



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Desert Division	Park Aide (Seasonal)	549-951-0986-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Inland Empire District	Natural Resources Park Aide	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Chino Sector	Chino Hills State Park	
<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		Senior Environmental Scientist (Sup.)
<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>The Park Aide reports and works under the supervision of the Senior Environmental Scientist (SrES) for the Inland Empire District or other District Environmental Scientists (ESs). The reporting location for this position is Chino Hills State Park, 4721 Sapphire Rd., Chino Hills, CA 91709. This position is responsible for assisting the Senior Environmental Scientist, Environmental Scientists, and other staff in completing tasks associated with resource management projects and resource maintenance including exotic plant species control, prescribed fire, revegetation, maintains and operates equipment, and assists in the direction of work crews.</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>40% Resource Management and Maintenance</b>	Assists in completing tasks associated with natural resource management projects and the resource maintenance program. Program areas may include site surveys and excavation, exotic plant and animal control, prescribed and wildfire management, revegetation, landform restoration and trail maintenance. Specific tasks may include but are not limited to herbicide application, mechanical removal of plants, trapping and removing exotic animals, fire line preparation, preparing restoration sites, propagation and planting plants, using a GPS device to map location of project sites, exotic species, and rare species occurrences, and assisting with habitat monitoring. Assists SrES and ESs in making minor plumbing, electrical, and carpentry repairs to raptor perches, nest burrows, native plant nursery, and other facilities dedicated to the resource management function.	
<b>30% Equipment Management</b>	Assists in the operation and maintenance of small equipment, such as chain saws, weed whips, chippers, spray rigs and augurs. Operates 4-wheel drive vehicles and immediately reports mechanical problems to supervision.	
<b>25% Administration</b>	Prepares required monthly reports such as pesticide use, work logs, and time sheets. Assists in the tracking of needed project supplies, material, equipment, and preparation of appropriate purchase documents. Assists with electronic data entry and filing. Reads and studies job-related materials, publications, and manuals relevant to the required tasks. Attends annual pesticide safety training in District. Participates in staff and safety meetings.	
<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.
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**TYPICAL WORKING CONDITIONS**

Work involves moderate exposure to unusual elements such as extreme temperatures (over 100 degrees in summertime and near freezing in winter months), dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing, walking, bending, and stooping. Must occasionally push/pull/lift up to 50 pounds.

**TELEWORK DESIGNATION**

**This position is designated as: (Check one)**

Telework Eligible – Office Centered     Telework Eligible – Remote Centered     Not Telework Eligible

**SPECIAL REQUIREMENTS:**

Possesses and maintains a valid California driver’s license and maintains a good driving record. Must be able to pass a criminal background check. Must be able to pass a medical evaluation. Must be self-motivated and work well alone and with others.

**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>