

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE North Central Region (NCR)/Gray Lodge Wildlife Area	POSITION NUMBER (Agency-Unit-Class-Serial) 565-284-0916-905
UNIT NAME AND LOCATION Wildlife Areas/Gridley, CA	CLASS TITLE Fish and Wildlife Technician
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the supervision of the Fish and Wildlife Habitat Supervisor II, the incumbent will be part of a short-term regionwide "Strike Team" under the North Central Region Invasive Weeds Strike Team Grant to locate, map, prioritize locations for control, and remove invasive species through mechanical, hand, and herbicide applications; to begin the reestablishment of native vegetation to the benefit of pollinators and other wildlife species. The duties of this position are directly tied to the North Central Region Invasive Weeds Strike Team Grant that is funded for 24 months; these duties will end when the pilot ends.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	<u>ESSENTIAL FUNCTIONS</u>
45%	Invasive Weed Removal. Between May 2026 and June 2027, the incumbent is expected to remove/eradicate invasive plant and weed species around buildings, structures, roads, trails, ditches, ponds and fields on Department lands using chemicals, hand tools and farming equipment. Follow the Departments Wildlands Integrated Pest Management practices including spraying of herbicides (under the direction and guidance of a certified herbicide applicator) while wearing proper personal protective equipment (PPE). Drive a state-issued vehicle to execute spraying of herbicides with vehicle mounted sprayer (truck, all-terrain vehicle or tractor), pull behind sprayer, and backpack sprayers, pull weeds and plants in sensitive areas.
20%	Administration and Other: Prepare records needed for compliance when using chemicals, attend job-related training sponsored by the Department and other public or professional entities. Assist in conducting wildlife surveys, including endangered species surveys. Incumbent at times will lead one or more seasonal/scientific aids on field projects.
15%	Construction and Maintenance: Assist with the day-to-day operations and maintenance of areas within the North Central Region Conservation Lands Program and assist with habitat improvements on a total of over 100,000 acres of Wildlife Areas, Ecological Reserves, and other (undesignated) areas. Incumbent will also manage excessive vegetation and maintain wildlife-friendly fences and gates. Perform in-shop and in-field construction and maintenance tasks relating to wildlife habitat development or improvement such as: building fences, gates, parking lots, culverts, nesting boxes, artificial watering devices, access roads, levees, boundary, and interpretive signs, (public use) facilities. Coordinate with adjacent landowners and coordinate with leadsperson to resolve various concerns. Use all-terrain vehicles and other appropriate equipment to perform duties in an efficient manner. Safely operate and provide routine preventative maintenance on tools, project equipment and vehicles used on assigned projects. Control invasive brush and plant growth by mechanical and chemical means.

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<p>10%</p>	<p>Restoration Projects: Between May 2026 and June 2027, the incumbent is expected to perform ground preparation, planting, irrigation, and post monitoring of revegetation efforts associated habitat restoration. Restoring native vegetation through seeding or replanting, protecting sensitive habitats/resources and other projects benefiting native plants and wildlife.</p>
<p>10%</p>	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Complete personnel reports, maintain files. Use Microsoft Office software to prepare simple summaries, memos, correspondence and other job-related documents and materials. Use database software to store, retrieve, and track data.</p> <p>Ability to occasionally lead crews and provide direction on projects; must be able to follow written and verbal instructions; ability to effectively communicate, organize and prioritize workload, ability to multi-task and adapt to changes; work in a team setting or environment; willingness to do heavy manual labor in all weather conditions; and provide updates to crew supervisor on project progress.</p> <p>Special Physical Characteristics: Good physical condition and ability to lift 40 pounds.</p> <p>Special Personal Characteristics:</p> <ul style="list-style-type: none"> • Aptitude for fish and wildlife conservation work, construction, repair, and maintenance work. • Ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. • Ability to organize, prioritize and follow verbal or written instructions and directions. • Ability to concentrate and stay focused to meet desired project deadlines. • Willingness to do heavy manual labor. • Tolerant of hunting and the hunting public. • Observant, tactful and reliable. <p>Interpersonal Skills:</p> <ul style="list-style-type: none"> • Ability to work independently and as a team with fellow employees in a cooperative manner. • Manage pressure effectively, maintain focus and intensity yet remain optimistic and persistent, even under adversity. • Consider and respond appropriately to the needs, feelings and capabilities of different people in different situations. • Be tactful and treat others with respect. • Be open to change and new information. • Adapt to behavior and work methods in response to new information, changing conditions or unexpected obstacles. <p>WORKING CONDITIONS:</p> <p>This position is field based and will be expected to work outdoors in adverse weather conditions, in extreme temperatures, walk or wade on uneven, muddy, or unstable terrain, be prepared to encounter mosquitoes, ticks, stinging/biting insects, rattlesnakes and other wildlife. Apply herbicides/pesticides while wearing full PPE over uneven terrain in multiple types of habitats including hills, fields, ponds and marshes, and safely operate hand and power tools for vegetation management and removal on department owned lands. Work hours may vary and may be required to work holidays, weekends and/or unusual hours. Will be required to travel to work sites up to 40% of the time which will include occasional overnight stay. Work activities will include repetitive lifting and other physically challenging duties. Incumbent must possess and maintain a valid California Driver's License. Will be required to operate and maintain vehicles, tractors, and equipment/tools needed to complete tasks in a natural environment. This position requires the incumbent to wear a CDFW uniform on certain occasions consistent with Department policy.</p> <p>This position will report to Gray Lodge Wildlife Area in Gridley, CA and work will be performed in Butte, Sutter, Yuba, and Glenn Counties. State housing is not available.</p>

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE