

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 Northern Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-143-0916-006
UNIT NAME AND LOCATION Inland Fisheries, Trinity River Hatchery Lewiston, Trinity County	CLASS TITLE Fish and Wildlife Technician
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Fish Hatchery Manager I, this position performs the following tasks at Trinity River Hatchery for the California Department of Fish and Wildlife.	

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.)
45%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p><u>Fish Culture Duties</u> Caring for pond and hatchery fish, which includes feeding, treating, grading and inventorying production fish; trapping, sorting, spawning of anadromous fish; cleaning fish rearing raceway ponds and hatchery troughs, cleaning fish separation screens, collection and recording of fish loss. Care of eggs includes cleaning of incubation equipment; removing dead eggs; treating of eggs received before placing in incubation vessels; grading, weight counts and transfers to outside rearing ponds. Monitor/Sampling water quality as required by the Regional Water Quality Control Board. Water monitoring also includes sampling for Aquatic Invasive Species (AIS). Work closely with hatchery employees, tribal employees, agencies, and researchers on all aspects of trapping, spawning, and fish culture and maintenance. Assist with drought related rescue of fish of special concern or threatened and endangered species; assist habitat restoration crews to implement and install habitat improvement projects. Cross-functional training while assisting at other hatcheries occasionally.</p>
30%	<p><u>Facilities Maintenance</u> Maintenance and repair of installation and equipment – includes trucks, pumps, crowders, small engines, nets, and seines. Maintenance of buildings and grounds including mowing lawns and cutting weeds, cleaning office/break room, restrooms, shop, garages, meat/ice room and hatchery building. Operation and driving of state-owned fish transport trucks and vehicles and the ability to obtain a Class A CDL with tanker endorsement. Operation of fish/pond crowders, fish pumps, forklift (required certification provided), tractors, lawn mowers, and various equipment.</p>
15%	<p><u>Lead Person</u> Act as lead person in hatchery operations and activities of spawning, rearing release of anadromous fish; oversee and train hatchery staff in various minor hatchery assignments, grounds maintenance and construction projects. Assists in training new employees, Seasonal Aids and Hoopa Valley Tribal employees.</p>
5%	<p><u>Record Keeping</u> Keeps records of fish and egg inventory and losses, size counts; chemical treatments, monthly water quality samples and reports; vehicle and equipment service records and use logs; driver's logbook; supply inventory; attendance reporting and other reports as required.</p>

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<p>5%</p>	<p>NON-ESSENTIAL FUNCTIONS: Miscellaneous duties: Complete monthly timesheets, activity reports, vehicle usage logs, and other routine reports. Give tours to visiting public; and represent Departments at schools and community organizations.</p> <p>Special Physical Characteristics: Ability to swim at least 50 yards and to stay afloat at least five minutes; good physical condition, and ability to lift 40 pounds.</p> <p>WORKING CONDITIONS: Must be willing to work in remote areas and work in extreme weather conditions of snow and heat. Work weekends, holidays and unusual hours as assigned, required or necessary in emergency to keep live fish products alive. Ability to use a computer several hours a day. May be required to sit or stand for long periods of time. Willing to work away from hatchery as required for field work, remote spawning, attend meetings and assist with fish habitat improvement projects. Willingness to do heavy manual labor. Ability to operate heavy equipment, all-terrain vehicles (ATV), utility terrain vehicles (UTV) 4-wheel-drive vehicles and specialized equipment. Ability to walk with buckets of fish on uneven and steep terrain for extended periods. Occasionally working in remote wilderness areas and walking up to 10 miles per day carrying heavy loads in uneven terrain. The use of personal protective equipment is required (e.g., eye protection, gloves, hearing protection, etc.) to perform aspects of the essential job functions previously described in a safe manner. The incumbent is required to use respiratory protection equipment as needed per Cal/OSHA requirements. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. Must obtain a forklift operator certification and ATV operator certification, training and certification is provided by CDFW; possession of a valid Class C Driver's License, and the ability to obtain a Class A CDL with tanker endorsement within 12 months of employment. Must wear a prescribed uniform when engaging with the public, conducting field work, in the office and hosting on-site visits. State-Owned-Housing may be available; residency is not required. Standby duties may be required.</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME</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>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>