

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Landscape Architect, CT	OFFICE/BRANCH/SECTION D53/Design/Office of Standards and Procedures	
WORKING TITLE Office Chief, LAP Standards and Procedures	POSITION NUMBER 913-250-2973-014	REVISION DATE 04/25/2025

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 Principal Landscape Architect, Landscape Architecture Program (LAP), the incumbent is responsible for providing recommendations for the management of the roadside standards and procedures, research, and innovation for transportation system improvements including design for worker safety, roadside rehabilitation, erosion control, roadside safety improvements, resource conservation, environmental mitigation, safety roadside rest area, and roadside enhancement support work and projects. The incumbent makes final decisions on complex issues related to the design and management of highway roadsides and must skillfully apply principles of strategic planning, value analysis, and quality improvement; and be able to facilitate development of alternatives through innovative thinking and inclusive participation.

Manages district support activities for the statewide Landscape Architecture Program through direct supervision of the Standards and Procedure Coordinators. Provides close communication between Headquarters and the Districts regarding roadside design standards and procedures for program and project improvements; and inputs to other functional areas of the Department in support of Project Delivery. Manages the Division of Design's research and innovation program. The incumbent must possess a valid certificate of registration as a Licensed Landscape Architect issued by the California Landscape Architects Technical Committee.

CORE COMPETENCIES:

As a Supervising 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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, 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, Prosperity, Employee Excellence - Equity, Integrity, People First, Pride, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity, Employee Excellence - Collaboration, Equity, Integrity, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, People First, Pride)
- **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, Prosperity, Employee Excellence - Collaboration, Innovation, People First, Pride)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Provide advisory support to the Principal Landscape Architect for program management and development of roadside standards and procedures, research, and innovation for transportation system improvements including roadside rehabilitation, erosion control, roadside safety improvements, resource conservation, environmental mitigation, pollinator best management practice, safety roadside rest area, roadside enhancement support work, and projects, policies and guidelines. Provide coordination for development of multi-year consultant contract activities procedures related to project development to achieve Roadside Preservation goals. Conduct studies and prepare reports for Roadside Preservation programs and activities. Supports the Divisions efforts as they relate to statewide resource conservation activities that reduce, reuse, and recycle materials.
25%	E	Coordinate implementation of roadside standards and procedures with District Landscape Architecture units through the Standards and Procedure Coordinators to monitor District compliance with objectives, policies, guidelines, and standards. Advise Standards and Procedure Coordinators regarding issues involved in the preparation of project plans, specifications, and estimates for roadside improvements, including worker safety, water conservation, planting, rest areas, vista points, and other site developments including the implementation of Green Infrastructure and Low Impact Design. Coordinate and support Division of Design research and innovation program.
20%	E	Provide staff supervision to Standards and Procedure Coordinators
5%	E	Participate in Headquarters and District process reviews to identify needed improvements in policies and processes in project delivery. Assist in the development of Landscape Architecture training.
5%	E	Serves on Headquarters and District task forces and other special project teams as a representative of the Design Division as needed. Maintain communication with industry, Federal Highway Administration (FHWA), Transportation Research Board, American Association of State Highway and Transportation Officials (AASHTO), Western Association of State Highway and Transportation Officials (WASHTO), and other agencies through participation in task force meetings, seminars, workshops, and in-training activities
5%	M	Prepare special reports, correspondence, issue papers, and briefings for the public, Legislature, FHWA and management.
5%	M	Identify, evaluate, and participate in innovation teams, and disseminate information on new products, technology, and process improvements.

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

The incumbent will supervise and provide guidance to an office of multidisciplinary expertise professionals in the execution of typical duties.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Must have a thorough knowledge of Caltrans' organization, Departmental policies, mission, vision, goals, strategic plan, financial constraints, and procedures. A broad and in depth knowledge of the Department's project development process, project delivery policies, procedures, standards, and other factors relating to the design of transportation facilities is essential. A detailed 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 projects is highly desirable. Thorough knowledge of engineering and landscape architectural principles related to the roadside and road design, complete streets, principles of program management, community involvement, advancing equity and livability, design of road edges, slopes, drainage, sight-distance and vehicle recovery areas, design for worker safety, soil conservation and enhancement, erosion control, native and non-native plant materials and planting technology; and of maintenance practices, horticultural practices, irrigation systems, specifications, construction techniques and contract administration. Knowledge of maintenance activities, worker and traveler safety issues, vegetation management, resource conservation, team management, consensus building and quality improvement processes.

Abilities and Analytical Requirements: Based on experience and expertise, must be able to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and obtain necessary

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resources to carry out the assigned duties. Must be creative, innovative, and have the ability to examine existing processes and outcomes, identify deficiencies, and make improvements to achieve program goals; plan, prepare, and implement large-scale planning, capital outlay, and landscape architecture programs on a statewide basis. In response to requests from Department executive management, Agency, and the Legislature, the incumbent must be able to quickly and accurately assimilate technical and procedural input from various sources to evaluate that input, develop alternative courses of action, and make objective equitable recommendations in all issues related to accelerating project delivery. It is imperative that the incumbent has demonstrated ability to inspire teamwork, coordination, and creativity in others. Must be effective in communication with top departmental management, industry representatives, Federal, State and local agencies, and communities on issues involving transportation facilities. Must be able to monitor, advise, train, and give general direction to individuals performing work in the districts.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for independent action and decisions in all efforts relating to Landscape Architecture Program standards and procedures. Inadequate consideration of all relevant factors could result in inefficient use of public funds as well as a loss of credibility with public agencies and the general public. Incumbent must be capable of sound judgment and decisionmaking. Consequences could be increased liability, non-uniform policy interpretation, and unanticipated damage to the highway system and increased risk of jeopardizing the safety of the traveling public. Federal funding could be jeopardized if program requirements and/or commitments under the purview of this office are not met by the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent must interface and maintain continuing close contact and cooperative working relationships with Districts, Regions, and Headquarters personnel, management and executive staff. Contacts will involve formal and informal communications with Deputy Directors, Division Chiefs, senior managers and program staff. Collaboration with other Headquarters Executive Management and District staff will be required.

Establishment of close contacts and working relationships with outside agencies and organizations is also essential. Incumbent will have frequent contact and must effectively communicate with the general public, representatives of local, regional, State, and Federal agencies. External contacts may also involve formal and informal communications with oversight agencies, such as, Department of Finance, Governor's Office, California State Transportation Agency, representatives of the State legislature, other transportation stakeholders, and industry representatives on complex roadside and landscape architecture issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires periodic travel to the districts, an excellent state of mind, and the ability to make clear, timely judgments under pressure. It also requires teamwork to openly discuss issues and reach consensus. The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbent must be able to develop and maintain cooperative working relationships. Incumbent must value cultural diversity and other individual differences in the workforce; be tactful and treat others with respect.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The use of a desktop computer is essential. Travel to the districts will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays. Some project field reviews will require the incumbent to work outside of the office along our state highways or other project sites for short periods of time.

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

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