

DUTY STATEMENT

DFW 242A (REV. 03/18/14)

RPA IDR 20-005

PROPOSED

CURRENT

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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CDFW DIVISION/BRANCH/REGION/OFFICE Inland Deserts Region / Salton Sea Management Program	POSITION NUMBER (Agency-Unit-Class-Serial) 565-605-0916-007
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UNIT NAME AND LOCATION Imperial Wildlife Area Wister Unit	CLASS TITLE Fish and Wildlife Technician
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INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
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BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
 Under the Supervision of the Senior Environmental Scientist (Supervisor) of the Salton Sea Management Program, the incumbent performs habitat restoration and enhancement projects and dust suppression at areas around the Salton Sea. The incumbent is responsible for day-to-day workings of the program including vehicle and equipment operation and maintenance and assisting other program staff with fish and wildlife surveying. Incumbents will be assigned duties and responsibilities commensurate with their background and training.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
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30%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Participate in and assist other Department staff in monitoring, reporting, surveying, and sampling fish and wildlife including birds. The incumbent will also participate in and assist other Departmental staff on habitat maintenance activities such as tamarisk removal. The incumbent will assist the biologists in conducting surveys and habitat restoration efforts for fish, amphibians, reptiles, plants and mammals. The incumbent will fabricate and maintain mammal, bird, fish, reptile, amphibian, and plant sampling gear. May involve operation of all-terrain vehicles and air boat.</p>
25%	<p>Perform daily wildlife habitat management and maintenance around the Salton Sea. This includes activities such as undesirable vegetation removal by mechanical means such as disking, ripping, mowing or shredding; operate existing water control structures to flood, irrigate or drain fields and ponds; posting and replacement of various public use and boundary signs; maintain roads, levees, parking areas and kiosks. Assist in monitoring and maintaining small/big game water development structures (Guzzlers). Inspect and repair dams, piping, rain mats, tanks and drinker boxes as appropriate. Maintain adequate water levels.</p>
20%	<p>Assist in performing dust suppression activities such as operation of tractor and bull plow for surface roughening of exposed dry lakebed areas or other areas. Assist in operations and maintenance of newly constructed habitat projects as they come under management by the Department.</p>
10%	<p>Maintain facilities and infrastructure including office buildings, shops, yard, heavy equipment, implements, utility vehicles, trailers, ATV's, watercraft, power tools, hand tools and complete general maintenance tasks.</p>
10%	<p>Maintain public use, equipment maintenance, pesticide use records, safety related documents and policies. Help prepare various administrative reports as assigned including purchase documents, contract job specifications, budget reports, and aid in procurement for habitat and infrastructure needs (parts, water, seed, fertilizer, pesticides, etc.). May acquire and maintain pesticide applicator certification and assist with training personnel on pesticide use and safety.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Prepare and submit monthly time expenditure reports, expense claims, annual Individual Development Plan and annual work plan. Maintain professional qualifications through training, professional/scientific committee participation and current scientific literature.</p>

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	<p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Methods, materials, and equipment used in fish hatchery and wildlife management activities in California; transporting and planting fish; construction and maintenance work involved in making, installing, and repairing fish screens, ladders, and traps; life cycles of species; stream improvement procedures; wildlife habitat construction, maintenance, and improvement methods; general power tools, welding, carpentry, concrete work, and painting; operation of such equipment as trucks, bulldozers, and backhoes.</p> <p>Ability to: Communicate effectively; follow oral and written instructions; prepare simple reports and maintain simple records; establish and maintain cooperative relations with those contacted in the work; analyze situations and take effective action; perform a variety of skilled/semiskilled mechanical and construction work and direct the work of seasonal staff.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Maintain the confidence and cooperation of others by demonstrating competence and being dependable, a team player, flexible, and a problem solver. Willingness to learn, attend trainings and other educational opportunities, and to work occasional unusual hours and on Saturdays, Sundays and holidays.</p> <p>Knowledge of: Wildlife food and cover requirements, wildlife habitat improvement methods and techniques; construction, installation, and maintenance of road, buildings, enclosures, water control systems, and wildlife watering devices; soils and land uses, farming and marsh management practices, farming equipment, machinery, tools, and vehicles; wildlife management activities in California; and principles of safety.</p> <p>Interpersonal Skills: Work independently and in a team setting and able to receive direction from and manage work requests from multiple sources.</p> <p>WORKING CONDITIONS: Field work is required during all months of the year. Inclement weather (wind, rain, heat, cold) will be a normal field setting. Areas include steep, uneven, wet and rugged terrain within desert, upland, agricultural, riparian, and flooded pond environments. Requires ability to operate various types of heavy equipment, watercraft, 4-wheel drive and all-terrain vehicles. A valid California Driver's License is required to drive to project sites and may include occasional overnight travel, early mornings, late nights, weekends and holidays. Ability to use a computer keyboard.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR'S NAME Gail Sevrens	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.
I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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