



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Northern Field Division	Forestry Aide	549-683-1060-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Sierra District	Forestry Aide	R08
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Sierra District	Sugar Pine Point State Park	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		Forester II (Supervisory)
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the supervision of the Forester II (Supervisory), with direction and guidance from crew leaders of the Fire Management Crew (FMC), the Forestry Aide is a crewmember who regularly provides subprofessional assistance to FMC with duties of forest fuels reduction work. This position also aids in forestry tasks such as tree marking, flagging, timber cruising, prescribed fire management, exotic plant control, hydrologic and soil disturbance monitoring, vegetation monitoring, and wildlife monitoring. The reporting location for this position is the Maintenance Shop at Sugar Pine Point State Park, Tahoma CA. This position works full time, but only on a seasonal basis approximately April - November, depending on project need and funding. During field and prescribed fire seasons, the position may work weekends, nights and overtime hours. The crew will occasionally spike camp at work sites throughout the district, and potentially throughout the state. State Housing may be required.</p>		
<b>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.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>35%</b>	<b>FOREST MANAGEMENT:</b> Assists the FMC crew including but not limited to performing fuel reduction for forest management and wildfire prevention projects with hand and powered tools including but not limited to Pulaskis, McLeods, shovels, loppers, chainsaws, pole saws, weed whips, and mowers. Fuel reduction tasks may include cutting, pruning, limbing, felling, grubbing, piling, trenching, scraping, and digging. Assistance with pre- and post-fire fuel and vegetation monitoring. Participates in chainsaw training and safety meetings.	
<b>20%</b>	<b>PRESCRIBED FIRE PROJECT WORK:</b> Provides subprofessional support to wildland firefighters during prescribed understory burns and pile burns. Prepares vegetated areas for controlled fires by cutting trees and brush, carrying vegetative debris, raking litter and duff, and digging fire lines. Assists with executing burning and holding operations and participates in wildland fire suppression efforts. Aids in post-fire activities such as bone piling, mop-up, and the removal or rehabilitation of fire lines. Maintains current basic wildland fire training and possesses the physical ability to perform demanding work in smoky conditions.	

15%	<p><b>HAZARD TREE REMOVAL, CAMPGROUND OPENING, ROADS AND TRAILS MAINTENANCE:</b></p> <p>Performs tree work and vegetation maintenance in developed areas, roads, and trails. Assists with hazard tree removal, trimming, and mitigation tasks, which may include tree climbing and bucket work. Cleans developed areas of vegetative debris by cutting and carrying logs, operating a brush chipper, raking, and blowing. Clears roads and trails of fallen trees and prunes back encroaching vegetation. Performs maintenance and repair of road and trail drainage structures, including rolling dips, ditches, and culverts.</p>
15%	<p><b>NATURAL RESOURCES MAINTENANCE:</b></p> <p>Assists with labor tasks to support vegetation, watershed, wildlife, and other natural resources specialists. Tasks may include collecting native seeds, propagating plants, planting seedlings, eradicating invasive plants, applying herbicides, stream enhancement activities (such as channel protection, sediment retention, and fishery enhancement), erosion control (including energy dissipation structures), hand work following heavy equipment operations, rock wall maintenance, and wildlife habitat enhancement through vegetation manipulation.</p>
10%	<p><b>TOOL, EQUIPMENT AND VEHICLE MAINTENANCE, HOUSEKEEPING AND VEHICLE OPERATION:</b></p> <p>Performs routine inspections, maintenance, and minor repairs on hand tools, power tools, and personal protective equipment (PPE). Conducts regular cleaning and inspections of assigned vehicles and equipment, as well as maintaining cleanliness and organization in shop areas. Handles snow removal tasks, including shoveling snow, and operates a variety of vehicles.</p>
<b>MARGINAL FUNCTIONS:</b>	
%	<b>TASK/DUTIES</b>
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.
<b>TYPICAL WORKING CONDITIONS</b>	
This job includes the ability to perform a variety of manual labor work to restore and maintain natural resources and requires working outdoors in inclement weather conditions and smoky conditions related to prescribed fire.	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
<b>SPECIAL REQUIREMENTS:</b>	
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.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**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.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>