

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Landscape Technician	OFFICE/BRANCH/SECTION District 11/Maintenance/Maintenance Support	
WORKING TITLE Maintenance Landscape Technician	POSITION NUMBER 911-602-1769-001	REVISION DATE

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

GENERAL STATEMENT:

Under the general supervision of the Senior Landscape Architect, Caltrans (SLA, CT) in the Maintenance Division, the Landscape Technician (LT) assists in the development and production of a broad range of vegetation management, landscape, and irrigation development, and maintenance management tasks. Must be accountable 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Assists the Field Water Manager in monitoring District 11's water resources to ensure the efficient and effective application of potable and non-potable irrigation water to the functional landscaping inventory. Troubleshoots irrigation systems, ensuring that Regional Irrigation Systems (RICS) report remotely and operate properly according to departmental policies and regulations. Conducts field reviews to optimize irrigation systems. Makes operational and maintenance recommendations to field staff to maximize the effectiveness of installed irrigation system inventory. Supports the implementation of water conservation and irrigation system updating practices. Assists the water manager in water management by coordinating with the design and construction team for irrigation systems. Provides training for field crews and technical services to field maintenance personnel on irrigation systems.
25%	E	Assists in asset management of the irrigation system to ensure it meets requirements of the Standard Specifications, Special Provisions, Project Plans, Standard Plans, and applicable permits. Collects data using a Global Positioning System (GPS) device for water and irrigation systems and Geographic Information Systems (GIS) to support the Vegetation Management Group.
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%	E	Assists with a variety of administrative tasks assigned by the SLA such as preparing correspondence, maintaining project files, and developing various departmental reports.
5%	M	Assists Maintenance Supervisors on a variety of issues from technical irrigation repair issues out in the field such as wire tracking, wire pulling, remote irrigation controller system programming, and providing related training to Maintenance Staff.

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

This position does not supervise others; however, under general supervision of the Senior Landscape Architect, there may be lead-worker responsibilities including coordinating activities for the maintenance staff in related to landscape work.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

In order to perform the required duties, the incumbent must have 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, 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, the safety and health policies and procedures contained in the Department's Injury and Illness Prevention Program.

Must have hands-on experience with personal computers. Must have the ability to communicate effectively both orally and in writing; analyze situations accurately and take effective action; and prepare correspondence and reports. He/she 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 LT is responsible for work related to landscape and irrigation 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

Coordinates 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 must always be conducted with courtesy, professionalism, and respect. Equitable access, information, and actions must 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

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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 prioritize tasks.

WORK ENVIRONMENT

While in an office setting, the employee will be working in a climate-controlled environment with artificial lighting. The incumbent is 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 employee must always use proper safety precautions and procedures. The employee may be exposed to local weather and traffic conditions and may be required to work staggered shifts working night and/or day including weekends. Possession of a valid driver's license is required to operate a State owned or leased vehicle.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and is 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 headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location or primary residence and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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