

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Landscape Architect, CT	OFFICE/BRANCH/SECTION D07/MAINTENANCE/ROADSIDE MANAGEMENT	
WORKING TITLE DISTRICT WATER MANAGER	POSITION NUMBER 907-602-2972-003	REVISION DATE 05/13/2026

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 Office Chief of Maintenance Roadside Management in District 7, the Water Manager leads the development and implementation of water management practices and policies that promote efficient use of District water resources; serves as the District Landscape Maintenance Program Manager for smart irrigation controller systems, overseeing their operation, performance, and integration into Maintenance activities; acts as a liaison among Design, Construction, and Maintenance to guide the District's overall water use and conservation program; and supervises Landscape Associates by assigning and prioritizing work, providing technical guidance, conducting quality control reviews, coordinating their efforts with Maintenance supervisors, and ensuring their work aligns with district goals, statewide policies, and resource conservation objectives, while also performing additional functions as needed to support the Division's operational needs.

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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Manage the District's irrigation systems, including operation, programming, and maintenance, to ensure compliance with State law, local requirements, Caltrans standards, and EO B 18 12. Provide technical recommendations on system design, installation, and operation. Coordinate smart irrigation controller projects to ensure proper installation, programming, and smooth transition to Maintenance after contract completion. Maintain and update a GIS based inventory of irrigation assets, including meters, backflow devices, controllers, valves, and smart irrigation controller units. Provide technical guidance to Maintenance staff on irrigation troubleshooting, repairs, upgrades, and water management practices.
30%	E	Conduct water use audits to verify billing accuracy, identify inefficiencies, and recommend corrective actions. Prepare and submit regular water use reports. Develop and implement procedures for tracking irrigation water use, including cost allocation methods and consumption control protocols. Serve as liaison between Design, Construction, and Maintenance to ensure consistent irrigation installation, compliance, and system turnover. Lead and guide Landscape Associates in reviewing PS&Es to ensure worker safety, incorporate low maintenance design features, and confirm that all Maintenance needs are fully integrated into project plans. Offer expert-level direction on landscape architecture, irrigation design, erosion control, and vegetation management strategies, ensuring Associates apply statewide standards consistently.
15%	E	Train Maintenance personnel in irrigation installation, operation, programming, troubleshooting, and repair. Identify and promote opportunities for recycled water irrigation conversions. Direct the Landscape Associate in preparing plans, specifications, and estimates for minor irrigation rehabilitation projects. Review and approve Associates' design submittals, field reports, and contract support documents to ensure accuracy, constructability, and maintainability. Review irrigation installations, programming, and performance for compliance with Caltrans standards and statewide water management policies.
10%	E	Serve as the District's subject matter expert on irrigation systems, water conservation, and smart controller technologies. Act as the primary point of contact for interdisciplinary teams, ensuring Landscape Associates' work aligns with district goals, statewide policies, and resource conservation objectives. Represents the District at headquarters meetings, public functions, and other Maintenance function with executive management representation. Respond to public complaints related to roadside and irrigation issues and elected office inquiries.
5%	M	Perform additional functions as required to support the Division's operational needs.

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

Supervise Landscape Associates serving as Assistant Water Managers and provide guidance and training on the latest water conservation techniques.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Water Manager must possess strong working knowledge of irrigation design and planning, hydraulic principles, irrigation scheduling, plant physiology and water requirements, soil characteristics, specification writing, construction document interpretation, contract administration, computer applications, and effective verbal and written communication.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Landscape Architect is responsible for making decisions necessary to resolve issues related to the inefficient use of water resources. Errors in this position can lead to regulatory non compliance, excessive potable water use, and failure to meet statewide conservation mandates. Mistakes in tracking or auditing water use may cause financial losses through inaccurate utility billing or misallocated costs. Incorrect programming or oversight of irrigation systems can result in infrastructure damage, landscape decline, or safety hazards such as erosion or slippery pavement. Poor coordination or inaccurate guidance may cause project delays and reduce system performance, while missed opportunities for recycled water conversions can increase long term operational costs. Errors may also undermine professional credibility and weaken collaboration across divisions.

PUBLIC AND INTERNAL CONTACTS

The Senior Landscape Architect maintains frequent contact with internal and external partners. The position represents Caltrans in meetings and presentations with the public and regularly collaborates with Design, Maintenance, and Resident Engineers to resolve irrigation related issues. The Water Manager also interacts with management and staff across other programs as part of normal duties. In developing the District's water management program, the Senior Landscape Architect works with representatives from government agencies, water purveyors, consultants, and utility companies.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the physical ability to sit or stand for extended periods and to drive to meetings and field reviews at various locations. The role demands sustained mental concentration, the initiative to work independently with minimal supervision, and the capacity to manage multiple tasks accurately. The Senior Landscape Architect must also maintain effective working relationships and communicate cooperatively with others, including during stressful or time sensitive situations.

WORK ENVIRONMENT

The majority of work is performed in a climate controlled office environment under artificial lighting. Field reviews may require exposure to heat, cold, rain, blowing dust, traffic and equipment noise, and uneven or rough terrain. The incumbent may work near active highways and maintenance operations. Appropriate personal protective equipment provided by the Department must be worn during all field activities.

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