



DUTY STATEMENT

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| DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
| Northern | Forestry Aide | 549-635-1060-901 |
| DISTRICT/HQ SECTION | WORKING TITLE | CBID |
| North Coast Redwoods | Backcountry Roads Technician | R08 |
| SECTOR/HQ UNIT | REPORTING LOCATION | INCUMBENT |
| Services Driven | Fort Humboldt SHP | |
| STATE HOUSING: (Check one) | | IMMEDIATE SUPERVISOR |
| <input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available | | Senior Park and Recreation Specialist |
| 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 lead of Engineering Geologist, and working independently, this position performs professional duties and assists management of backcountry road projects designed to maintain and rehabilitate watershed stability and ecosystem function. This position conducts assessments, develops prescriptions, and directs watershed and stream restoration, road removal, and road re-engineering and maintenance projects. Prepares reports and correspondence, and applies methods and principles related to resource management problems. This position may also provide leadership during project implementation to other agency or park staff, inmates, volunteers and/or contractor work crews. The normal working hours are 7:00 A.M. to 5:30 P.M., Monday through Thursday; however, emergencies, special projects, and project efficiency may require working on weekends and holidays. The position may occasionally require overnight camping for multiple days. The reporting location for this position will be at Fort Humboldt State Historic Park in Eureka; though duties will necessitate travel throughout the District.</p> <p>Operates 4-wheel drive trucks, ATV's, UTV's, and gasoline-powered tools including a chainsaw.</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 | |
| 50% | LANDFORM REHABILITATION Performs geological and hydrological investigations to develop plans and specifications for site-specific slope stability and reducing sedimentation problems. This position also designs erosion control treatments and landform restoration projects to remove logging roads, skid trails, landings, and other land use impact features and oversees implementation of heavy equipment operations to ensure quality control. Activities include performing pre-field investigations or preliminary site assessments, surveying with laser based, electronic, and/or GPS instrumentation, field mapping, detailing specific treatment prescriptions, conducting pre-treatment photo surveys, preparing project plans and maps for heavy equipment contracts, coordinating heavy equipment contracts and serving as the State's on-site representative during construction, coordinating in-house heavy equipment operations, conducting post-treatment photo surveys, preparing final project analysis and technical reports including recommendations for further treatment, monitoring, or mitigation. This position utilizes spreadsheets, word processing, publishing, and mapping software to generate and maintain geospatial data, reports, and graphics related to the projects. | |

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| 25% | <p>ROAD RECONSTRUCTION AND REPAIR</p> <p>This position assists the Engineering Geologist in evaluating roads and trails and the re-engineering or re-routing of native, gravel base, or paved roads. This includes evaluating construction problems related to landslides, drainage, seismicity, coastal and fluvial erosion, and flooding. This position assists in developing site-specific prescriptions and solutions to these problems, helps design and develop construction specifications and plans, and may serve as the State's representative for any construction contracts. Performs pre-and post-project photo documentation and will prepare final project analysis and technical reports, if required.</p> |
| 10% | <p>OTHER NATURAL RESOURCE MANAGEMENT</p> <p>Incumbent may participate in a wide variety of other resource maintenance and management projects throughout the District including hazard tree reduction, control burn preparation and support, fish habitat restoration, exotic plant control, and vegetation or water quality monitoring.</p> |
| 10% | <p>ADMINISTRATION</p> <p>Assists with project planning and tracking daily activities. Completes time sheets in a timely manner and other administrative documents as required. Implement worker safety program such as conducting task hazard analysis (THA) and/or resource hazard analysis (RHA) at start of all projects and prior to starting different projects or work tasks. Responsible for submitting monthly vehicle inspections and mileage logs. Performs routine maintenance and housekeeping of office/workspace. Maintains computer equipment, field gear, and equipment storage facilities in a clean and orderly fashion. Performs routine maintenance and repairs on hand and gasoline-powered tools and equipment.</p> |
| 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 | |
| Working conditions include both office and outdoor environments. Most work includes the ability to perform a variety of manual labor work to restore and maintain state park resources and facilities, and requires working outdoors in inclement weather conditions, smoky conditions related to prescribed or wildfire, hiking over uneven and steep terrain, and carrying heavy loads. The position will also spend some time in an indoor office at a desk workstation. | |
| TELEWORK DESIGNATION | |
| This position is designated as: (Check one) | |
| <input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible | |
| SPECIAL REQUIREMENTS: | |
| 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 |
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