



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Forestry Aide	549-730-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Forestry Aide – Crew member	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Calaveras Sector	Calaveras Big Trees State Park	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		Jim Suero, Forester II

POSITION DESCRIPTION

Under supervision from the Forester II and leadership from the District Environmental Scientist of the Central Valley District, the Forestry Aide performs a variety of duties and resource management tasks as part of the Natural Resources Management Team and member of the Forest Stewardship Crew on a seasonal basis as funding permits. Typical working hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, but schedule may vary depending on operational need. This position reports to Calaveras Big Trees State Park but may travel on assignment to various park units throughout the Central Valley District. The position may also work nights, weekends, and may require camping depending on the program/project needs.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
30%	Natural Resource Management – Carries out resource management efforts in units of the Central Valley District. Assists staff in completing projects related to natural resource management and maintenance. Operates chainsaws, hand tools, and small equipment. Under supervision, executes forest restoration projects; assists fire managers in conducting prescribed burns including, plot preparation, constructing fire control lines, ignition operations, monitoring fire behavior and mop-up; assists with other natural resource projects and maintenance as required.
30%	Maintenance – Maintains tools in good working condition. Performs daily checklist and operates vehicles and other equipment as required. Conducts routine servicing and minor repairs to maintain safe and operable condition of equipment. Cleans equipment and vehicles used each day. Maintains accurate logs of usage of fuels and lubricants. Completes monthly vehicles inspections and reports. Inspects and maintains resource related equipment and tools, including fire control equipment, hand tools, instruments, and safety gear. Performs other duties according to the operational need.
25%	Safety – Attend and participate in safety meetings. Maintain and utilize appropriate personal safety equipment for the job; carries out assignments and maintains work areas in accordance with established safe job practices. Wears seat belts during vehicle use and helmets when required. Isolates and/or immediately corrects any problem posing a hazard to the public or employees; and reports all injuries, even minor ones to on-duty program lead. Participates in training, including hands-on fire suppression techniques and physical fitness to further safety and situational awareness while performing daily work tasks and during forestry/prescribed fire operations.
10%	Shares in office and meeting space maintenance and cleaning. Assists the maintenance and visitor services programs in park safety, maintenance and operations when requested.



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MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.

TYPICAL WORKING CONDITIONS

Work Environment:

- Work outdoors in variable weather conditions, forested environments, and variable terrain.
- Work in hazardous situations (e.g., prescribed fire, tree cutting, forest debris, etc.).
- Work environments may have exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises.

TELEWORK DESIGNATION:

This position is designated as not telework eligible.

SPECIAL REQUIREMENTS:

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- Must be 18 years of age or older.
- A valid California Driver License is required.
- Must possess a good driving record.
- Must wear prescribed uniform and adhere to DPR grooming standards. Must not smoke or use tobacco/nicotine products in State buildings or vehicles.
- Current Firefighter Type II certificate. Training will be provided to obtain a certificate if the applicant does not possess the certificate at time of hiring.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
Jim Suero		

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE