

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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Grizzly Island Wildlife Area – Suisun, CA	CLASS TITLE Wildlife Habitat Assistant
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-384-0904-003
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS	
Under the direction of the Senior Fish and Wildlife Habitat Supervisor, the incumbent performs habitat, equipment, and facilities management, maintenance and development activities on the Grizzly Island Wildlife Area/Suisun Marsh Complex and assists with other Department owned lands.	

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.)
35%	ESSENTIAL FUNCTIONS: Habitat Development and Maintenance: Perform daily wildlife and habitat management and maintenance on wetland, tidal areas, riparian, and upland habitats on the Grizzly Island Wildlife Area/Suisun Marsh Complex (GIWA), including disking, mowing, and maintenance of ponds, levees, pumps, fish screens, and roads; water management; water quality management; habitat improvement and restoration work; and noxious weed species control. Coordinate flooding, draining, and irrigating of habitats with the County Mosquito Abatement District. Direct a field crew of permanent and temporary staff in performing daily management activities. Develop daily work plans as part of the overall complex work annual plan.
30%	Equipment Operation/Facilities Maintenance: Perform daily equipment management, maintenance, and vehicle and equipment operation, including tractors, heavy equipment, trucks, all-terrain vehicles (ATVs), water trucks, and hand tools. Apply construction, carpentry, plumbing, and painting techniques to maintain buildings, grounds, and facilities. Perform infrastructure maintenance and repair activities on ponds, levees, pumps, fish screens, and roads; water management; water quality management; habitat improvement and restoration work; noxious weed species control; and vehicle and equipment fleet maintenance.
15%	Public Use: Coordinate activities related to public recreation and educational use on GIWA such as nature study, sightseeing, biological research, dog trials, and hunting and fishing access. Work as lead person for scheduling tule elk hunts, waterfowl hunter check station, and junior hunt duties and operations. Provide general information to the public. Create and give presentations to local sportsmen, school and civic groups and other organizations. Direct temporary staff in hunter check station operations. Collect public use data and report in written form to Area Manager. Act as lead person at GIWA in the Area Managers absence.
10%	Fieldwork Support and Coordination: Maintain public use, equipment maintenance, safety related documents and policies, and pesticide use records. Help prepare various administrative reports as assigned, including purchase documents and daily work plans. Acquire and maintain pesticide applicator certification and train personnel on pesticide use. Act as lead person for Fish and Wildlife

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<p>5%</p> <p>5%</p>	<p>Seasonal and Scientific Aids. Regularly attend meetings and represent CDFW on a wide variety of topics, and work with other program staff.</p> <p>Help increase volunteer base through education and management of volunteer program. Help develop contract job specifications, budget reports, and assist in procurement for area habitat and infrastructure needs (parts, equipment, area supplies, etc.). Drive and operate a water truck used to supply area's domestic water needs, which requires the possession and maintenance of a Class A or Class B Commercial Driver's License (CDL) with tanker endorsement.</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative tasks, including tracking of time worked; vehicle logs, attend career development and training programs, seminars as appropriate to contribute to the achievement of Region 3's goals and objectives.</p> <p><u>WORKING CONDITIONS:</u></p> <p>Involves regularly working outside in inclement weather and harsh conditions. Areas include uneven terrain in uplands, flooded ponds, and tidal slough and marsh environments. Requires the ability to operate and drive numerous types of heavy equipment, lift heavy objects, endure long and irregular work hours, work weekends, and ability to change hours of work due to wildlife area activities, hunter check station duties, hunt programs, and other unforeseen issues. Work unusual hours on Saturdays, Sundays, and holidays. Assist in the retrieval of tule elk during the annual GIWA big game hunt periods.</p> <p>Special Requirements: Must possess a valid driver's license and be prepared to travel using a state vehicle, including 4x4 trucks. Requires possession of a valid class C driver's license with the ability to obtain a commercial Class A or Class B driver's license with tanker endorsement. Must obtain a Qualified Applicator License (QAL) within six (6) months of appointment. State housing may be available. Wearing a Department of Fish and Wildlife uniform is required as a condition of employment while conducting field work and public work duties.</p>
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>	
<p>PRINT SUPERVISOR'S NAME</p> <p>Randall Weinrich, Senior Fish and Wildlife Habitat Supervisor</p>	<p>SUPERVISOR'S SIGNATURE</p> <p>DATE</p>
<p>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.</p>	
<p>PRINT EMPLOYEE'S NAME</p> <p>VACANT, Wildlife Habitat Assistant</p>	<p>EMPLOYEE'S SIGNATURE</p> <p>DATE</p>