

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Landscape Architect, CT	OFFICE/BRANCH/SECTION D06/Maintenance/Vegetation Management	
WORKING TITLE Vegetation Management Program Manager Specialist	POSITION NUMBER 906-600-2972	REVISION DATE 10/17/2025

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 Office Chief of Maintenance, a Supervising Transportation Engineer, the incumbent will act in a Specialist capacity as a program and project manager of the Vegetation Management Program for the District 6 Division of Maintenance. The position is the responsible Senior Lead for the preparation of the District Vegetation Management Plan (VMP). The VMP is a two-part plan including a geospatial interactive map and accompanying report that discloses the HQ MTCE methodology and data used to identify priorities for vegetation management activities, contracts, grants, and locations for work by other agencies by agreement.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Collaboration, Integrity, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Climate Action - Integrity)
- **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. (Climate Action, Employee Excellence - Innovation, 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, Climate Action, Prosperity - Collaboration, Equity, Innovation, Pride)
- **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, Climate Action - Collaboration, Innovation, 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, Climate Action - Collaboration, Equity, 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. (Climate Action, Prosperity - Collaboration, Innovation)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety, Climate Action - Innovation, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Climate Action - Collaboration, Innovation, Integrity)

TYPICAL DUTIES:

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

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50%	E	<p>Responsible for research and evaluation of State Highway roadside conditions to ascertain components that would ensure high levels of resiliency to risks and threats of wildfire. Coordinates with internal Caltrans staff from Maintenance, Environmental, Right of Way, Engineering Services, Traffic Operations and other Divisions and Districts, as well as with external partners to develop a framework that will guide plans, activities, and deliverables necessary to mitigate and diminish the risks of potential wildfire impacts to the State Highway System. Through this coordination and collaborative effort with others, the Senior Landscape Architect will develop and implement District Vegetation Management Plans and guide the implementation of annual vegetation and natural resource management projects, prioritizing fuels reduction within emergency evacuation transportation routes, in the Division's Program to achieve set annual targets for defensible space zones as part of the Department's vegetation and forest management efforts.</p> <p>Responsible for development of plans to combine the climate vulnerability and adaptation strategies with existing requirements for vegetation management and vegetation treatment methods (manual, mechanical, pesticide, prescribed fire, grazing) with a vision for overall vegetation management across the 'treatable landscape' (Local, State and Federal responsibility areas) within the natural roadside in the Caltrans right of way. Responsible for water conservation and responsive actions to address executive orders related to the drought. Responsible for ensuring internal, cross-divisional support and compatibility with the goals, objectives and performance metrics of the Caltrans Strategic Management Plan, the Caltrans State Highway System Management Plan, Caltrans State Highway Safety Plan, and planned State Highway Operation and Protection Program (SHOPP) and State Transportation Improvement Program (STIP) programmed projects, to refine priorities for roadside resilience projects in the Division of Maintenance. Responsible for understanding best management practices to protect the life cycle investment in the state highway infrastructure and travelers from projected climate stressors will focus first on wildfire and post-wildfire impacts. Considers assets at risk, as defined by the Asset Management Program, and consider high-cost, reoccurring risks to safety from wildfire incidents, including asset replacement, slope instability, debris/mud flows, localized flooding, and revegetation/restoration needs of natural vegetation.</p>
35%	E	Represent District 6 Division of Maintenance at various cross functional committees, technical advisory and other meetings. Prepares written correspondence, reports, legislative reviews, action requests, compiles statistical data and prepares other written material as needed in support of the Department's efforts and goals. Coordinates with the Districts for all issues related to vegetation and wildfire fuels management. Responds to inquiries from the public elected officials, and senior staffs at the Local, Regional, State, and Federal levels regarding complex issues, concepts, and processes. Provides website management for the Office. Develops graphics, press releases, public information, talking points, presentation materials for public meetings.
10%	E	Assists in the evaluation of new products submitted for use by the Maintenance Program; responsibility for reviewing the cost and staff resource implications of the use of the product.
5%	M	Other duties as required to support the Subdivision of Emergency Operations and Vegetation Management.

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

May provide guidance to multi-disciplinary professional and administrative staff aggregate staff of employees in various classifications but does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid license as a Professional Landscape Architect issued by the State of California is required.

Must possess a thorough knowledge of statewide maintenance functions and the mission, goals, organizations, policies and procedures of the Department of Transportation. This position requires knowledge of various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence that impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision.

Principles and techniques of personnel management and supervision; principles and practices of project and organizational management, oral and written communications, implementation procedures, methods of administrative problem solving, and techniques of organizing and motivating groups. The incumbent applies judgment, and analysis in the execution of their duties.

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Must be able to judge work quality and performance; interpret departmental policy and take appropriate action; prepare complete and comprehensive reports and articles and make effective presentations before groups.

The work and responsibilities assigned to this position require a high degree of Maintenance knowledge and understanding. The incumbent must have the ability to assimilate and evaluate technical and procedural input from various sources, to develop alternative courses of action and make objective recommendations in all issues relating to Maintenance operations.

Ability to:

Plan, organize and direct the work of multi-disciplinary professional and administrative staff, coordinate activities, judge work quality and performance; pro-actively identify potential roadside issues and lead a technical team towards resolution; administer an assessment of the infrastructure as it relates to transportation projects and assets; develop cooperative working relationships with representatives of all levels of government, and the public. Communicate and address audiences effectively; prepare and deliver oral presentations, research issues, and gather and disseminate information; gain the confidence and support of top-level executives and administrators and provide advice on a wide variety of administrative matters; ability to evaluate roadside issues and conduct surveys; and educate Department employees on roadside related topics.

Analytical:

- Keep well-informed of department policies and priorities, and of external factors that may impact Department policies and priorities in order to make decisions that have significant organizational impact.
- Analyze facts, data and situations accurately, use a variety of problem-solving techniques, develop new and innovative ideas, recommend solutions for improvements, and adopt an effective course of action.
- Introduce new ways of thinking about problems and encourage non-traditional ideas from team members and stakeholders; takes responsibility for decisions.
- Effectively develop timetables and targets and track progress/performance, and develop and implement process improvements

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for independent action and initiative of assigned duties, and performance of the Office relating to the functional and efficient management of the various programs. Consequences of not considering all factors could lead to inconsistent or inappropriate decisions impacting safety and health, resources, and economic losses to the State and Highway Users. Errors could result in major departmental liability and threat to public and employee safety.

PUBLIC AND INTERNAL CONTACTS

The incumbent must establish and maintain good working relationships with Department staff, those of other State and Federal agencies, as well as the public. Must maintain continuing relationships with District Maintenance staff providing assistance and policy interpretation in matters concerning assigned responsibilities. Coordinates activities with external agencies in accomplishing assigned goals. Meets and confers with many different functional units within the Department, members of other state agencies and public groups. Provides assistance and policy interpretation in all matters of transportation related facility planning and assigned responsibilities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must be able to grasp the essence of new information and master new technology and improvements. The employee may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, including under adverse conditions.

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 the State for occasional field reviews may be necessary. While in the field, the incumbent may be exposed to dirt, noise, dust, chemicals, uneven surfaces, various weather conditions, and in close proximity to traffic. All safety policies must be adhered to. The position is subject to irregular work shifts. Possession of a valid driver's license is required to operate a State vehicle. 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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Reviewed and Approved for advertising:

SUPERVISOR (signature)

(print)

DATE

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