



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Northern	Forestry Aide	549-635-1060-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
North Coast Redwoods	Forestry Aide	R08
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Redwood Coast Sector	Del Norte Coast Redwoods State Park	Forester II
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		
<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, the Forestry Aide will perform subprofessional work in natural resources management including forest thinning, manual fuels reduction, prescribed burning and related habitat classification and restoration activities. The Forestry Aide works independently and will support the District Resource Management Program by assisting with the implementation of resource restoration projects; including but not limited to botanical surveys, forest restoration, prescribed fire, exotic plant control, watershed restoration and wildlife habitat restoration. The position will require the employee to perform strenuous labor (e.g. carrying up to 45 lbs) and to be able to navigate and hike two to five miles in coastal and forested environments. This may include working in very steep terrain, navigating through areas of thick brush, through standing and fallen timber, and under adverse weather conditions. The position may occasionally require overnight camping for multiple days. The reporting location for this position will be at Del Norte Coast Redwoods State Park, California; though duties will necessitate travel throughout the District.</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>DATA COLLECTION</b> Establish and measure vegetation plots to inventory species, monitor change and assess habitat condition. Identify and quantify native California vegetation as well as exotic vegetation. Classify streams and habitat condition. Conduct surveys utilizing handheld data collection device, gps, diameter tape, compass, clinometer, prism, and rangefinder.	
<b>35%</b>	<b>NATURAL RESOURCE MANAGEMENT</b> Assist with the implementation of resource restoration and/or resource maintenance projects including manual vegetation management, prescribed fire, and contract oversight. Vegetation management includes forest thinning, fuel reduction, Forest pathogen/pest control, and removal of target exotic plants using a variety of treatment methods. Individual will act as the State's representative to assure that contractors (California Conservation Corps, Cal Fire, and other types of work crews) adhere to the restoration prescriptions, best management practices, and conditions of environmental permits as stipulated by contract. The position will require the use of chainsaws, water pumps, fire hoses and various hand tools. Perform routine maintenance of tools, equipment and vehicles.	

<b>25%</b>	<b>ADMINISTRATION</b> Assist in the organization and entry of natural resource data utilizing Geographic Information Systems (GIS), Microsoft Office Excel, and Microsoft Office Access. Timely submittal of timesheet and Monthly Work Report at the end of each pay period. Complete monthly maintenance checks and vehicle use reports on mobile equipment.	
<b>%</b>		
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	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>		
<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.		
<p><b>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.</b></p>		
<b>SUPERVISOR STATEMENT:</b>		
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>
<b>EMPLOYEE STATEMENT:</b>		
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>