

CLASSIFICATION TITLE Senior Landscape Architect, CT	OFFICE/BRANCH/SECTION District 5 Maintenance	
WORKING TITLE District Water Manager	POSITION NUMBER 905-600-2972-001	REVISION DATE 10/09/2025

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 District Division Chief of Maintenance (a Supervising Transportation Engineer), the District Water Manager assists with the development of water management practices and policies that advocate the efficient use of water resources. The incumbent will provide technical guidance, training, and mentoring to field crews in order to ensure protection of the State's landscape and irrigation assets. The incumbent represents the Maintenance program on all matters related to Remote Irrigation Control Systems (RICS) and water use in irrigated landscape areas. The incumbent will be tasked with managing water usage within maintenance areas and assuring accuracy in water district billings. The Water Manager will work independently and will represent the Department in communications with public utility entities.

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.
- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Equity - Innovation)
 - **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration, Stewardship)
 - **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. (Equity - People First, 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 - Innovation, 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. (Prosperity - Collaboration, People First, 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. (Equity - Collaboration, People First, Stewardship)
 - **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. (Equity - Collaboration, Stewardship)
 - **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Equity, Prosperity - Innovation, Stewardship)
 - **Technical Expertise:** Depth of knowledge and skill in a technical area. (Equity - Integrity, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Manage the district's irrigation systems to help ensure compliance with State law, local requirements, Executive Orders and drought proclamations for water use and reduction. Maximize the capability of the district's RICS systems to conserve water by applying weather station data to irrigation scheduling resulting in the delivery of water on a "demand" basis and to monitor flow and water use. Instruct Maintenance supervisors on overall irrigation system maintenance, and provide and/or coordinate technical support and training. Assist Maintenance supervisors and/or lead workers with issues regarding water management practices and instruct Maintenance personnel on proper irrigation installation and operation techniques, trouble shooting and repair methods.
30%	E	Develop and implement a tracking and reporting system to manage irrigation water use in the district. Conduct water consumption audits to assure accuracy in the District's irrigation water utility billings and develop status reports on a regular basis to monitor and control water usage within landscape maintenance areas. Report as needed the district's use of water and review both increases and decreases. Coordinate with Headquarters regarding active and suspended water meter accounts.
10%	E	As District Maintenance Utility Coordinator for Water, process Utility Account Action Requests for new, relocated, suspended, and terminated water meters and related cellular connections. Develop procedures to track the water cost responsibilities between Maintenance and Construction.
10%	M	Participate in the development of plans to improve the maintenance of highway planting and irrigation, and increase water use efficiency; review and comment on highway planting projects and on highway planting elements of road construction projects.
5%	M	Develop service contracts for minor landscape maintenance projects and field maintenance crew training; serve as liaison between Design, Construction, and Maintenance programs on highway planting contracts, and along with the District Landscape Specialist, monitor highway planting contracts under 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

This position does not have direct supervisory responsibility. Incumbent may act as a project lead or a lead over certain tasks, and may serve as a mentor or instructor for field personnel on proper irrigation maintenance and installation. May provide functional guidance to various internal units to deliver projects in a timely manner.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

In order to perform the required duties, the District Water Manager must have a good working knowledge of irrigation design, hydraulic characteristics, irrigation scheduling, booster pumps, plant physiology and water requirements, soil constitution, construction document interpretation, contract administration, computer literacy, and verbal and written communications. Additional knowledge / aptitude in cell communications, aptitude in freewave radio, Remote Irrigation Control Systems (RICS), and electrical design is desirable. The Water Manager is able to identify the cause of problems related to water resource management and initiate the necessary corrective action or make recommendations to the appropriate departments and follow-up on the implementation.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The District Water Manager is responsible for making decisions necessary to resolve issues associated with the use of water resources. Poor decisions could result in tort liability for the State, negative public perception, loss of infrastructure, worker and traveler safety issues, and unnecessary expenditures of State resources.

PUBLIC AND INTERNAL CONTACTS

The District Water Manager is in frequent contact with various internal and external clients. He/she represents Caltrans in direct public contact through meetings and presentations, and meets with Design, Construction, and Maintenance personnel for the purpose of identifying and resolving problems. The Water Manager is in contact with management and staff in other programs in the normal course of required duties. The Water Manager contacts representatives of the state water board, water purveyors, utility companies, consultants, and government agencies in the process of developing the water management program.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

PHYSICAL REQUIREMENTS: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Ability to travel to work sites 3 to 4 hours away from the office, to move around on uneven surfaces in rugged areas that are near freeways and highways, and attend meetings, training, and field reviews / troubleshooting throughout the district. Use of typical tools to investigate locations of valve boxes, pull boxes, and water meters in the field.
Employee may be required to sit for long periods of time using a keyboard and computer monitor. Employees may be required to move large or cumbersome reports from one location to another. This position requires occasional bending, stooping, kneeling,

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and walking on an inclined surface.

MENTAL REQUIREMENTS: Candidate must be independent and able to work with minimum supervision; must be adaptable, creative, and an excellent communicator. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to concentrate in order to review and create documents, to develop and complete tasks, meet strict deadlines, and work cooperatively with others, sometimes in stressful situations. Must be able to formulate effective strategies consistent with Caltrans' Strategic Plan. Develop new insights into situations and apply innovative solutions to make organizational improvements .

EMOTIONAL REQUIREMENTS: Candidate must deal with all contacts in a calm and respectful manner, maintaining composure in the face of confrontation and in highly charged emotional situations. Must have the emotional ability to maintain a positive, customer service oriented attitude, resolve emotionally charged issues reasonably and diplomatically, and develop and maintain cooperative working relationships. Must be open to change, new information, and new situations; able to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and adjust rapidly to new situations warranting attention and resolution.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. While at their base of operation, employees will work in a climate-controlled office under artificial lighting. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee may drive a state vehicle and work outside to conduct field reviews. Field work may expose the incumbent to various field conditions such as loud noise, dirt, uneven surfaces, airborne particles, cold or hot weather, irritating plants such as poison oak, irritating insects such as ticks, rain, heights, encampments, and moving vehicles or equipment. While performing duties and conducting official State business, the State vehicle may be equipped with a Global Positioning System (GPS).

Travel, including one-day or multiple overnight trips, may be required. Long hours may be required, especially during emergency response situations.

TELEWORK - This position may be required to telework from home in addition to office work at an assigned location. The amount and availability of telework and/or office work will be determined by the Department based on the functions of each position. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, 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.

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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
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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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