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| **Classification Title****Forestry Aide** | **RPA Number****2223 010 TAH** |
| **Working Title****Forestry Aide** | **Unit****Community Forestry** |
| **Position Number** **357-001-1060-901** | **Effective Date****May 1, 2023** |
| **Name** | Working Hours**Monday-Thursday 7:00am-5:30pm** |

The California Tahoe Conservancy (Conservancy) is a state agency within the California Natural Resources Agency. The Conservancy’s jurisdiction spans the California side of the Lake Tahoe Basin (Basin) and covers approximately 236 square miles. This service area includes the City of South Lake Tahoe and portions of El Dorado and Placer counties.

The mission of the Conservancy is to lead California’s efforts to restore and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin.

At the Conservancy, we know the importance of building an organization that is as diverse as the communities we serve. We believe in maintaining a workplace where employees from a variety of backgrounds, cultures, and lived experiences can thrive. Working together, our team is positioned to improve the lives of all Californians.

**General Duty Statement**

Under the supervision of the Community Forestry Supervisor, the incumbent will be responsible for assisting a Registered Professional Forester (RPF) and other forestry program staff in the planning and implementation of Conservancy fuels reduction and forest health projects, and other forest management activities.

**Job Duties**

**Essential: 65% Forestry project layout, preparation, & monitoring**

Assist in a broad range of forest management project preparation and monitoring activities under direction of the Conservancy’s RPF, including:

* Use hand-held global positioning system (GPS) receiver, assessor parcel maps, subdivision maps, and other maps to identify and flag project boundaries;
* Identify and flag sensitive resources (e.g., stream environment zones, cultural areas, nesting bird sites) within project boundaries;
* Apply knowledge of desired conditions related to fire hazard reduction, forest stand structure and composition in accordance with the Conservancy’s Forestry Guidelines;
* Identify and mark trees for removal consistent with Forestry Guidelines and project-specific forestry prescriptions;
* Apply knowledge of California and Lake Tahoe Basin rules and regulations (e.g., California Environmental Quality Act, Tahoe Regional Planning Agency code, California Forest Practice Rules).
* Perform implementation of forestry monitoring utilizing specialized forestry equipment, knowledge of local flora and application of survey protocol upon training

**Essential: 30% Assist with on-going forestry program activities and public outreach**

* Assist Conservancy biologist with wildlife and habitat assessment surveys;
* Inspect active projects and report any issues observed to staff project manager;
* Assist program staff with citizen calls regarding hazardous vegetation;
* Address public inquires in the field regarding Conservancy’s mission and objectives and forest practices;
* Assist Conservancy field crews with time sensitive erosion control, fuel hazard reduction or other resource protection projects.

**Non-Essential: 5% Special Projects**

Implement special projects or other duties depending on skill set and agency need.

**Supervision Received**

The Forestry Aide reports directly to the Community Forestry Supervisor. The RPF, Forestry Field Preparation Specialist and program staff will provide project specific direction, training, and assignments.

**Supervision Exercised**

None

**Required Skills**

The incumbent requires computer skills (Word and Excel); writing and analytical skills; the ability to work independently and to communicate (verbal/written) clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept increasing responsibility and meet deadlines; the ability to use GPS, maps and a compass; apply basic principles of forestry and fire protection; identify tree and shrub species; apply laws, rules, and regulations applicable to scope of duties and responsibilities (e.g., Public Resources Code, Health and Safety Code, Penal Code, California Administrative Code) to ensure compliance for public safety and environmental protection; and the ability to foster and succeed in a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

**Special Personal Characteristics**

The incumbent should also possess a willingness and ability to maintain sufficient physical condition in order to perform tasks in support of the Conservancy's mission including regular physically strenuous field work; willingness as a learner to do routine and detailed work; and an aptitude and liking for forestry work.

**Attendance**

Must maintain regular and acceptable attendance at such level as is determined at the Conservancy’s sole discretion. Must be regularly available and willing to work the hours the Conservancy determines are necessary or desirable to meet its business needs.

**Other Information**

The duties of this position are performed inside and outside. The employee’s workstation is located at 1061 3rd Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel is required to attend meetings, training and project sites. Requires use of telephone, personal computer, GPS, and other specialized forestry tools. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines.

Outdoor Work may include:

* + Inclement weather, which can mean rain, ice, snow, flood events, extreme heat, fire
	+ Adverse conditions, such as working in active waterways or near prescribed fire operations
	+ Traversing steep and uneven terrain
	+ Use of specialized outdoor and technical equipment
	+ Visiting active forestry project sites
	+ Remote work sites

Physical conditions of the work may require the need to:

* + Be outdoors for up to 8-10 hours a day
	+ Stand/walk for up to 8-10 hours a day
	+ Sit for up to 8-10 hours a day
	+ Work on a computer for up to 8 hours a day
	+ May have to lift up to 50 lbs.
	+ Using stairs

Use of Field Equipment**,** including power tools**,** may be necessary for:

* + Due to a critical and time sensitive need
	+ Demonstration purposes
	+ Critical health and safety need
	+ Annual staff work days

Miscellaneous:

* May require the need to work holidays, nights or weekends
* Drive safely in adverse conditions
* Wear appropriate safety gear

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodations is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)

Duties of this position are subject to change and may be revised as needed or required.

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| **Employee Signature** | **Employee Printed Name** | **Date** |

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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| **Supervisor Signature** | **Supervisor Printed Name** | **Date** |