

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-461-0790-905
UNIT NAME AND LOCATION Central Region – Elkhorn Slough ER	CLASS TITLE Fish and Wildlife Seasonal Aid
INCUMBENT N/A	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the Senior Environmental Scientist (Supervisory), the incumbent is responsible for activities designed to maintain Elkhorn Slough Ecological Reserve and its facilities for the enjoyment of the public and assist trail and facility maintenance.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	<u>ESSENTIAL FUNCTIONS:</u>
40%	Stewardship and prevention: Works with existing staff to assist in the deterrence of cannabis cultivation and other illegal activities on CDFW-managed and other public lands. Assist with visual site monitoring, and routine patrols of State and public land and report findings to program staff. Assist with the implementation of basic prevention strategies and clean-up related tasks.
30%	Provide general care and maintenance to State-owned lands and facilities in Monterey County- Duties consisting of maintaining trails, parking lots and grounds, weed removal, trimming shrubs, trees and bushes, building maintenance, fence repair and construction, cleaning buildings and public bathrooms, dispose of garbage, minor maintenance to on-site residences. Will require some basic knowledge of tools, plumbing and irrigation equipment.
10%	Maintenance of Equipment – Incumbent will assist in the inventory, organization, repair, and maintenance of equipment, inspect equipment regularly for safety hazards and report maintenance needs. Incumbent may assist in the sourcing and procurement of needed equipment.
10%	Training and Safety: Participate in formal and informal field training to reinforce workplace safety techniques during the course of other duties and maintain a safe work environment at all times.
	<u>NON-ESSENTIAL FUNCTIONS:</u>
5%	Miscellaneous: Posting signage, fixing fence, interacting with visitors.
5%	Administrative – Incumbent will prepare and submit monthly timesheets, travel expense claims, work-required documents and maintain CDFW email and computer accounts.

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	<p>Special Personal Characteristics: Physical strength and agility; ability to lift 40 pounds; ability to swim 50 yards and stay afloat for at least five (5) minutes.</p> <p>Interpersonal Skills: Good communication skills; ability to work with a small team of people for entire field season.</p> <p>WORKING CONDITIONS: 85% of work occurs outdoors. Incumbent will be required to stand, walk and/or operate equipment for long periods of time in both hot and cold weather, and occasionally in extreme weather conditions. Willingness to work unusual hours, including occasionally on Saturdays, Sundays, and/or holidays; willingness to perform varied manual tasks; willingness to wear a prescribed uniform. Possession of a valid Driver's License is required to operate State vehicles. This position may require occasional day travel, and occasional overnight travel up to 2 days based on business needs. State owned housing is not available and is not required as a condition of employment.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE