

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Landscape Architect, CT	OFFICE/BRANCH/SECTION Program/Project Management	
WORKING TITLE Project Manager	POSITION NUMBER 902-100-2972-xxx	REVISION DATE 08/26/2025

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

GENERAL STATEMENT:

Under the direction of the Office Chief of Program Project Management (PPM), Supervising Transportation Engineer, the incumbent serves as Project Manager (PM) responsible for the delivery of assigned capital projects, which may include special and locally funded projects. Incumbent ensures that the projects are completed in accordance with the approved scope, schedule and budget. The PM will have responsibility from the Project Initiation Document (PID) through the completion or closeout of the project. The PM will lead authority over all project team members cost, schedule, and coordination of work. The PM will coordinate with local partners regarding projects and represent District 2 Program Project Management demonstrating transparency and accountability.

Possession of a valid California Professional Landscape Architect (PLA) license is desirable.

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.

- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety, Equity, Climate Action, Prosperity - Innovation, Integrity, People First)
- **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. (Safety, Employee Excellence - Innovation, Integrity, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Employee Excellence - Innovation, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Equity, Employee Excellence - Collaboration, Equity, People First)
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- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Collaboration, Equity, Integrity)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Employee Excellence - Innovation, Integrity, Pride)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

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

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25%	E	Responsible for the planning, monitoring, and managing transportation project activities that are performed by all the Capital Outlay functions which support timely delivery of the project. Responsible for communicating and coordinating with Headquarters functions, local agencies, and external stakeholders. Keeps the Office Chief and Single Focal Point (SFP) informed of any and all major issues that cannot be resolved at the Project Manager level. Serves as the Project Team Leader and coordinates the work performed by the Project Team. Monitors and manages the progress of each functional unit involved in the project delivery process. Identifies conflicts and issues in a timely manner and elevates to the SFP as needed.
20%	E	Monitors and updates project scope, schedule and cost and reports timely and accurate project status information to District Management on a regular basis in accordance with the Department's policies and adopted programs (State Transportation Improvement Program (STIP), State Highway Operation and Protection Program (SHOPP), Minor, etc.).
20%	E	Develops and manages project work plans through coordination with all participating Functional Managers and the Project Analyst Unit (PAU). Ensures development of complete project work plans to the appropriate level of detail for all assigned projects. Monitors the planned support costs versus actual expenditures on a periodic basis to deliver within the programmed budget. Ensures that the scope, schedule and budget is in accordance with the programming document and utilizes change management tools when necessary.
10%	E	Ensures that the project is developed in conformance with applicable project development and environmental policies and procedure, and ensure overall quality of assigned projects.
10%	E	Utilizes Project Management software and databases, and coordinates with the PAU staff to produce a wide variety of reports to control cost and schedule, and to report on the status of projects.
5%	E	Utilizes Project Management software and databases, and coordinates with the Project Analyst Unit (PAU) staff to produce a wide variety of reports to control cost and schedule, and to report on the status of projects.
5%	E	Collaborates with the PPM Programming Unit for the initial funding of projects and to process scope, cost and schedule changes throughout the project duration in accordance with the Department's policies and practices. Coordinates with Programming and PAU to update the Department's databases and to provide information to Headquarters.
5%	M	Coordinates with the Planning Division to provide Project Management services to deliver the PID's within the approved scope, schedule and budget.

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

Supervision over others is not required. The incumbent exercises leadership over the Project Development Team. The incumbent will provide guidance to a Project Manager Assistant (PMA) and work with the PAU manager to assign workload to the PMA and other support staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires an understanding of all phases of project development and the principles of project management.

Knowledge: of the policies and practices regulating the activities of each of the project phases (PID, Environmental, Design, Right of Way, and Construction), and major computer software and databases used by Caltrans: i.e., PRSM, AMS Advantage/Info Advantage, CTIPS.

Abilities: to plan/organize the work, and to work effectively and efficiently with others to establish a common goal to achieve successful project delivery. Ability to provide leadership to develop and control project scope, cost and schedules through the use of multi-disciplinary teams. Ability to use good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its partners to meet the needs of the community and traveling public. Ability to analyze the entire project delivery process, including the required interfacing with local agencies and the public, and be able to anticipate technical issues and potential local concerns with each project. Ability to effectively coordinate, negotiate, and communicate orally and in writing. Ability to manage and be actively engaged in the project budget to maintain the overall financial health of the project, including reviewing project coding. Ability to effectively relate and interface with Headquarters, District and Region staff counterparts, as well as with external agency staff and private sector parties having an interest in the District's Project Management activities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The responsibilities associated with this position require that all products and deliverables be timely, accurate, and of high quality. The successful delivery of assigned projects is critical to maintaining credibility with Headquarters, California Transportation Agency, California Transportation Commission, Regional Transportation Planning Agencies, the California State Legislature, and the public.

ADA Notice

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The incumbent must be able to anticipate problems and identify issues that may affect project schedule and cost, including capital outlay support costs. Failure to identify and resolve issues early or failure to coordinate and monitor the program with the functional units assigned to the project can result in project delay or cost increases which are unacceptable.

PUBLIC AND INTERNAL CONTACTS

The Project Manager is the primary external contact and advocate for the project. Frequent contact with the Local, State and Federal agencies, elected officials, media, and the public. Contact with Caltrans Management and functional units.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent may be required to move large or heavy files and displays from one location to another.
Mental: Must be able to develop and maintain cooperative working relationships. Must have the ability to focus and concentrate for long periods of time Must quickly grasp new information and comprehend technical policy and procedural documents. Must have the ability to work under pressure to multi-task and adapt to changes in priorities and complete tasks with short notice. Must have the ability to lead and encourage others to perform and provide quality service for high performance. Must be willing to take risks at times to accomplish goals and to persuade others to accept risk. Must be able to adapt to unexpected changes in work situations that may result in project re-scheduling and resource assignments.
Emotional: Must have an ability to interact with many people, often in a highly intense and emotionally charged situation, while maintaining calm and diplomatic attitude. Must be able to resolve conflict without escalating each issue to the Office Chief or SFP. Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate controlled office under artificial light, and may work for long periods of time on a personal computer and attend meetings. Incumbent may be required to travel for long periods of time to review projects and attend meetings, both day and evenings and work outdoors being exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.
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.

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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