



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Forestry Aide	549-635-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods	Forestry Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Natural Resources	Fort Humboldt	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Senior Environmental Scientist (Supervisory)
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> 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 (FA) will primarily support the Botany Branch of the District's Resource Management Program by assisting with the implementation of resource restoration projects: Following district protocols, incumbents will assist with revegetation, botanical surveys, and prescribed fire monitoring. Staff may also assist with invasive species management, succession management, habitat restoration, and prescribed fire implementation. Individual is expected to have thorough knowledge of coastal northern California flora and vegetation types, be able to identify plant species, maintain field notes and manage field data.		
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	
40%	BOTANICAL SURVEYING AND NATURAL RESOURCE MONITORING Following accepted protocols, survey and map plant species, habitat conditions, and sensitive vegetation communities. Identify and quantify native California vegetation as well as exotic vegetation. Maintain field notes and data forms. Establish and measure vegetation-monitoring plots to inventory species and assess habitat condition as part of prescribed fire monitoring. Conduct surveys utilizing handheld data collection devices, GPS, DBH tapes, compasses, clinometers, and rangefinders.	
40%	RESTORATION ACTIVITIES Work includes implementation of resource restoration and/or resource maintenance projects including planting, maintenance of planted areas, removal of target exotic plants using a variety of treatment methods, prescribed fire implementation and other habitat restoration. Individual may assist with implementation oversight to assure that contractors (California Conservation Corps, Fire Crews and others) adhere to the restoration prescriptions, best management practices, and environmental permits as stipulated by contract. Work involves the use of hand and powered tools.	
15%	Assists in the organization and entry of natural resource data utilizing Geographic Information Systems (GIS), Microsoft Office Excel, and Microsoft Office Access.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	

5%	Other job-related duties as assigned and necessary for operational continuity. Timely compliance with agency procedures: submittal of timesheet and Monthly Work Report at the end of each pay period, vehicle inspections, mileage logs, purchasing, etc. Maintains equipment in clean and working condition. Attends branch meetings and participates in regular safety meetings.	
TYPICAL WORKING CONDITIONS		
The position will require the employee to perform some minor strenuous labor (e.g. carrying up to 45 lbs) and to be able to navigate and hike up to five miles in coastal and forested environments. This may include working in very steep terrain, navigating through areas of thick brush, through standing and fallen timber, and under adverse weather conditions. The position may occasionally require overnight camping for up to 3 nights.		
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