



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

## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Forestry Aide	549-715-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District	Forestry Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Santa Cruz District	Henry Cowell Redwoods State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		Park Maintenance Chief I
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
<p>The Forestry Aid position works under the supervision of the Roads, Trails and Equipment, Park Maintenance Chief I and may take direction from the State Parks Equipment Operator (SPEO) and/or project lead person(s) of the RTE Section of the Santa Cruz District.</p> <p>The reporting location for this position is the RTE Section at Henry Cowell Redwoods SP. As part of their normal duties persons assigned to this position may be required to report to specific project sites located throughout the district. When working at remote sites, they will be required to stay at spike camp facilities. Typical working hours are 0700 to 1530, Wednesday to Wednesday, which is an 8 days on / 6 days off spike schedule.</p>		
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	
35%	<b>FIELD WORK AND RESOURCE MANAGEMENT</b> Assists in leading seasonal staff, youth corps, volunteers and CDC crews in implementing shaded full breaks and brush pile burning, tree felling, down tree removal, repair and construction of bridges for emergency vehicle access, trail maintenance and construction of trail features such as bridges, retainer walls, steps, safety railing, and drainage structures. Assists with road and trail inventories, soil disturbance monitoring, re-vegetation, prescribed fire monitoring, and watershed management.	
25%	<b>EQUIPMENT MAINTENANCE</b> Position assists in maintaining an adequate inventory of equipment repair parts, saw chains, tool handles, etc., so that repairs are promptly accomplished. All tools and equipment to be clean, sharpened, and put away tools at the end of the workday. They also assist the SPEO to perform maintenance to equipment used in the RTE program and are responsible for keeping the service truck tools organized and stocked with supplies. Equipment requiring major repairs are to be properly tagged and promptly brought to the RTE Supervisor's attention.	
25%	<b>ADMINISTRATION / FACILITY HOUSEKEEPING</b> Position is required to prepare and submit their own time sheets accurately and on time. They are also required to fill out mileage vehicle logs and monthly inspections in accordance with the DPR Equipment Maintenance Program. They are also required to maintain office and equipment/material storage facilities in a clean and orderly condition. They are required to keep all vehicles assigned to	

	them clean and presentable and to wash and wax vehicles as required. Duties also include actively participating in safety training and task and resource hazard analysis.	
<b>10%</b>	<b>Interpretation of Information</b> - Interpret to the public the natural and cultural history of the area as well as understanding the philosophy and workings of California State Parks. Provide recreational information as requested.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
ADDITIONAL VOLUNTARY TASK: <b>EQUIPMENT OPERATION</b> As time/conditions permit the Forestry Aid may operate equipment under controlled circumstances under the oversight of the SPEO. This is a voluntary job duty and is not required in order to be successful in this position.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as NOT Telework Eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Incumbents must maintain a high degree of physical conditioning due to the physical demands of the position. Possess a valid Class C license and maintain a safe driving record.		
<b>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.</b>		
<b>SUPERVISOR STATEMENT:</b> 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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b> 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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>