

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Landscape Associate, CT	OFFICE/BRANCH/SECTION District 11 Division of Maintenance	
WORKING TITLE Contract Manager, Vegetation Management Program	POSITION NUMBER 911-602-2971-918	REVISION DATE 10/27/2025

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

GENERAL STATEMENT:

Under the direction of a Senior Landscape Architect, Caltrans, the Landscape Associate will serve as the Contract Manager (CM), Vegetation Management Program. The CM works with Landscape Specialists, Environmental Planners, Geographical Information Specialists, District Maintenance Staff, and Tree Crews to initiate, prepare, oversee, and inspect the service contracts, which includes fuel reduction service contracts, irrigation service contracts, and potential grant-related projects. The CM also works with the maintenance team to schedule, direct, and monitor contractors' work.

With detailed knowledge of vegetation, ecology, methods and equipment used in highway landscape maintenance, roadside vegetation and irrigation assets management, and Caltrans maintenance practices, the Contract Manager will oversee a portfolio of contracts required to accomplish for fuel reduction and landscape health within the region.

For Range D classification, the incumbent must possess a valid certificate of registration as a Landscape Architect issued by the California Architects Board-Landscape Architects Technical Committee.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation)
- 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 - Integrity)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - 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, Equity, Climate Action, Prosperity, Employee Excellence - People First)
- Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, People First)
- 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, Equity, Climate Action, Prosperity, Employee Excellence - Innovation, People First)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

45%	E	Acts as Contract Manager for Vegetation Management program, the incumbent will participate in annual planning, developing contract estimate and budget, and preparing 2-5 Invitations for Bid (IFB) packages for advertising Wildfire Fuel Reduction Service Contracts, Irrigation Service Contracts, or Grant-Related Contracts with District Senior Vegetation Management Program. Liaises with Contractors, Headquarters staff, Maintenance management and staff, Traffic management and staff. Prepares contract requests, including scope of services; processes amendments and renewals as needed; resolves issues to facilitate contract approval; schedules contract work to optimize program effectiveness. Review reports provided by Headquarters Maintenance, Accounting, Budgets and others. Resolve contract budget and accounting issues to assure budget capacity and correct charging practices. For the Merit Award Board, evaluate employee suggestions that apply to maintenance contracts.
35%	E	Develops and maintains contract cost and production data for program evaluation. Maintains complete contract records, including invoices and documentation, to meet audit requirements. Conducts field inspections during contract implementation, monitors contractor performance, and ensures services are delivered according to contract specifications. Ensures that work is proceeding on schedule, within budget, and that all work is completed and accepted by the department before the contract expires. Close out contract when appropriate, including disencumbering funds, evaluation of contractor, authorization of final payment of invoices, and when applicable, requesting renewal of contract.
10%	E	Facilitates internal and external collaboration and expedites external encroachment permits for fuel reduction efforts. Develops contract estimates, timelines, and budgets, including traffic control costs and environmental monitoring requirements for collaborative projects. Coordinates contractual work with external partners. Works individually or with other staff, vendors, contractors, Traffic Management, Highway Patrol and Police Agencies, etc.
10%	M	As a subject-matter expert, participates in focused training programs for Maintenance staff while adhering to the Department's Mission, Vision, and Goals. Assists with assigned administrative tasks of the Senior Landscape Architect including, but not limited to, special studies, analyses, investigations responding to correspondence, development/maintenance of project files, and development of various departmental reports.

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

No direct Supervision over others. Works closely with other Maintenance or Headquarters staff in an advisory capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have strong knowledge of plant species and their trimming and maintenance requirements, including trees, shrubs, and groundcovers, as well as an understanding of the ecological value of various landscapes and planting communities. A thorough technical knowledge of maintenance operations, including the work performed by Maintenance personnel and the rules and regulations pertaining to highway encroachment, is required. Must also be familiar with the Departmental Safety Manual, Maintenance Manual, Code of Safe Operating Practices, and the California Code of Regulations, Title 8, Industrial Relations, Safety Orders.

The position requires effective communication skills, both written and verbal, with all levels of Maintenance management in the District and Headquarters. Knowledge of highway, landscape, and roadside maintenance, as well as staffing and fiscal control, is essential. A strong understanding of statewide Maintenance functions and the Department of Transportation's organization and procedures is also required. Proficiency in Microsoft (MS) Office Software Suite (Word, Excel, PowerPoint, Outlook, etc.), and Geographic Information System (GIS).

Must be able to identify the resources needed to prepare accurate reports on fuel reduction contracts. Strong analytical skills, logical reasoning, and the ability to develop sound recommendations are critical. The ability to work effectively with others, communicate clearly in person, by phone, and in writing, and demonstrate proficiency in computer skills—including maintaining contract files, tracking payments, and generating reports, forms, and correspondence—is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Landscape Associate is held accountable by the Senior Landscape Architect for all assigned work. The Senior Landscape Architect will rely on the incumbent's initiative to identify and resolve conflicts with internal and external customers. The incumbent is responsible for submitting professional work free of errors and consistent with departmental guidance and standards

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

per the Department's Mission, Vision, and Goals. Errors or improper work practices could endanger the safety of the Contractor's staff, Caltrans employees, or the public; cause/ result in contract overruns or violation of the department's contracting policies.

PUBLIC AND INTERNAL CONTACTS

The Landscape Associate represents the Department with direct public contact when in the field. Maintains frequent communication with various internal and external stakeholders including Federal, State, city and county government agencies. Expected to communicate with management and staff of other departmental divisions, including regular communication with maintenance personnel and contractors to identify and resolve issues and coordinate activities with external agencies in accomplishing assigned goals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to work for long periods at a keyboard and video display terminal. Required to drive and operate a vehicle safely for State business. Driving is required to attend meetings and field reviews in various locations. The incumbent must deal effectively with pressure and maintain focus and intensity, remaining optimistic and persistent during periods of adversity. The incumbent must have the ability to develop and maintain cooperative working relationships, and treat others with respect. Incumbent must value cultural diversity and other individual differences in the workforce, and must be able to address a variety of work-related tasks, adapt to changing priorities, and complete deliveries in a timely manner. Must be able to concentrate to deliver projects and meet deadlines.

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 District 11, which includes San Diego and Imperial County, for contract inspection and field reviews are necessary. While in the field, the incumbent may be exposed to dirt, noise, graphic conditions, dust, chemicals, uneven surfaces, various weather conditions, and in close proximity to traffic. All safety policies must be adhered to. The position may be subject to irregular work shifts.

A valid driver's license is required to operate a State-owned or leased 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.)

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
------------------------	------