

CLASSIFICATION TITLE Senior Landscape Architect, CT	OFFICE/BRANCH/SECTION Landscape Architecture Program (Design)	
WORKING TITLE: Landscape Architecture Program Advisor and Special Project Coordinator	POSITION NUMBER 913-250-2972-013	REVISION DATE 8/10/26

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 (Deputy Chief) of the Landscape Architecture Program (LAP), the incumbent serves as Chief Advisor in directing and implementing LAP strategic policy initiatives and special projects. The incumbent serves as statewide manager of the California State Scenic Highway Program; Caltrans policy liaison with a Federal Highway Administration (FHWA)'s federal scenic byway program; manager of "Main Street, California" guidance; and legislative analysis coordinator for LAP.

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. (Safety, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity, Employee Excellence - Equity, Innovation, Integrity, Pride)
- **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. (Equity, Prosperity, Employee Excellence - Equity, Integrity, People First, 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, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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. (Equity, Prosperity, Employee Excellence - Collaboration, Integrity, People First, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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. (Prosperity, Employee Excellence - Collaboration, Integrity, 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, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride)

TYPICAL DUTIES:

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

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40%	E	State Scenic Highway (SSH) Program Manager: Manage the SSH Program by advising and providing guidance to management, district staff, and stakeholders. Maintain the "Scenic Highway Guidelines," the external SSH web map, and SSH data and archives. Support the Principal Landscape Architect (Principal) regarding SSH nomination recommendations to District Director and Director. Provide advisory support to the Principal regarding responses to Legislature, media, and California Public Utilities Commission inquiries related to implementation of the SSH Program. Prepare responses to inquiries from local jurisdictions, agencies and the public. Coordinate with Caltrans Office of Outdoor Advertising, field Maintenance staff, and the districts as needed, on issues related to billboards and/or visual quality concerns within Caltrans right of way on scenic highways. Serve as liaison to the FHWA National Scenic Byways Program; coordinate with local partners on FHWA grant opportunities, lead internal team to score grant proposals, maintain communication with Caltrans federal liaison during grant application process, submit grant applications to FHWA, and monitor milestone progress for FHWA Scenic Byways grant-funded projects in California.
25%	E	Support the Principal in the development, management, and implementation of LAP policy, strategic direction, and special projects. Represent LAP on various internal and external teams and committees. Provide advisory or review support, as requested by Principal, to updates of strategic direction, guidance, and/or policies of program areas such as Transportation Art, Gateway monuments, Vista Points, Safety Roadside Rest Areas, and other program areas, identified by Principal.
25%	E	LAP Visual and Written Communications Manager: serve as primary writer, editor, and publisher of written materials for internal guidance and externally distributed publications. Serve as visual communication subject matter expert that can provide technical guidance to the districts on how to develop 2D and 3D visual communication products across project delivery phases. Requires working knowledge of Adobe Creative Suite, 3D modeling software, and Building Information Modeling for Infrastructure (BIM4I) capabilities.
5%	E	Manage and update the "Main Street, California" document, through coordination and collaboration with Division and District staff, as appropriate. Develop graphics for document and training using Adobe Creative Cloud Pro. Engage with external stakeholders to update content, as desired by Principal. Develop training and advise district staff on Main Street related content, in collaboration with the HQ Complete Streets Program.
5%	M	Coordinate LAP's review of proposed legislation, and work with LAP Principal and supervisors to develop legislative analysis documents.

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

Incumbent does not supervise, but may direct the work of staff and other 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, and procedures. A broad and in depth knowledge of the Department's Statewide Highway Operations Program and Plan (SHOPP) process, project delivery policies, programming, procedures, standards, and other factors relating to the design of transportation facilities is essential. Must have 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 preservation projects is highly desirable.

Thorough knowledge of engineering and landscape architectural principles related to the roadside and road design, design of road edges and enhancement, native and non-native plant materials and planting technology; and of maintenance practices, horticultural practices, principles of program management, and management. Knowledge of maintenance activities, worker and traveler safety issues, vegetation management, resource conservation, complete streets, 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

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professional judgment to prioritize issues, develop and recommend appropriate policies. Must be creative and innovative, and have the ability to examine existing processes and outcomes, identify deficiencies and make improvements to achieve program goals. The incumbent must be able to quickly and accurately assimilate technical and procedural input from various sources. Must be effective in communication with management, industry representatives, Federal, State and local agencies, and the general public on issues involving transportation facilities. Ability to monitor, advise, train and give general direction to individuals performing work in headquarters and the districts.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for independent action and decisions in all efforts relating to assigned duties. Inadequate consideration of all relevant factors could result in inefficient use of public funds as well as loss of credibility with public agencies and the general public. Improper recommendations or decisions can result in tort liability, non-uniform policy interpretation. Errors in judgment and decisions could affect the Department's ability to fulfill project design and delivery goals. Errors could affect District landscape architectural activities associated with the roadside preservation program and roadside support work for compliance with policies, objectives, and standards. 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 Division Chiefs, Office 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

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal or reviewing written documents. Sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning, etc. It also requires teamwork to openly discuss issues and reach consensus. This position may require periodic travel to the districts.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The use of a laptop 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. For permanent and limited term appointments, 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
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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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