



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central Field	Senior Environmental Scientist (Specialist)	549-715-0765-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Santa Cruz District	Fire Manager (Sr. ES Specialist.)	R10
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Distirctwide	Henry Cowell Redwoods SP	
<b>STATE HOUSING</b>		<b>IMMEDIATE SUPERVISOR</b>
Housing not available		Senior Environmental Scientist (Supervisory)
<b>SENSITIVE POSITION DESIGNATION (Check if applicable)</b>		
<input 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 general direction of the Senior Environmental Scientist (Supervisory), the Senior Environmental Scientist (Specialist) assists with the development of the District's Wildfire and Forest Resiliency Program (WFRP). This position is responsible for planning and managing activities that reduce wildfire risk, improve forest and landscape resiliency and overall ecological health and biodiversity, while ensuring compliance with department and district objectives.</p>		
<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></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>35%</b>	<p><b>FORESTRY, PRESCRIBED FIRE, AND WILDFIRE PROGRAM MANAGEMENT</b></p> <p>Collaborates closely with district superintendent and program managers to align wildfire and forest resiliency goals with district priorities and to address issues regarding their implementation. May be assigned lead of the district-wide forestry and prescribed fire program focused on long-term wildfire risk reduction, ecological restoration, and forest health. Develops, plans and conducts prescribed fire operations. Prepare and develop strategic planning for fuel treatments, prescribed burns, and forest management in alignment with district goals and regulatory frameworks. May act as a mentor for staff and contractors conducting vegetation treatment plans, burn plan preparation, and treatment monitoring. Develops, reviews, and permits vegetation management, wildfire and prescribed burn plans. Assist with establishing operational protocols, staffing strategies, training plans, and safety standards to support wildfire response, prescribed fire and forest management at scale. Coordinates with internal units and external partners including CalFire, air districts, tribal governments, NGOs, and other landowners to secure permits, grants, funding, and interagency burn windows. Builds internal capacity through mentorship and training pathways for staff to develop wildfire, prescribed fire and other forest-management-related qualifications. Monitors WFRP performance, tracks treatment effectiveness, and adjusts priorities using adaptive management. Represents the District on interdisciplinary planning teams and at regional collaboratives related to wildfire resilience, prescribed fire and forest stewardship.</p>	
<b>25%</b>	<p><b>WFRP PROGRAM LEADERSHIP</b></p> <p>Plans, organizes, prioritizes, reviews, and coordinates activities related to department objectives and ensuring alignment with unit, sector, district, and department objectives. Responsible for</p>	

	<p>maintenance of District fire engines, fire equipment and tools. Coordinates with District maintenance staff on developing and implementing a Facility Ignition and Prevention Plan (FIPP). Assists with the development of comprehensive workforce plans, including recruitment, training, professional development, and succession planning for permanent and seasonal employees with specialized skills in fire management, forest health, and ecological restoration. May mentor staff and employees ensure clear expectations and accountability are achieved. Build consensus and ensure staff is operating efficiently. Schedules and leads staff meetings.</p>
<b>25%</b>	<p><b>TECHNICAL OVERSIGHT, ADMINISTRATION, AND INTERDISCIPLINARY COORDINATION</b>  Assists with Maximo reporting. Ensures contracts, interagency agreements, and other documents used to purchase goods and receive services are accurate and processed as required in close coordination with district administrative staff. Assist with overseeing contractors and technical experts conducting ongoing and deferred maintenance, internal and external project reviews, watershed restoration with consideration for rare and endangered species management. Ensures a thorough understanding of and compliance with environmental regulations, best practices in watershed management, species conservation and infrastructure maintenance. Maintains productive and positive relationships with external agencies, intra-departmental programs and the public through professional written and verbal communication.</p>
<b>10%</b>	<p><b>TRAINING, SAFETY AND COMPLIANCE</b>  Ensures responsibility for inspecting and reviewing district facilities and property for compliance with fire safety, environmental regulations and departmental standards related to natural resources. Assists SES (Supervisory) with performance of environmental review for the district. Ensures comprehensive training in safety practices, prescribed fire operations, wildfire response procedures, hazardous material exposure, and environmental compliance, conduct assessments to ensure vehicles, equipment, and resources are ready for prescribed fire and natural resource management. Reviews and updates records related to natural resource management and environmental planning, ensuring data is accurate and current. Promotes a culture of continuous improvement, emphasizing safety, professional development and regulatory compliance in all operations. Respond as a Resource Advisor (READ) on wildland fire incidents on State Parks' lands and lead or assist the district with multi-day prescribed fire operations.</p>
<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>	
Daily and frequent use of personal computers, phone, and a variety of office software applications at a workstation. Sit in a normal seated or standing position for extended periods. Work environment may have moderate exposure to dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Involves interactions with visitors. Occasionally-to-frequent work outside of office. Work in a range of climatic environments from hot, dry areas, coastal beaches, forests, and steep terrain. Must be capable of field work under all-weather conditions.	
<b>TELEWORK DESIGNATION:</b>	
This position is designated as Telework Eligible - Office Centered.	
<b>SPECIAL REQUIREMENTS:</b>	
Possession of a valid class C driver's license is required. required to work during normal business hours and occasionally on evenings or weekend days for fire related activities, training, special projects or events.	

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>