

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE <b>Senior Landscape Architect, CT</b>	OFFICE/BRANCH/SECTION <b>District 9 / Project Delivery / Engineering</b>	
WORKING TITLE <b>Office Chief, Environmental Engineering - Branch H</b>	POSITION NUMBER <b>909-208-2972-xxx</b>	REVISION DATE <b>11/19/2025</b>

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 Deputy District Director for Engineering, the Senior Landscape Architect, supervises and directs the activities of staff in the performance of environmental engineering services for the district that include the preparation of plans, specifications, estimates, design drawings, written documents, presentations, construction inspection, materials testing, water quality testing, permitting, contract administration, and other related work for transportation projects. Functional responsibilities include landscape architecture, stormwater compliance, water quality, and visual impact assessment.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Climate Action - Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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, Climate Action, Employee Excellence - 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. (Employee Excellence - Pride, 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. (Safety - Collaboration, Pride)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Employee Excellence - People First, Pride)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Prosperity, Employee Excellence - Equity, Integrity)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Employee Excellence - Innovation, Pride, Stewardship)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Equity, Employee Excellence - Equity, Innovation, People First, Pride)

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% E	Direct interdisciplinary teams in preparing visual impact assessments, habitat restoration, roadside enhancement, and re-vegetation plans. Provide guidance on aesthetics, erosion control, and scenic corridor development. Ensure compliance with federal and state environmental standards while balancing functional, aesthetic, and ecological objectives. Coordinate with regulatory agencies, local stakeholders, and Caltrans staff to integrate landscape and visual considerations into project delivery.
15% E	Manage the implementation of BIM4i (Building Information Modeling) technologies in all aspects of landscape design, contract preparation, construction inspection, and long-term asset management.

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15%	E	Evaluate employee performance and behavior, prepares Probation Reports and Individual Development Plans and takes corrective action when necessary. Conduct employee recruitment, hiring and retention activities.
15%	E	Represent the District as the Landscape Architect, Safety Roadside Rest Coordinator, and Transportation Art Specialist at various meetings locally and throughout the state.
10%	E	Architectural & Engineering Contract Task Orders - Assess needs based upon project schedule demands, prepare Task Orders and administer as necessary for successful completion of work, including review and authorization of financial statements. Provide quality assurance on consultant deliverables. Assist in the selection of the consultants.
5%	M	Act as liaison for Region and District staff. Act as an expert witness for the state in matters related to landscape architecture.

<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**

The position supervises the work of staff with varied classifications in providing engineering services to the District. This requires that the incumbent have the ability to act independently and exercise a high degree of professional judgment and initiative in the daily administration of his/her responsibilities. When delegated, the incumbent will assume the responsibilities of the Deputy District Director for Project Delivery in their absence.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The position supervises the work of staff with varied classifications in providing engineering services to the District. This requires that the incumbent have the ability to act independently and exercise a high degree of professional judgment and initiative in the daily administration of his/her responsibilities. When delegated, the incumbent will assume the responsibilities of the Deputy District Director for Engineering in their absence.

**KNOWDEGE OF:**

- Various phases of environmental engineering, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and maintenance
- Caltrans design standards including, but not limited to, the Highway Design Manual, Standard Environmental Reference (SER), Construction Manual, and delineation standards
- Regulatory framework governing storm water including the Federal Clean Water Act, California Porter Cologne Water Quality Act, National Pollution Discharge Elimination System (NPDES) permit program, and Caltrans Construction General Permit (CGP)
- The function and organization of other work units within the department such as Environmental, Traffic, Surveys, Right-of-Way, Office Engineer, Construction, and the Division of Engineering Services
- Project management concepts, transportation economics and financing, project scheduling and resources
- Factors which influence the impact of transportation facilities on the environment, the community and the economy
- Computer software programs which include WMS watershed modeling, AutoCAD, Microstation, Civil 3D, HEC-RAS, HY8, StormCAD, Microsoft Word, and Excel
- Principles and techniques of personnel management and supervision
- Department's Equal Employment Opportunity Program objectives
- A supervisor's role in EEO, health and safety and labor relations programs and the processes available to meet their objectives

**ABILITY TO:**

- Plan prioritize, coordinate, and direct the work of others
- Analyze situations accurately and adopt an effective course of action
- Use good judgment and interpersonal skills to professionally represent Caltrans in a variety of settings
- Act independently, professionally, provide exceptional customer service and build partnerships internally among Caltrans' District, Regional, and Corporate Headquarters staff as well as with external customers and the public
- Communicate effectively, both orally and in writing
- Make effective presentations and prepare correspondence and reports
- Effectively contribute to the Department's EEO objectives.

**ANALYTICAL SKILLS:**

- Assure that the applicable laws, rules, regulations, policies and procedures pertaining to engineering of transportation project development are followed
- Interpret complex legislation, guidelines, and manuals related to various aspects of transportation project development
- Research, interpret, and report data in an accurate and objective manner.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The consequences of poor judgment and decisions, or failing to identify and resolve issues early, are possible project delays and/or cost increases, inappropriate solutions to transportation problems, and potentially loss of transportation funds. This type of failure will lead to a lack of credibility with Regional and Corporate Headquarters functions, the California Transportation Commission, local agencies, and the public, thereby affecting Caltrans' ability to deliver its Capital and Highway Maintenance programs.

**PUBLIC AND INTERNAL CONTACTS**

This position requires frequently meeting and communicating with Local, State, and Federal governmental agencies, Caltrans Headquarters, District and other Department staff, elected officials, media and the public for projects upon which the incumbent will be working. The incumbent may represent the District to provide information at local agency meetings and public forums.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to sit or stand for periods of time, use a personal computer and attend meetings.

- The incumbent may be required to travel for long periods of time to review projects and attend meetings, both day and evenings.
- Must be able to develop and maintain cooperative working relationships.
- Must have the ability to focus and concentrate for long periods of time.
- Must quickly grasp new information and comprehend technical policy and procedural documents.
- Must have the ability to work under pressure to multi-task and adapt to changes in priorities and to complete tasks with short notice.
- Must have the ability to work independently to accomplish assignments.
- Must be able to adapt to unexpected changes in work situations that may result in project rescheduling and resource assignments.
- Must have an ability to interact with many people, often in a highly intense and emotionally charged situation, while maintaining a calm and diplomatic attitude.
- The incumbent may be required to move large or heavy files and displays from one location to another.

**WORK ENVIRONMENT**

Employee will primarily work in a climate-controlled office under artificial lighting. Employee may also be required to travel and occasionally conduct field reviews outdoors, and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold.

Possession of a valid driver's license is required when operating a state owned or leased vehicle.

This position is located in Caltrans. 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.

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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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE