



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Forestry Aide	549-720-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Forestry Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Natural Resources	Marina State Beach	
STATE HOUSING	IMMEDIATE SUPERVISOR	
Housing not available	Senior Env. Scientist (Supervisory)	
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>The Forestry Aide (seasonal) works under the supervision of the Senior Environmental Scientist (Supervisory) with direction from the Monterey District Environmental Scientists. This position assists Monterey District Natural Resources management staff in implementing projects for the protection, restoration, and management of natural resources in support of the State Parks Wildfire and Forest Resilience Program. The typical work schedule is Monday through Thursday, but the hours and days may vary depending on program needs. Night-time work may occasionally be required. This position involves extensive field work, sometimes in adverse weather conditions, including walking over uneven and steep terrain, hiking off-trail, in thick brush, while carrying loads of up to 25 lbs. The reporting location is the Natural Resources building located at Marina State Beach in Marina, California but will be required to work at other locations throughout the district as directed and based on operational need.</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	
40%	WILDFIRE RESILIENCE Assist with implementation of grassland and forest management projects. Duties include herbicide application, tree felling and bucking, and prescribed fire operations. Perform forest health and fuels management work. Conduct invasive species control by managing exotic plant infestations using manual, mechanical, and chemical (herbicide) treatment methods.	
40%	NATURAL RESOURCES MANAGEMENT Install, repair, and maintain fencing. Install, repair, and maintain signage. Install erosion and sedimentation control following Best Management Practices. Maintain and service the program shop/yard. Identify, track, and report exotic plant treatment areas. Perform seed collection and revegetation. Use power tools such as chainsaws, brush cutters, and string trimmers for vegetation removal and related work.	
5%	NATURAL RESOURCES MONITORING Assist with plant and wildlife surveys. Assist with forest monitoring. Assist with data collection. Use GPS to assist with mapping projects as directed.	
5%	ADMINISTRATION	

	Maintain written records, photographs, and spatial data for Natural Resources projects and tasks. Document field work, including recording work locations and completing daily work forms. Perform monthly vehicle inspections and submit driving and vehicle maintenance logs.	
5%	SAFETY Perform all duties in a safe manner and in compliance with Departmental policies and the district's Injury and Illness Prevention Program (IIPP). Attend tailgate safety meetings. Safely operate tools and equipment including vans, trucks, mowers, and power tools. Wear appropriate PPE. Wear seat belt during vehicle use. Maintain safe and clean workspaces. Isolate and/or immediately correct problems that pose a hazard to employees or park visitors. Report injuries and accidents, even minor ones, to on-duty supervisor as soon as possible.	
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.	
TYPICAL WORKING CONDITIONS		
Work occurs outdoors in all weather conditions, including rain, heat, cold, and strong winds. Access to job sites, which are sometimes away from established trails, may require hiking through brush, on uneven and/or steep terrain.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. Ability to hike off trail, in steep terrain, through thick brush, while carrying loads up to 25 lbs.		
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