



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Forestry Aide	549-257-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Ocotillo Wells	Forestry Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Ocotillo Wells South Sector	Ocotillo Wells State Vehicular Recreation Area	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing may be required		Senior Environmental Scientist (Supervisory)
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the Senior Environmental Scientist (Supervisory), the Forestry Aide is expected to perform resources management and protection activities. Typical duties will consist of environmental monitoring, data entry and management, maintenance of resource related projects, written and oral reporting of activities, project monitoring, and other related resources work. A Class C Driver's License is required for this position.		
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	
45%	NATURAL RESOURCES CONSERVATION: Conduct field surveys and mapping associated with exotic plant removal, wildlife, trail condition, and/or habitat assessments. Participate in restoration or revegetation; assist with native plant nursery operations, including plant propagation and seed collection. Map, inventory, and assess special status plant species throughout the district. Monitor projects as assigned. Install and/or remove physical barriers (e.g., permanent or temporary fencing, carsonites, etc.) to protect resources. Navigate to off road locations using maps or GPS units, and 4WD vehicles.	
25%	DATA MANAGEMENT Collect data in the field using handheld GPS units, Field Maps, and/or datasheets. Input and edit data in spreadsheets, databases, and/or geodatabases using Microsoft Excel, Microsoft Access, ArcGIS Online, and ArcGIS Pro. Summarize and analyze data in reports.	
15%	RESOURCES ADMIN Prepare reports and keep records documenting projects/tasks completed. Keep an inventory of the supplies and materials necessary to accomplish natural resources projects and habitat monitoring projects. Notify lead Environmental Scientist when supplies need restocked. Complete timesheet in a timely and accurate manner. Track time spent on different projects. Maintain cooperative relations with the general public and coworkers.	
10%	SAFETY All duties shall be performed in a safe manner in compliance with Departmental policies and the District's Injury and Illness Prevention Program (IIPP). Attend and hold tailgate safety meetings	

	as needed. Wear appropriate safety equipment, including a seatbelt during vehicle use. Maintain safe and clean workspace. Isolate and/or immediately correct hazards to the public or colleagues. Report all injuries, even minor ones, to on-duty supervisors as soon as possible. Attend training, refresher courses, and/or fitness tests as required by the Department.	
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 may occur in the field or office. Field work may occur outdoors in various types of weather or in unpleasant conditions (e.g., extreme desert heat, rough or uneven terrain, etc.). Work environmental has exposures to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, nearby heavy equipment or traffic, and/or loud noises. May involve some exposure to aggressive visitors. Typical activities involve frequent periods of bending, stooping, and lifting. Occasional travel throughout district or state may be required, with overnight stay at hotels and/or spike camps potentially required. Schedule may be modified, with notice, depending on district projects and needs. May work around, handle, and apply herbicide.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. Duties performed may require participation in the DMV Pull Notice Program.		
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