



DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central		Forestry Aide	549-250-1060-901
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Diablo Range		Forestry Aide	R08
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Hollister Hills Sector		Hollister Hills State Vehicular Recreation Area	
STATE HOUSING			IMMEDIATE SUPERVISOR
State Housing is not available			Park Maintenance Supervisor
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>Under the supervision of the Park Maintenance Supervisor, the Forestry Aide will be part of a crew that performs a variety of tasks relating to natural resource management; forestry and fire management; and road and trail management. Working conditions will be in moderate to extreme weather, and in remote and rugged terrain. Much of the work will require the proficient use of hand and power tools, including other kinds of mechanized equipment. This position may require the operation of dirt bikes, ATV's, ROV's, and 4x4's in off-road conditions. The reporting location is Hollister Hills SVRA, located at 7800 Cienega Rd, Hollister, CA 95023. This is a uniformed position that will work 40 hours per week, Monday through Thursday and is limited to 189 days in a 12-month period.</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		
30%	NATURAL RESOURCE MANAGEMENT Transports and plants native plant species and performs soil stabilization hand work by constructing erosion and sediment control features. Performs a variety of nursery related tasks such as watering and growing native plants from collected seeds and propagules. Constructs a variety of off-highway vehicle (OHV) exclusionary fencing types to protect wildlife habitats and sensitive areas. Performs manual, mechanical, and chemical control of non-native and invasive plants. May opt to mix and handle different herbicides. Assists with pig depredation efforts by mixing bait, attending to traps, and deploying game cameras. May opt to work late nights and safely utilize waders and giggering spears to depredate invasive bullfrogs.		
30%	FORESTRY AND FIRE MANAGEMENT Performs sawyer work and follows prescriptions to remove, modify and thin fuels. Constructs burn piles and preps fuel breaks and fire control lines. Potential for felling low-complexity trees and snags if training requirements are met. Assist with pre- and post-fire fuel and vegetation monitoring. As part of the District Prescribed Fire Program, personnel may opt to receive Basic Wildland Firefighter training. Fire-trained personnel will be assigned roles during prescribed fire operations.		
20%	ROAD AND TRAIL MANAGEMENT		

	Uses power tools to brush back vegetation from roads and trails. Conducts routine trail checks to identify and report hazards, fencing concerns, and signage issues. Addresses hazards by clearing down trees that are blocking trails and by repairing trail tread issues using hand tools. Constructs and repairs OHV exclusionary fencing in areas where off-trail riding is occurring. Maintains and installs signs.	
10%	EQUIPMENT OPERATION and MAINTENANCE Safely operates, routinely inspects, maintains, and cleans different classes of work trucks and OHVs, such as dirt bikes, ATVs, and ROVs. Will conduct routine equipment inspections and will perform necessary maintenance and repairs. Many work tasks will require the use of power tools and mechanized equipment- including, but not limited to chainsaws, pole saws, hedgers, pole hedgers, string trimmers, woodchippers, portable pumps, mowers, augers, and other equipment with small engines.	
5%	ADMINISTRATION Checks state email daily, fills out timesheet daily, logs vehicle usage, fills out fuel logs, performs monthly vehicle inspections, immediately reports damaged or inoperable equipment and vehicles to supervisor. Provides daily updates on the status of assigned work tasks. Participates in staff meetings, tailgate safety briefings, and department required trainings. Reports all identified damage, vandalism, and safety concerns.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Performs other job-related duties as necessary for operational continuity. Attends staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Will work outdoors in all types of weather including rain and heat. May be exposed to poison oak, ticks, and rattlesnakes. Will stand, walk, hike, and work on uneven and/or steep terrain for long periods of time. Will travel and work on trails shared by all types of OHVs.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Willingness to do manual labor outdoors in hot and inclement weather. 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.		
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