

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Landscape Associate, CT	OFFICE/BRANCH/SECTION CRS Engineering Services	
WORKING TITLE Landscape Associate, CT/CRS	POSITION NUMBER 906-700-2971	REVISION DATE 03/24/2025

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 a Senior Landscape Architect, incumbent will provide a full range of professional landscape architectural duties such as planning, design, and contract document preparation. The Landscape Associate will also be responsible for determining that all Plans, Specifications and Estimates (PS&E) are complete, in conformance with standards, and satisfactory for submittal to Headquarters for advertisement, and contract award. Incumbent will also participate in Office Engineer reviews of PS&E's for compliance and completeness. The multiple ranges of Landscape Associate provide a variety of assignments and complexity, with increasing proficiency/technical knowledge, skills, and experience. The incumbent will also be required to handle multiple tasks concurrently. As the 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. (Prosperity, Employee Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration)
- **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. (Prosperity, Employee Excellence - Innovation, Pride)
- **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. (Equity - Collaboration, People First, 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. (Prosperity - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Equity, 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. (Employee Excellence - People First, Pride, Stewardship)
- **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. (Employee Excellence - Collaboration)
- **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
Essential (E)/Marginal (M)¹ Job Description

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35%	E	Participate in the preparation of Project Initiation Reports, Projects Reports, and Plans, Specifications and Estimates for roadway construction projects including landscape roadside rehabilitation, safety roadside rest areas, and vista points. Provide design support for roadway construction projects including; permanent erosion control, storm water infiltration treatment BMPs, vegetation management, biological mitigation, highway planting and irrigation, maintenance worker safety elements, and structure aesthetics. As well as act as a resource to designers in answering Bidder's questions during advertisement, drafting of addenda, and proofing of recommendation of award memorandums. Prepare graphic presentations and renderings for landscape and transportation facilities for visual impact assessments and scenic resource studies. Requires familiarity with computer hardware equipment and software applications, including Computer-Aided Design Drafting (CADD) systems, GIS mapping, and rendering programs such as SketchUp, Lumion, and Photoshop.
30%	E	Participate in Office Engineer reviews of plans for compliance and completeness. Verifies that Standard Specifications, Special Provisions and Estimates compatibly cover all work shown on project plans. The work requires sensitive discussions with Project Engineers over the adequacy of their plans and special provisions. Encourages compliance with Landscape Architecture Standards and Manuals, RTL Guide (CCD), and Plans Preparation Manual.
20%	E	Works with Project Engineers to resolve all questions and suggested changes that are proposed in Secondary Review. Responds to Headquarters Division of Engineering Services - Office Engineer (DESOE) as a result of Independent Quality Assurance (IQA) prior to bid opening.
10%	E	Coordinate with all internal functions to efficiently deliver projects including construction (Resident Engineers) and 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. Provide support in identifying landscape architecture program needs and preparation of programming documents for Roadside projects.

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

- 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.

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- Accurately interpret drawings, bid items, and specifications. 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.
 - 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.

PUBLIC AND INTERNAL CONTACTS

Serves as support to other internal disciplines pertaining to landscape architecture. Represents the Department at meetings with local, State and Federal agencies, elected official, and the general public. The incumbent will also need good working relations with District, Region, and Headquarters staff and expertise in carrying out his/her duties. The position will involve extensive involvement with technical and professional staff and with consultants.

PHYSICAL, MENTAL, AND EMOTIONAL 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 or 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.
 - Overtime may be required and vacations may be restricted during peak times and fiscal year-end closing.
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WORK ENVIRONMENT

- 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. Overtime may be required and vacations may be restricted during peak times and fiscal year-end closing. The typical office working hours are between 7:30 a.m. and 4:15 p.m. Monday thru Friday, and 40 hours per week. May be required to go on loan or rotation to other units {i.e. Construction, Maintenance, Permits, Traffic. Office Engineer, PJD, etc) based on workload needs.
- “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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee’s designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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