



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Forestry Aide	549-915-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Defensible Space Support Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Wide	Malibu Creek State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Not available		Sr. Environmental Sci. (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 immediate supervision of the Senior Environmental Scientist (Supervisory), the Forestry Aide will perform field work in support of defensible space and fuel management projects. Incumbents conduct vegetation clearance around State Park facilities and assist with Boundary Vegetation Modification Right of Entry (BVMROE) projects adjacent to private property. Duties include operation of hand tools and power equipment, removal of hazardous vegetation, and maintenance of safe work practices. These positions play a critical role in implementing SMMC-funded wildfire prevention and recovery activities across the Angeles District. The position is experienced and proficient in FMC crewmember duties and may assist with on-the-job training of entry level crew members. The position also provides assistance in forestry tasks such as tree marking, flagging, prescribed fire management, exotic plant control, hydrologic and soil disturbance monitoring, vegetation monitoring, and wildlife monitoring. The reporting location is Malibu Creek State Park but the incumbent may be required to work at various locations throughout the district. The Forestry Aide - FMC is a subprofessional position involved in forestry and prescribed fire work on state parks. This job calls for the ability to perform a variety of manual labor work to restore and maintain natural resources and requires working outdoors in inclement weather conditions and smoky conditions related to prescribed fire. The crew will occasionally spike camp at work sites throughout the district, and potentially throughout the state.		
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%	Forest Health and Fire Protection Conduct vegetation clearance for internal defensible space projects and Boundary Vegetation Modification Right of Entry (BVMROE) work on adjacent HOA and private parcels. Assist in implementation of forest management tasks including herbicide use, tree felling and bucking, prescribed fire, monitoring, and reporting. Conduct forest health and fuels management within the District. Conduct non-native, invasive species control. Control exotic plant infestations using manual, mechanical, and chemical (herbicide) methods. Identify and report for tracking purposes, exotic plant treatment areas. Perform seed collection and revegetation. Use power tools such as chainsaws, brush cutters, and string trimmers for tree removal and related work.	

25%	Natural Resource Management Operate hand tools, chainsaws and brush cutters to remove hazardous vegetation. Safely dispose of cut material and maintain work equipment. Repair, install and maintain fencing as well as park signs. Install erosion and sedimentation control. Engage in Best Management Practices under supervision. Weekly upkeep and maintenance of program shop/yard.	
15%	Surveying and Data Collection Assist with mapping treatment areas, photo documentation, and tracking work progress. Assist Environmental Scientists with wildlife and plant surveys. Assist with data collection and transects. Use GPS units to assist in mapping projects as directed	
10%	Administration Participate in safety briefings and follow DPR standards for PPE and environmental compliance. Maintain written records, photographs and spatial data for Natural Resource Projects. Assist in documentation of natural resource work conducted by field crew including recording worksite locations and daily work forms. Assist in submittal of monthly vehicle driving and maintenance logs.	
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. All duties shall be performed in a safe manner in compliance with Departmental policies and the Districts Injury and Illness Prevention Program (IIPP). Attend tailgate safety meetings as needed. Safely operate a variety of equipment such as pick-up trucks, mowers, and gasoline powered tools. Wear appropriate safety equipment. Wear seat belt during vehicle use. Maintain a safe and clean workspace. Isolate and/or immediately correct any problem posing a hazard to park visitors or employees. Report injuries, even minor ones, to on-duty supervisor as soon as possible.	
TYPICAL WORKING CONDITIONS		
Must be able to work indoors and outdoors in all weather conditions, including inclement weather. Physical work such as lifting may be required. Must be able to walk over uneven and sloped terrain while carrying loads up to 25 lbs.		
TELEWORK DESIGNATION:		
This position is designated as Not Eligible for Telework		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license and a good driving record are 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