



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Southern Division	Forestry Aide	549-928-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Orange Coast District	Forestry Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
North Sector	Crystal Cove State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Senior Environmental Scientist Supervisor
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
California State Parks is seeking qualified individuals to work on the Natural Resource Management team in coastal Orange County, California. The Natural Resource Management team is charged with protecting and restoring the natural resources of six of Orange County's coastal State Parks. This position is primarily field based with some office work. Employee reports and works under the direction of the District's Environmental Scientists. Work is seasonal (1,500 hours per calendar year), Monday through Friday 7AM-3:30PM. Employee must be able to work a minimum of three, 8-hour days per week initially. Some flexibility in work schedule may be accommodated. The start date for this position is ASAP. Reporting location: Crystal Cove State Park in Laguna Beach, CA. However, work occurs District-wide from San Onofre to Bolsa Chica State Beach. Work sites vary from sandy beaches to rugged backcountry.		
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	
60%	<u>NATURAL RESOURCE MANAGEMENT FIELD WORK</u> Job duties include but are not limited to: shoveling, raking, loading, unloading, stacking and removing debris, brush, refuse, sand and rubble; the safe use, handling, transport, and storage of non-restricted chemical herbicides and power tools; removing weeds and chopping brush with manual and power tools, including machetes, handsaws, weed whips, chain saws, and augers; maintaining tools and equipment and a clean and safe working environment; operating state vehicles, often with trailer attachments; hiking up to 6 miles daily over rough and uneven terrain; identifying plants and wildlife; installing container plants using hand tools; removing non-native plant and animal species; collecting wild seed; using of GPS to map/document weed populations, wildlife occurrences and illegal trails; providing assistance to other park staff and partners on environmental compliance/resource-related projects; and occasionally working alongside inmate crews and contractors on natural resource-related activities.	
10%	<u>TRAINING</u> Attending and actively participating in departmental and natural resource program area training. Training topics include but are not limited to the safe use, handling, transport, and storage of non-restricted chemical herbicides and power tools; proper vehicle use and maintenance, CPR/first	

	aid, native and non-native plant identification, proper restoration techniques and strategies, and use of handheld GPS and digital mapping tools.	
10%	<u>REPORTING</u> Conducting library research, maintaining records on natural history occurrences and inventories, creating and sharing maps, drafting (CEQA) compliance-related reports and memos, and preparing correspondence.	
10%	<u>COMMUNICATION</u> Because field crew members spend the majority of their time outside and often in remote areas, they often have the most knowledge of current conditions and are the first to notice issues that require management action. Therefore, team members are expected to inform their supervisor, lead(s), and other staff about observed or potential impacts to native flora and fauna, and recommend solutions to address the problem.	
5%	<u>VISITOR CONDUCT</u> Providing the public with information related to the public's use of the park facilities, including rules and regulations and resource projects/activities. Report violations of park rules and regulations to program leads, the supervisor, and State Park Peace Officer staff.	
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. Completing and submitting timesheets, vehicle mileage logs, monthly vehicle inspections, and daily work log entries. Using email, text messaging, and other digital tools to schedule and communicate work activities with program leads, the supervisor, and co-workers in a timely manner.	
TYPICAL WORKING CONDITIONS		
Working outdoors, often in remote locations, in various types of weather. Work in potentially hazardous situations, (e.g. around wildfire, chemicals, heavy equipment). Work in office environment.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
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
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