

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Landscape Associate, CT	OFFICE/BRANCH/SECTION Project Development/Office of Engineering Services/Design III	
WORKING TITLE Landscape Associate	POSITION NUMBER 905-203-2971-911	REVISION DATE 12/05/2025

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

GENERAL STATEMENT:

Under the direction and supervision of a Senior Landscape Architect, the Landscape Associate performs activities requiring landscape architectural knowledge and management skills for the preparation of plans, specifications, estimates, written documents, presentations, and other related work for transportation projects. The incumbent is responsible for making decisions on a daily basis necessary to solve complex landscape architectural issues. Must be able to effectively analyze a wide variety of design issues and develop practical solutions. Must have the experience to perform the duties described above and be capable of quickly learning how to do so. Incumbent may be assigned by the Supervisor to be a Lead-worker to train, direct, and manage the work of other staff within assigned branch. As incumbent progresses in experience, assignments will increase from average to high difficulty.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Equity - Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Innovation)
- **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. (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, Climate Action, Prosperity - Equity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - 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. (Employee Excellence - Integrity)
- **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. (Employee Excellence - Collaboration)
- **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. (Prosperity - Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Pride)

TYPICAL DUTIES:

Percentage	Job Description
25% E	Participate in the preparation of Project Initiation Reports, Projects Reports, and Plans, Specifications and Estimates [PS&E] for roadway construction projects including landscape roadside rehabilitation, safety roadside rest areas, and vista points. Provide support in identifying landscape architecture program needs and preparation of programming documents for Roadside projects.

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

25%	E	Provide design support for roadway construction projects including; permanent erosion control, stormwater infiltration treatment BMPs, vegetation management, biological mitigation, highway planting and irrigation, maintenance worker safety elements, and structure aesthetics.
15%	E	Provide professional landscape architectural services including; Visual Scoping Documents, Scenic Resources Evaluations, Visual Impact Assessments, and impact avoidance and mitigation measure recommendations.
10%	E	Provide project information to internal Project Managers and Functional Managers, and external local, state and federal agencies, elected officials, utility companies and the general public. Provide responses to referral letters and requests from the public and agencies concerning landscape architectural matters.
10%	E	Participate in the oversight of landscape architectural work performed by others (e.g. consultants, encroachment permits, and local agency work). Participate in community involvement activities including public informational meetings and public hearings.
10%	E	Coordinate with all internal functions to efficiently deliver projects including Resident Engineers on projects during construction, Maintenance concerning roadside vegetation management and irrigation system management, Right-of-Way concerning excess lands, air space utilization plans, and other property-related activities.
5%	M	Communicate with the various landscape industries concerning availability of materials and equipment. Represent the landscape architecture department in meetings and serve on committees and task forces.

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

This position does not supervise; however, the incumbent may be given the authority to lead in the absence of the supervisor.

The lead person's authority is limited to being the unit's point of contact, attending meetings, providing guidance, reviewing work, assigning tasks, providing input on employee performance, and preparing recommendations relating to work assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**Knowledge of:**

- Plant material, irrigation systems, erosion control, basic principles of landscape architecture, and storm water pollution prevention practices.
- Landscape maintenance practices, engineering and construction techniques.
- Project management techniques such as monitoring project scope, cost, and milestones/schedules.
- Task Management techniques such as task assignment, schedules, and workload monitoring.
- Conventional and state-of-the-art equipment and computer applications.

Ability to:

- Analyze and develop project proposals consistent with the principles of landscape architecture and the Department's policies, program objectives; and design standards.
- Effectively communicate both verbally and in writing at a level required for successful job performance including graphic forms.
- Prepare and organize technical reports and other project related documentation to produce effective work products without repetitious direction.
- Use office/field equipment, software, and computers. Use CADD systems and software to delineate drawings.
- Perform accurate calculations.
- Assist in planning and organizing project needs and directing others.
- Be an effective team member.
- Take independent action in carrying out assignments.
- Learn and understand functions and organization of other work units within the department, procedures, and policies (such as sexual harassment prevention, discrimination, ethics, workplace violence prevention, and state equipment usage).
- Evaluate work methods and traffic conditions closely, both before and during the work, to assure safety when at project sites.

Analytically to:

- Understand landscape architecture and engineering principles standards.
- Check accuracy of own work and the work of others.
- Develop, review, and recommend alternatives for projects or issues.

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- Analyze situations accurately and take effective action.
 - Review field or office work environments for potentially unsafe conditions.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for design decisions involved in the preparation of studies, assessments, reports and plans, specifications, and estimates including the oversight of landscape architecture work performed by others. Error or poor judgment could result in inappropriate recommendations on the use of plant material, irrigation equipment, hard scape elements and roadside safety elements. The ending results could be: inefficient use of public funds, poor public perception and relations, higher maintenance costs, high water use, reconstruction of highway facilities, or the creation of safety issues.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment, and materials. Improper performance of duties and/or failures to adhere to established policies, procedures, and guidelines could lead to adverse action or possible termination.

PUBLIC AND INTERNAL CONTACTS

While on office assignments, the majority of the contacts are with departmental staff. Occasional contacts may occur with the general public, property owners, technical/professional level staff of outside agencies, public agencies, contractors and their personnel, and elected officials or their staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites and meeting locations.

Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data, and other material that may require long periods of mental concentration.

Emotional Requirements:

- Deal with all contacts in a calm and respectful manner.
 - Resolve emotionally charged issues reasonably and diplomatically.
 - Develop and maintain cooperative working relationships with all contacts.
 - Receptive to change, new information, and new situations.
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WORK ENVIRONMENT

Employee will be expected to have an in-office presence, and may be allowed and/or expected to telework from a home office or other appropriate location on a part-time basis. The majority of the work performed while in office will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting. Employee may be required to travel in state for meetings, conferences, and training. One day, overnight trips, or extended travel may be required. Vacation and other leave may be restricted during peak work times. Overtime may be required during peak times and fiscal year-end closing.

Field assignments may have exposure to moving vehicles, fog, field work, earthwork, paving operations, weather conditions, equipment, machinery, heat, cold, dust, gas, fumes, outdoor conditions, humidity, uneven ground, heights, and high decibels of noise.

The typical office working hours are between 8:00 a.m. and 4:45 p.m. Monday through Friday, and 40 hours per week.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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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