



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park and Recreation Specialist	549-635-1068-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods	Roads Crew Specialist	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District	Fort Humboldt State Historic Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Senior Park and Recreation Specialist
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		
<p>This position works under the close supervision of the Senior Park and Recreation Specialist and under the technical guidance of the Engineering Geologist for the Roads, Trails, and Resource Maintenance Section, supports project implementation and coordination with primary responsibility within the road and trail inventory and road rehabilitation programs and assists with management of road and trail projects designed to maintain and rehabilitate watershed stability and ecosystem function. Prepares reports and correspondence, and applies methods and principles related to resource management problems. This position is responsible for assistance in project development, performing inventories of road removal locations, developing treatment prescriptions, and coordinating and implementing road and trail rehabilitation projects.</p> <p>This position may be required to work odd hours or overtime and to report to specific project work sites located throughout the District as required to accomplish assigned tasks. On occasion this position may be assigned to work at locations outside of the District. Spike camping may be required during project implementation.</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	
30%	PROJECT COORDINATOR Coordinates and assists with geological and hydrological investigations conducted by an Engineering Geologist to support the development of treatment prescriptions addressing site-specific slope stability and sedimentation concerns. Supports landform restoration projects intended to remediate impacts from logging roads, skid trails, landings, and other land-use features by assisting with project planning, coordination, and implementation oversight. Assists in the evaluation of roads and trails and supports re-engineering or re-routing efforts for native, gravel-based, or paved road and trail systems under the direction of an Engineering Geologist. Typical activities include assisting with pre-field investigations and preliminary site assessments; supporting field data collection efforts using laser-based, electronic, and GPS instrumentation; and compiling field information for review by technical staff. Prepares draft project plans, maps, and supporting documentation for heavy equipment contracts; coordinates heavy equipment contracts; and serves as the State's on-site representative during construction to facilitate communication and ensure contract compliance, scheduling, and quality control, under the direction of technical leads. Assists in compiling final project documentation and reports prepared	

	by technical staff. Utilizes spreadsheets, word processing, publishing, and mapping software to generate and maintain project records, reports, and graphics. Duties include drafting written materials, data entry, developing photo and graphic illustrations, assisting with project budget development, conducting research as needed, and supporting grant proposal development and reporting requirements.
30%	CREW COORDINATION Leads and coordinates seasonal employees or volunteers during project planning and implementation phases. Collaborate with other agency staff, park staff, , and/or contractor work crews to accomplish projects. Responsible for coordinating and communicating with appropriate park unit staff and for ensuring that all collaborative work performed complies with the Department's Operations Manual (DOM), Vegetation Management Guidelines, and Trail Handbook, District's Best Management Practices (BMPs),specified project requirements and permit conditions.
25%	ENVIRONMENTAL COMPLIANCE AND PLANNING Assist road and trail managers with coordination of environmental review, CEQA compliance, and permitting of planned projects. Complete a variety of control agency permit applications, monitor applications to ensure that they are processed in a timely manner, and ensure any mitigations identified are complied with.
10%	GIS DATA MANAGEMENT Responsible for maintaining the District's road and trail inventory geographic data. Works with road and trail managers to identify needs for re-inventory prioritization. Ensures quality control of non-system roads mapping data schema. Creates and updates metadata related to all roads and trails managed geographic data.
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. Keeps accurate daily logs of activities performed and enters data into electronic formats as required. Implement worker safety program such as conducting task hazard analysis (THA) and/or resource hazard analysis (RHA) at start of all projects and prior to starting different projects or work tasks. Responsible for submitting monthly vehicle inspections and mileage logs. Performs routine maintenance and housekeeping of office/workspace. Maintains computer equipment, field gear, and equipment storage facilities in a clean and orderly fashion.
TYPICAL WORKING CONDITIONS	
Required to work in office; work outdoors; travel in state vehicle; work during inclement weather; hike over uneven and steep vegetated terrain; operate 4-wheel drive trucks, ATV's, UTV's, and chainsaw; work during state emergencies. May be required to work odd hours or overtime.	
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.	

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