Job Posting: LANDSCAPE ASSOCIATE, CALTRANS

Department of Transportation

JC-336980 - LANDSCAPE ASSOCIATE, CALTRANS

$5,849.00 - $10,956.00 per Month

Final Filing Date: Until Filled

Job Description and Duties

In accordance with Governor Newsom’s Executive Order N-33-20 and, as a result of the COVID-19 rapid out-break, Caltrans will continue its hiring practices as they are deemed necessary to “maintain continuity of operations of the federal critical infrastructure...” Candidates who participate in the interview process will be considered essential in promoting this effort and are not in violation of Executive Order N-33-20. Virtual interviews via web portals or phone will be offered as deemed appropriate and feasible by the hiring manager – standard in-person interviews will still be offered if conditions permit. Please speak with the Hiring Unit contact for more information.

Under direction of the Area Construction a Senior Transportation Engineer, incumbent performs various landscape architecture and transportation related tasks as required and assures the work being performed in conformance with the project’s Contract Plans, special Provisions, Standard Plans and Specifications.

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A completed Standard State Application form, STD 678 must be postmarked by close of business on the final filing date. Applications will be screened and only the most qualified candidates will be interviewed. To be considered for this vacancy you must have transfer eligibility based on present or past state civil service eligibility or passed an exam for this classification.

This is a reposting of JC-325394. If you have previously applied to this position you do not have to re-apply. Your application will be considered.

Below are the cut off dates for this ad:

11/30/2022
All received applications at each cutoff will be reviewed and processed for eligibility, once the position is filled the ad will be pulled.

Eligibility for hire is determined by your score on the Landscape Associate, Caltrans Exam. You must be on the state examination list to be eligible for these positions. The Landscape Associate, Caltrans Exam is located here: https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=1PBF8

You will find additional information about the job in the Duty Statement.

Working Conditions

This position is located in Santa Barbara

The position requires travel throughout the District to various construction projects with the employee’s headquarters being as assigned. Incumbent will be subject to noise, odors, and dust; extreme weather conditions when on construction project sites; when working at the base office site, will be subject to a climate-controlled environment; artificial lighting, etc. Incumbent will be expected to have an in-office presence, this position does not allow for telework. Incumbent may be required to travel in state for meetings, conferences, and training.

Incumbent will have exposure to night work, field work, earthwork, paving operations, lab work, fog, weather conditions, chemicals, lab conditions, equipment, machinery, heat, cold, dust, gas, fumes, outdoor conditions, indoor conditions, humidity, and high decibels of noise. Incumbent must work with a variety of materials including testing equipment. Must work with and about a variety materials, construction and testing equipment.

New to State candidates will be hired into the minimum salary of the classification or minimum of alternate range when applicable.

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- LANDSCAPE ASSOCIATE, CALTRANS

Additional Documents

- Job Application Package Checklist
- Duty Statement
Position Details

**Job Code #:** JC-336980
**Position #(s):** 905-501-2971-XXX
**Working Title:** LANDSCAPE ASSOCIATE, CALTRANS
**Classification:** LANDSCAPE ASSOCIATE, CALTRANS
$5,849.00 - $10,956.00

**# of Positions:** Multiple
**Work Location:** Santa Barbara County
**Job Type:** Permanent, Full Time

Department Information

**Caltrans Mission:** Provide a safe and reliable transportation network that serves all people and respects the environment.

**Caltrans Vision:** A brighter future for all through a world-class transportation network.

The Caltrans workforce is made up of diverse and unique individuals who contribute to our organizational success. Caltrans is about celebrating diversity, valuing one another, and recognizing that Caltrans is strong not in spite of the diverse attributes of our workforce, but because of our diversity.

**Department Website:** [www.dot.ca.gov](http://www.dot.ca.gov)


**Director's EEO Policy:** [https://dot.ca.gov/programs/equal-employment-opportunity](https://dot.ca.gov/programs/equal-employment-opportunity)

**Director's EEO Policy Statement:** [https://dot.ca.gov/programs/equal-employment-opportunity](https://dot.ca.gov/programs/equal-employment-opportunity)

Special Requirements

- This position(s) **may** require medical and/or audio clearance prior to being hired.
- Possession of a valid driver’s license is required when operating a state owned or leased vehicle.
- Statement of Qualifications (SOQ) is required. Failure to submit a Statement of Qualifications will disqualify candidates from the hiring process.

SOQ- District 5 Landscape Inspectors

1. Experience with written, verbal, and personal communication with internal and external partners.
2. Demonstrate ability to apply your experience and education to construction engineering and contract compliance principles. Experience or education related to Landscape Architecture. Experience or education related to planting and irrigation projects.
3. Demonstrate ability to identify problems and use logical analysis to find information to provide sound engineering recommendations, knowledge of calculations pertaining to highway construction/planting/irrigation and knowledge of utilizing manuals/textbooks to determine engineering solutions.

4. Experience demonstrating the ability to work productively with Contractors; Ability to enforce contract documents and resolve conflicts

5. Experience developing and maintaining positive working relationships; Ability to be an effective team member.

6. Where are you in the CA Landscape Architect licensing process? Provide tests taken and dates passed.

Candidates that believe they meet the minimum qualifications based on a pattern of education from the classification description (specifications) must provide a copy of their degree, transcripts, license, and/or certificate, along with the State application (STD. 678) to be considered for this position. **If selected for the position in which education is required to meet the minimum qualifications, official sealed transcripts will be required prior to appointment.**

Application Instructions

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: Until Filled

**Who May Apply**

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply. Individuals who are eligible for a Training and Development assignment may also be considered for this position(s).

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

**How To Apply**

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

**Address for Mailing Application Packages**

You may submit your application and any applicable or required documents to:

Department of Transportation
Attn: Caltrans DHR Contact
Certification Services MS-90
P O Box 168036
Sacramento, CA 95816-8036
Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Department of Transportation
Caltrans DHR Contact
Certification Services MS-90
P O Box 168036
Sacramento, CA 95816-8036
Closed on weekends and State holidays.
08:00 AM - 05:00 PM

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Statement of Qualifications - A Statement of Qualifications is required. Please see the special requirements section.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Benefits

Click HERE to view the Benefits Summary for Civil Service Employees in the State of California.

Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

Hiring Unit Contact:
Caroline Fiscalini
(279) 234-2394
Caroline.Fiscalini@dot.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department’s EEO Office.

EEO Contact:
Caltrans EEO Office
(844) 368-3367
Ask.eeo@dot.ca.gov
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Important Application Instructions

The STD. 678 is required, and each section must be filled out completely and thoroughly. For mailed or hand delivered applications to be considered for this position, you are required to include the Job Control (JC-336980) PARF# (05-3-010) and title of the position (Landscape Associate, Caltrans) on the State application (STD. 678) form.

Electronic applications through your CalCareers account are highly recommended and encouraged.

Candidates that meet the minimum qualifications based on possession of EDUCATION, LICENSE, OR CERTIFICATE must include a copy of your DEGREE/TRANSCRIPS, LICENSE, or CERTIFICATE, along with your State application (STD. 678), to be considered for this position.

NOTE: Do not submit the “Equal Employment Opportunity” questionnaire (page 5) with your completed State application (STD. 678). This page is for examination use only.

Survey

Please take this 1-minute Caltrans Recruitment survey to tell us how you found out about this job!

https://www.surveymonkey.com/r/HMQ7LDR

https://youtu.be/oC9wIp8QaII

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.