

**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.*

<b>INSTRUCTIONS:</b> 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 North Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-241-0916-905
UNIT NAME AND LOCATION Fisheries Program – Chico	CLASS TITLE Fish and Wildlife Technician
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-241-0916-905

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b>	
Under the supervision of the Senior Environmental Scientist Supervisor, the Fish and Wildlife Technician will support salmonid monitoring operations on the Sacramento River and tributaries. The incumbent will be responsible for installation, inspection, maintenance, and repair of sampling equipment and gear including rotary screw traps, fyke nets, and fish passage monitoring systems; maintenance and repair of vehicles, vessels, and trailers; and assisting in the collect of environmental and biological data as appropriate/needed. May work under the lead of Environmental Scientists.	

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
	<b><u>ESSENTIAL FUNCTIONS:</u></b>
35%	<b>FIELD SITE OPERATIONS:</b> To support salmon monitoring efforts on the Sacramento River and tributaries, the incumbent will be responsible for: assembly, transport, set-up, installation, breakdown, and debris removal of rotary screw traps, fyke nets, fish passage monitoring systems, and other sampling equipment; safe operation of vehicles, trailers, vessels, pumps, pulleys, winches, hand tools, power equipment, and other essential operating equipment; and assist in the collection of biological and environmental data. May handle salmonids and other fish species during sampling and occasionally assist with salmon tagging efforts.
35%	<b>MAINTENANCE AND REPAIR:</b> During the monitoring season, the incumbent will be responsible for performing daily inspection, maintenance, repairs, and adjustments of rotary screw traps, fyke traps, fish passage monitoring systems, and other sampling equipment and gear to ensure functional, safe and efficient operation. Incumbent will also make routine inspections, perform maintenance and repairs, of vessels, vehicles, trailers, and other essential operating equipment using a variety of tools and equipment. Between monitoring seasons, the incumbent will perform maintenance and repairs to prepare sampling equipment and gear for the upcoming field season. Repairs may also include minor welding, cleaning, sanding, painting, drilling, riveting using various tools, and equipment.
20%	<b>PROJECT COORDINATION:</b> Work collaboratively with seasonal staff, under the direction of the project lead Environmental Scientist, to support daily operational priorities of salmon monitoring efforts. Communicate observed needs related to construction, fabrication, repair, and maintenance of sampling equipment and gear to the lead Environmental Scientist and Senior Environmental Scientist Supervisor. Maintain maintenance schedules and records for sampling equipment and gear, vessels, vehicles, and trailers, and report major mechanical issues, debris loads, and safety concerns to supervisory staff.
5%	<b>ADMINISTRATIVE AND TRAINING:</b> Complete timesheet, equipment utilizations logs, and travel expense claims, and assist with purchasing supplies, equipment, and gear as necessary. Attend

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5%	<p>Department required training courses including boat operation and safety, swift water rescue/river safety, and wilderness CPR and first aid. Incumbent will be required to obtain a California Boater Card.</p> <p><b>NON-ESSENTIAL FUNCTIONS:</b> Interact with the public and respond to questions and describe salmon monitoring activities. Participation in public outreach events may be required.</p> <p><b>Special Personal Characteristics:</b></p> <ul style="list-style-type: none"> <li>• Aptitude for fish and wildlife conservation work, construction, repair, and maintenance work; ability to operate boats and tow trailers; willingness to travel to perform field work throughout the State; and willingness to work irregular hours and on Saturdays, Sundays, and holidays.</li> </ul> <p><b>Special Physical Characteristics:</b></p> <ul style="list-style-type: none"> <li>• Ability to swim 50 yards and stay afloat for at least five minutes; maintain good physical condition; elevate 40 pounds; work outdoors in various weather conditions; work in and around water (including wading and snorkeling).</li> </ul> <p><b>Interpersonal Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication and problem-solving skills, get along well with others, and work both independently and in a team environment; have keenness of observation; and be reliable. Ability to interact with the public and maintain a high level of professional integrity.</li> </ul> <p><b>WORKING CONDITIONS:</b> Will work outdoors in all weather conditions, in and around cold and fast-moving water, and on uneven terrain. Will be required to travel to different work locations on the Sacramento River Watershed utilizing a state vehicle. Will regularly drive state vehicles, boats, and trailers. Will be required to work weekends and holidays. A uniform and appropriate safety gear will be required to be worn daily. Workspace will be provided in an office/warehouse as necessary and appropriate. This position will be based out of the Chico field office and may require frequent travel to Rancho Cordova Headquarters. NO STATE HOUSING IS AVAILABLE.</p>

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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**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.**

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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