

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE WFD/NCR/WLM/Upper Butte Basin Wildlife Area	POSITION NUMBER (Agency-Unit-Class-Serial) 565-284-0916-905
UNIT NAME AND LOCATION Upper Butte Basin Wildlife Area 9256 Hwy 162 Butte City, CA 95920	CLASS TITLE Fish and Wildlife Technician- Permanent Intermittent
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the supervision of the Senior Environmental Scientist (Supervisor), the incumbent will assist in the day-to-day management, operation, and maintenance of the Upper Butte Basin Wildlife Area (UBBWA). This position may be required to work weekends, holidays, and non-traditional hours. Incumbent will be required to obtain a Qualified Applicator's Certification within one year of appointment.

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.)
45%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Performs the semi-skilled and routine work involved in maintaining both wetland and terrestrial habitats on the area, such tasks as: planting, or cultivating wildlife cover or forage plants; participate in the preparation and completion of controlled burns for habitat improvement; installing, cleaning and maintaining water control structures, ditches and pumps; spraying of herbicides for control of noxious weeds, performing routine maintenance and repair of buildings, vehicles and equipment; fencing and posting boundaries of wildlife areas; picking up garbage. Operates automobiles, trucks, tractors, pumps, sprayers, and other types of mechanical equipment; also operates a variety of hand tools as needed. Position requires ability to obtain a Qualified Applicators Certification.</p>
30%	Operate equipment such as wheel tractors, backhoes, excavators, dump trucks, four-wheel drive vehicles, all-terrain vehicles (ATVs) etc. use to accomplish those tasks associated with the day-to-day operations of the Area and consistent with Department policy, goals and objectives, the Area's management plan, various grants, agreements, and work plans.
15%	Work in the hunter check in station, issuing permits, managing, and directing recreational users on the wildlife area; keeps records; maintains grounds and other work as required. Participate in training related to carrying out job responsibilities, including fire training as it relates to the operation of the area and responding to public safety issues in the area; herbicide and pesticide training; drivers training.
10%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Administration, responsibilities include or maintaining accurate records of harvest results and hunters while working in the waterfowl check station and on other special hunts, maintaining records of field management activities as they relate to the overall management of the area and the area work plans. Fill out time sheets, mileage logs, travel expense claims and any other administrative paperwork associated with the day-to-day operation of the area.</p>

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	<p><u>DESIRABLE QUALIFICATIONS:</u></p> <p>Special Personal Characteristics: Aptitude for fish and wildlife conservation work, construction, repair, and maintenance work; willingness to live and work throughout the State, and work unusual hours and on Saturdays, Sundays, and holidays; willingness to do heavy manual labor, work in adverse weather conditions, and to wear a prescribed uniform; keenness of observation; tact; and reliability.</p> <p>Special Physical Characteristics: Ability to swim at least 50 yards and to stay afloat at least five minutes; good physical condition; and ability to lift 40 pounds.</p> <p>Interpersonal Skills: Incumbent is required and expected to work professionally with other Department staff on UBBWA and other facilities, as well as professionally represent the Department when working with the general public.</p> <p>WORKING CONDITIONS: This position is expected to primarily work outdoors in all weather conditions. Position is required to work some nights, weekends and/or holidays for hunter check station operation. This position requires the possession of a valid commercial Class A driver's license or possession of a valid class C driver's license with the ability to obtain a commercial class A driver's license within one year of appointment. This position requires wearing a prescribed CDFW uniform. No State-Owned Housing is available.</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME Dave VanBaren</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>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.</p>		
<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>