



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Forestry Aide	549-730-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Forestry Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Rivers Sector	Caswell Memorial State Park (316)	N/A
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing is not available	<input type="checkbox"/> Housing may be required	Senior Environmental Scientist (Supervisory)

SENSITIVE POSITION DESIGNATION: (Check if applicable)

Sensitive Position as designated by the Department per [California Code of Regulation \(CCR\) 599.961](#)

POSITION DESCRIPTION

Carries out resource management efforts under the Supervision of the District's Senior Environmental Scientist (Supervisory) and leadership of the District Environmental Scientist at Caswell Memorial State Park (CMSP) and other units of the Central Valley District. The Forestry Aide is a sub professional position involved in forestry and forestry-related monitoring work, performs a variety of native, non-native, and invasive plant management, and performs a variety of duties as part of the Natural Resources Management Team. This job includes the ability to perform a variety of manual labor work to restore and maintain State Park resources, and requires working outdoors in inclement weather conditions, smoky conditions related to prescribed fire, hiking over uneven and steep terrain, and carrying heavy loads.

Typical working hours are Monday – Thursday starting at 07:00 and ending at 17:30 hours. Schedule may vary depending on seasons, available funding, and operational need. This position reports to the Natural Resources Office in CMSP, and may travel on assignment to various park units within the district. This position will require work at nights, weekends, and camping (spike camp) at other CVD parks depending on the program/project needs.

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%	Natural Resource Management: Assists in completing projects related to natural resource management and on-going maintenance. Operates chainsaws, brush cutters, and other small equipment. Under direction, executes forest restoration/remediation projects; helps to control exotic species by physically removing and/or chemically treating exotic plants using the best available methods; assists in the execution of restoration/remediation projects; and assists with other natural resource projects and on-going maintenance as required. May assist fire managers in conducting prescribed burns including creating firebreaks, clearing firebreaks, and monitoring fire behavior. Use GPS units, and other equipment to collect data within the field and knowledge of use of ESRI programs to create maps and data management.
15%	Wildlife and Monitoring: Training by qualified biologist(s) to properly handle sensitive wildlife, follow protocol level surveys/monitoring, and will handle sensitive wildlife species under the guidance of Environmental Scientists (leads) and Program Supervisor. Actively engage with partner agencies, demonstrate strong listening skills, and foster positive professional

	relationships. Use GPS units, and other equipment to collect data within the field and knowledge of use of ESRI programs to create maps and data management.
15%	Onsite Contractor Monitoring: Assists and/or conduct pre-construction surveys prior to contractors starting work within state park lands. Monitor contractors to ensure Best Management Practices (BMPs), environmental compliance and permits requirements are upheld, park resources are not damaged, and contractor is following all contract requirements. Travel to other units to assist with monitoring efforts.
10%	Maintenance of Tools and Equipment: Maintains and cleans work tools and equipment to keep them in good working condition. Conducts routine servicing and minor repairs to maintain safe and operable condition of equipment. Inspects and maintains resource related equipment and tools, including fire control equipment, hand tools, instruments, and safety gear. Performs other duties according to the operational need. Conducts daily pre-driving vehicle inspection according to state-owned vehicle/equipment id fob policy and first of the month vehicle inspections and prepares vehicle usage reports (VURS) and submits to fleet manager. Maintains accurate logs of usage of fuels and lubricants and fills vehicles with the appropriate lubricants when needed. Assists with routine monthly servicing and minor repairs to maintain safe and operable condition of tools and equipment. After training, may operate recreational off highway vehicles in a safe manner and wears helmets according to state parks policy. Cleans vehicles including the interior and windows every Thursday afternoon.
10%	Safety: Attends and participates in weekly tailgate safety meetings. Wears appropriate safety equipment for the job; carries out assignments and maintains work areas in accordance with established safe job practices. Wears seat belts during vehicle use. Isolates and/or immediately corrects any problem posing a hazard to the public or employees; and reports all injuries, even minor ones to on-duty program lead.
5%	Administration & Housekeeping: Keeps and maintains necessary records, time reports, daily activity logs, and attendance sheets. Attend designated training and meetings. Clean and maintain field office, greenhouse, storage areas, and any other Natural Resource Management buildings. Collect and dispose of garbage and litter.
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.
TYPICAL WORKING CONDITIONS	
Work outdoors in variable weather conditions, hazardous conditions, and extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Possession of a valid class C driver's license is required.	
This position requires confidentiality due to project sensitivity. Employee agrees to not disclose private project information to non-State Parks employees.	
This position will work nights, weekends, and may require camping at other parks depending on the program/project needs.	

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
Heather M. Reith		

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