the community, and the economy; principles and techniques of personnel management and supervision.

Principles and techniques of personnel management and supervision; principles and practices of project and organizational management, oral and written communications, implementation procedures, methods of administrative problem solving, and techniques of organizing and motivating groups. The incumbent applies judgment, and analysis in the execution of their duties.

Must be able to judge work quality and performance; interpret departmental policy and take appropriate action; prepare complete and comprehensive reports and articles and make effective presentations before groups.

The work and responsibilities assigned to this position require a high degree of Maintenance knowledge and understanding. The incumbent must have the ability to assimilate and evaluate technical and procedural input from various sources, to develop alternative courses of action and make objective recommendations in all issues relating to Maintenance operations.

Ability to:

Plan, organize and direct the work of multi-disciplinary professional and administrative staff, coordinate activities, judge work quality and performance; pro-actively identify potential roadside issues and lead a technical team towards resolution; administer an assessment of the infrastructure as it relates to transportation projects and assets; develop cooperative working relationships with representatives of all levels of government, and the public. Communicate and address audiences effectively; prepare and deliver oral presentations, research issues, and gather and disseminate information; gain the confidence and support of top-level executives and administrators and provide advice on a wide variety of administrative matters; ability to evaluate roadside issues and conduct surveys; and educate Department employees on roadside related topics.

Analytical:

- Keep well-informed of department policies and priorities, and of external factors that may impact Department policies and priorities in order to make decisions that have significant organizational impact.
- Analyze facts, data, and situations accurately, use a variety of problem-solving techniques, develop new and innovative ideas, recommend solutions for improvements and adopt an effective course of action.
- Introduce new ways of thinking about problems and encourage non-traditional ideas from team members and stakeholders; takes responsibility for decisions.
- Effectively develop timetables and targets and track progress/performance and develop and implement process improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for independent action and initiative of assigned duties, and performance of the Office relating to the functional and efficient management of the various programs. Consequences of not considering all factors could lead to inconsistent or

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PM-0924 (REV 01/2022)

inappropriate decisions impacting safety and health, resources, and economic losses to the State and Highway Users. Errors could result in major departmental liability and threat to public and employee safety

PUBLIC AND INTERNAL CONTACTS

The incumbent must establish and maintain good working relationships with Department staff, those of other State and Federal agencies, as well as the public. Must maintain continuing relationships with District Maintenance staff providing assistance and policy interpretation in matters concerning assigned responsibilities. Coordinates activities with external agencies in accomplishing assigned goals. Meets and confers with many different functional units within the Department, members of other state agencies and public groups. Provides assistance and policy interpretation in all matters of transportation related facility planning and assigned responsibilities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must be able to grasp the essence of new information and master new technology and improvements. The employee may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, including under adverse conditions.

Possession of a valid license as a Professional Landscape Architect issued by the State of California is required.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate-controlled environment in an office building or field office with artificial lighting. Travel throughout the State for occasional field reviews may be necessary. While in the field, the incumbent may be exposed to dirt, noise, dust, chemicals, uneven surfaces, various weather conditions, and in close proximity to traffic. All safety policies must be adhered to. The position is subject to irregular work shifts. Possession of a valid driver's license is required to operate a state vehicle.

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

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