



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Forestry Aide	549-696-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields District	Forestry Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Natural Resources	Gold Fields District	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Senior Environmental Scientist (Sup)
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>The Forestry Aide (FA) works under the direction of the Senior Environmental Scientist Supervisor, with direction and guidance from crew leaders of the Gold Field District Wildfire and Forest Resilience Natural Resources staff. The Forestry Aide is a sub-professional position involved in forestry and prescribed fire work on state parks. The FA position will primarily perform manual labor to restore, protect, and enhance CA State Park's natural resources, often in remote locations away from roads and facilities.</p> <p>This position performs routine forest and vegetation management throughout the district including invasive species treatment using chemical, manual, or mechanical methods, tree and forest management activities including prescribed burning, the use of a chainsaw to fell and remove woody debris and other related tasks. The position may also provide assistance in additional forestry tasks such as hydrologic and soil disturbance monitoring, vegetation monitoring, and wildlife monitoring. This job includes the ability to perform a variety of manual labor work to restore and maintain natural resources and requires working outdoors in inclement weather conditions and smoky conditions related to prescribed fire. The reporting location is the Gold Fields District Office located in Folsom, CA.</p> <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.</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	
35%	FOREST MANAGEMENT PROJECT WORK The Forestry Aide implements forest thinning and fuel hazard reduction hand crew projects. Operates and maintains a chainsaw, fells trees, cuts and carries vegetative debris, stacks burn piles and operates a brush chipper. Communicates with crew members and works well as part of a team. Presents a positive attitude and sets the tone for a friendly and supportive work environment. Participate in chainsaw training and safety meetings.	
20%	NATURAL RESOURCES MAINTENANCE Performs labor tasks to assist vegetation, watershed, wildlife and other natural resources specialists. Tasks may include: collecting native seed, propagating plants, planting seedlings, eradicating exotic plants; stream enhancement including channel protection, sediment retention, and fishery enhancement structures; erosion control including energy dissipation structures, hand	

	work following heavy equipment and rock wall maintenance; wildlife habitat enhancement including vegetation manipulation.	
15%	PRESCRIBED FIRE PROJECT WORK Performs duties of a wildland firefighter on prescribed understory burns and pile burns. Prepares vegetated areas for managed fire including cutting trees and brush, carrying vegetative debris, raking litter and duff and digging firelines. Implements burning and holding operations. Engages in wildland fire suppression actions. Performs post-fire actions including bone piling, mop up, and removal/rehabilitation of firelines. Stays current with basic wildland fire training, and physical ability to perform arduous work in smoky conditions.	
10%	HAZARD TREE REMOVAL, ROADS AND TRAILS MAINTENANCE Performs tree work and vegetation maintenance in developed areas and along roads and trails. Performs hazard tree removal, trimming and mitigation work, which may include tree climbing and bucket work. Cleans developed areas of vegetative debris including cutting and carrying logs, operating a brush chipper, raking and blowing. Clears roads and trails of fallen trees, and prunes back encroaching vegetation. Performs maintenance/repair of road and trail drainage structures including rolling dips, ditches and culverts.	
10%	TOOL, EQUIPMENT AND VEHICLE MAINTENANCE, HOUSEKEEPING AND VEHICLE OPERATION Performs routine inspections, maintenance and minor repairs to hand tools, power tools, and personal protective equipment (PPE). Performs regular cleaning and inspections on assigned vehicles and equipment, and cleaning/housekeeping of shop areas. Operates a variety of vehicles, possess a valid Class C driver license and maintains a safe driving record.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	ADMINISTRATION Operate a computer and use programs such as Microsoft Excel, Word, and Outlook	
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 a combination of office work and outdoor work. Work outdoors in variable weather conditions including rain, heat, and cold. Work includes hiking up and down steep hills with field equipment. Work in hazardous situations (e.g., around fire, chemicals, poison oak, etc). During the district's prescribed burn season, the position may work variable hours including weekends and nights.		
TELEWORK DESIGNATION:		
This position is designated as 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