STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Landscape Associate, CT	North Region Construction	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Landscape Inspector	903-502-2971-XXX	

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 Technical Services Support Branch Chief, the incumbent is directly responsible for inspection of highway planting projects and irrigation work to ensures that the work being performed is in conformance with the project's contract plans, special provisions, and standard plans and standard specifications. The incumbent provides technical support and assistance to Resident Engineers (REs), Construction Engineers (CEs), Planning, Environmental, Design and Project Management for various transportation projects. A valid driver's license is required when operating state vehicles. The incumbent will be assigned work based on Divisional and/or Departmental needs and could be assigned to any office within District 3.

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, Climate Action - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Integrity)
- **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. (Equity - Integrity, Pride, Stewardship)
- **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 - Innovation, 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. (Equity, Employee Excellence - Integrity, 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 - Integrity, 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 - Collaboration, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity - Collaboration, Integrity)
- **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 - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

35%	E	Conduct inspections of highway planting, irrigation systems, and erosion control features to verify compliance with contract requirements. Assist and advise the Resident Engineer (RE) by reviewing landscape, irrigation, and erosion control plans and documents for accuracy and contract adherence. Review design plans to ensure proposed planting, irrigation, and erosion control features meet project intent and applicable standards. Perform job site inspections and coordinate directly with contractors to address issues, clarify requirements, and ensure timely resolution of discrepancies. Provide oversight inspections of major planting and irrigation work completed under encroachment permits to ensure conformance with cooperative agreement requirements. Identify soil and environmental issues, evaluate contributing landscape factors, and recommend appropriate corrective actions. Analyze and interpret plans, specifications, and estimates to ensure compliance with project and contract standards. Attend Project Development Team (PDT) meetings to provide input on landscape, irrigation, and erosion control considerations during project planning and design
35%	E	Assist and advise the Resident Engineer (RE) in reviewing Best Management Practices (BMPs), Storm Water Pollution Prevention Plans (SWPPP), and all environmental permits associated with the project. Collaborate with Environmental staff to ensure environmental commitments and water quality requirements are properly implemented. Support the RE during site inspections by evaluating the selection, installation, and maintenance of temporary construction BMPs and by inspecting permanent erosion control features. Perform construction site inspections to verify contractor compliance with contract requirements, including SWPPP, Water Pollution Control Programs (WPCP), and applicable environmental conditions. Maintain and update project databases to ensure accurate tracking of BMP inspections, SWPPP compliance, environmental permit requirements, and related documentation.
20%	E	Prepare and maintain construction records and documentation, including construction progress schedules, expenditure tracking, and daily diary reports. Assist Resident Engineers with monthly estimates and prepare required documents such as contract change orders and as built plans. Respond to construction inquiries, complaints, and Requests for Information (RFIs), and develop proposed responses as needed. Support the resolution of claims and issues related to pending litigation by providing accurate documentation, technical input, and contract related analysis.
10%	M	Facilitate, schedule, participate in or conduct quality control and safety review meetings. Maintain project files, attend training, perform special reviews and interpret new requirements. Maintain relations with project neighbors and with the business community. May participate in public meetings and Caltrans hearings.

[1]ESSENTIAL 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

The incumbent does not supervise, but on occasion, could act in a lead worker capacity. The incumbent will receive supervision from a Senior Transportation Electrical Engineer and/or direction from a Transportation Engineer (Civil or Electrical), working as a lead worker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the principles of landscape architecture, design and landscape construction methods; Plant adaptability requirements and the use of trees, shrubs, and ground cover in landscape situations; Common plant diseases and pests, and methods and procedures used in control and eradication; Soil conditions and preparation; temporary and permanent erosion control techniques.

Must have knowledge of methods, materials, tools and equipment used in highway construction and maintenance work. Must have knowledge of the NPDES permit program, Stormwater Management Plan and the Construction Permit; Water pollution controls, temporary best management practices, contract administration paperwork and documentation.

Must be able to communicate effectively in both verbal and written form. Must be able to use and understand computers. Must have knowledge of the Construction Manual, Standard Specifications, Standard Plans, Contract Plans and Special Provisions.

Must be able to determine the priority to be given all documents, and interpret problems and questions as they relate to contract administration. Ability to analyze and interpret management policies and/or directives as they apply to the Field Office functions. Must have the ability to evaluate work methods and traffic conditions closely, both before and during the work, to assure safety.

Must have the ability to make accurate mathematical calculations; make sound decisions in the implementation of contract plans, specifications and permits regarding water quality; analyze situations regarding operational features and design concepts as it relates to water quality; demonstrate the potential to assume progressive journey level responsibility; organize/arrange data to produce effective work products without repetitious direction; and possess interpersonal skills necessary to be an effective team

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

member.

Must have the ability to read and write English at a level required for successful job performance; inspect construction work related to water quality and enforce compliance with plans, specifications and permits; analyze situations accurately and take effective action; prepare reports. Various assignments will require some degree of analysis.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Failure to understand and incorporate appropriate standards, requirements, and policies into work product may lead to unnecessary change orders, claims, and delays; errors in judgment could result in a lesser quality product, increase project construction costs or increase the Department's exposure to tort liability.

PUBLIC AND INTERNAL CONTACTS
The incumbent will routinely contact other Caltrans personnel, contractors, landscape architectural and/or engineering consultants, private citizens, representatives from the Federal Highway Administration and adjacent property owners. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Employee will be required to drive to and work at various locations throughout the North Region. Employee may be required to stand for long periods of time, when on construction project sites; walk on slopes or uneven terrain. May be required to lift and carry samples of materials, which weigh up to 50 pounds. When at their base office setting, employee may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the employee's work, must maintain a cooperative working relationship within the working environment, with peers, subordinates, and contractors and their employees. Must have a thorough working knowledge of construction principles and techniques.

WORK ENVIRONMENT
The incumbent will be required to work at various locations throughout the North Region. Temporary assignment away from one's "headquarter location" may be required. Employee will be notified of a change of assignment under the terms of the current Collective Bargaining Agreement. Employee will be reimbursed for travel expenses according to the Department's Travel Policies. May be required to work at night. Will be subject to noise, odors, dust, and extreme weather conditions. Incumbent must work with and about a variety of materials, construction and testing equipment. When in the office, either a construction field office or in a North Region Project Development branch, employees will work in a climate-controlled environment with artificial lighting.

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

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.