

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Landscape Architect, CT	OFFICE/BRANCH/SECTION Landscape Architecture Support & Planning / Design	
WORKING TITLE Landscape Architecture District Coordinator	POSITION NUMBER 913-250-2972-003	REVISION DATE 06/30/2025

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

GENERAL STATEMENT:

Under direction of the Chief, Office of Landscape Architecture Support and Planning, the incumbent provides close communication between Headquarters and assigned Region and Districts to facilitate the planning and design process for transportation system improvements including roadside rehabilitation, erosion control, roadside safety improvements, safety roadside rest areas, resource conservation, environmental mitigation, roadside livability enhancements, and complete streets elements were appropriate. The incumbent provides technical guidance and expertise to the Office Chief and Principal Landscape Architect related to classifying "landscaped freeways" as set forth in the California Code of Regulations for the control of outdoor advertising displays; through liaison efforts, independently prepared written reports, and recommendations for program and project improvements; and inputs to other functional areas of the Department in support of Project Delivery. The incumbent must possess a valid certificate of registration as a Licensed Landscape Architect issued by the California Architecture Board - Landscape Architects Technical Committee.

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, Employee Excellence - Collaboration, Innovation, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action - Collaboration, Equity, Innovation, Integrity, Stewardship)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety, Equity, Climate Action, Employee Excellence - Equity, 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, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, People First, 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, Prosperity, Employee Excellence - Collaboration, People First, Pride, 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. (Safety, Prosperity, Employee Excellence - Collaboration, Integrity, People First, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Climate Action, Employee Excellence - Collaboration, Innovation, People First, Stewardship)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Climate Action, Prosperity, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup>      Job Description

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45%	E	Provide expert advice to the Region/District regarding compliance with roadside strategies which meet safety standards and are integrated for all users, follow-through of project commitments, reasonable use of resources, roadside management, and transportation livability enhancements. Provide technical guidance and expertise to District staff on issues involved in roadside asset inventories, the preparation of corridor master plans, project initiation reports, environmental documents, design concepts, project reports, exceptions to policy, design intent statements, fact sheets, and plans, specification and estimates for compatibility improvements, including planting, mitigation, safety roadside rest areas, vista points, an other development to preserve and enhance natural, cultural, community and historic resources in connection wthith State transportation facilities. Provide expert advice to the Principal Landscape Architect regarding determination of, impact to, and classification of "landscaped freeway" segments, transportation art, gateway monuments and community identifiers.
25%	E	Provide technical expertise regarding project development guidelines for delivery of program objectives for roadside preservation, enhancement, and active transportation work.
10%	E	Coordinate, monitor, and provide independent quality assurance of Region/District compliance with statewide objectives, policies, guidelines and standards for integration of transportation system improvements for all users and adjacent communities.
10%	E	Provide expertise in development of State Highway Operation Protection Plan (SHOPP) and State Transportation Improvement Plan (STIP) development, documentation, and other programming documents relating to project development and the delivery of landscape architectural programs and projects in connection with State transportation facilities.
5%	M	Provide technical expertise and support for identification, development and delivery of statewide communication and training needs in policies, standards, plant and irrigation system design roadside worker safety, visual impact assessments, and management of compatibility improvements to the transportation system. Coordinate and deliver training as assigned.
5%	M	Initiate contacts with other functions, the landscape industry, external agencies and stakeholders, and the general public to further project delivery needs. Participate on special task forces and studies, and provide expert support for civil service examinations and selection of consultants by the Region/District. Independently prepare issue papers, reports, legislative analyses, responds to administrative referrals, letters to the public, fact sheets, and general correspondence.

<sup>1</sup>ESSENTIAL 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

Incumbent does not supervise, but may direct the work of Landscape Associates and other professionals in the execution of typical duties.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of Caltrans' organization, Departmental policies, mission, vision, goals, strategic plan, and procedures. A broad and in depth knowledge of the Department's SHOPP process, project delivery policies, programming, procedures, standards, and other factors relating to the design of transportation facilities is essential. A knowledge of organizational relationships and landscape architecture functions internal and external to the Department that pertain to the planning, design, construction, operation, and maintenance of quality transportation facilities. Knowledge of state and federal statutes and regulations as they pertain to the delivery of transportation/roadside preservation projects is highly desirable.

Thorough knowledge of engineering and landscape architectural principles related to the roadside and road design, design of road edges, slopes, drainage, sight-distance and vehicle recovery areas, soil conservation and enhancement, erosion control, native and non-native plant materials and planting technology; and of maintenance practices, horticultural practices, irrigation systems, principles of program management, and specifications, construction techniques, contract administration and management. Knowledge of maintenance activities, worker and traveler safety issues, vegetation management, resource conservation, complete streets, team management, consensus building and quality improvement processes.

Based on experience and expertise, must be able to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate policies. Must be creative and innovative, and have the ability to examine existing processes and outcomes, identify deficiencies and make improvements to achieve program goals. The incumbent must be able to quickly and accurately assimilate technical and procedural input from various sources. Must be effective in communication with management, industry representatives, Federal, State and local agencies, and the general public on issues involving transportation facilities. Ability to monitor, advise, train and give general direction to individuals performing work in headquarters

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and the districts.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for independent action and decisions in all efforts relating to assigned duties. Inadequate consideration of all relevant factors could result in inefficient use of public funds as well as loss of credibility with public agencies and the general public. Improper recommendations or decisions can result in tort liability, non-uniform policy interpretation. Errors in judgment and decisions could affect the Department’s ability to fulfill project design and delivery goals. Errors could affect District landscape architectural activities associated with the roadside preservation program and roadside support work for compliance with policies, objectives, and standards.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain continuing personal contact and cooperative working relationships with Districts, Regions, and Headquarters personnel and management. Establishment of personal contacts and working relationship with outside agencies and organizations is also essential. In addition, the individual must effectively communicate with the general public, the legislature, Federal, State, Local agencies, management, and industry representatives on issues involving complex transportation issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal or reviewing written documents. Sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning, etc. It also requires teamwork to openly discuss issues and reach consensus. This position may require periodic travel to the districts.

WORK ENVIRONMENT

When working in-office, the incumbent will work in a climate-controlled office under artificial lighting. The use of a laptop computer is essential.

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 headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee’s designated headquartered 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.

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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