CALIFORNIA CONSERVATION CORPS

**POSITION DUTY STATEMENT**

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| WORKING TITLE OF POSITION:  **Fish Habitat Assistant** | REPORTING UNIT NUMBER:  **814** | |
| DIVISION/BRANCH OR CENTER:  **REGION III** | LOCATION:  **CAMARILLO CENTER** | |
| CLASS TITLE:  **Fish Habitat Assistant** | POSITION NUMBER:  **533-814-0780-001** | EFFECTIVE DATE:  **10.1.20** |

The Fish Habitat Assistant (FHA) will report directly to the CCC Conservationist Supervisor. The FHA assists the CCC Center Fish Habitat Specialist (FHS) in planning, directing, and coordinating activities relating to the development and administration of CCC fisheries habitat restoration projects; and provides technical training to CCC staff and Corpsmembers.

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| --- | --- |
| 20%  25%  25%  10%  10%  5%  5% | Coordinate CCC crew activities with NOAA, DFW Regionfisheries personnel, other government agencies, private organizations, and watershed groups for developing fish habitat improvements. Arrange for NOAA, DFW and CCC access to private and public lands by identifying property owners and obtaining permission to evaluate habitat as well as accomplish watershed and fish habitat improvements on anadromous fish streams.  Implement currently funded projects such as riparian planting, installing instream structures and barrier removal projects. Evaluate fish habitat improvement projects as described in the California Salmonid Stream Habitat Restoration Manual.  Conduct frequent inspections of CCC work projects to ensure quality control at each work site, including field inspection reports documenting project status, specific details on work modifications to be made, and completing “Project Site Completion Forms” for each finished project; Ensure proper invasive species protocols are observed. Assist with post-project effectiveness monitoring of completed restoration projects utilizing DFW monitoring protocols, and develop specific plans in instances where projects are not functioning properly. Complete biological surveys when needed.  Assist with the recruitment and program introduction for candidates for NOAA CCC Fisheries Veterans program and route to statewide centers for placement. Assist with monthly and biannual reporting for NOAA Veteran program award,  Assist in the development of implementation projects and seeking grant funding for fish habitat improvement projects from state and federal grant programs, and other available funding sources, which include but are not limited to structure modification/removal or replacement, riparian fencing, riparian improvement projects such as tree planting and exotic species removal.  Assist with conducting landowner outreach and education about upslope, riparian and instream restoration and the benefits of such projects to the community and the local watershed though participation in watershed and community environmental group meetings, conferences and workshops. Assist in developing collaborative partnerships with landowners and local watershed restoration groups to accomplish fisheries restoration work.  Plan and conduct training sessions for CCC staff and corpsmembers in watershed and fish habitat improvement techniques and methodologies as described in the California Salmonid Stream Habitat Restoration Manual. |

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_