



DUTY STATEMENT

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 Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Service Driven	Fort Humboldt State Historic Park	
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 supervision of the Senior Park and Recreation Specialist and with technical guidance from the Engineering Geologist, performs subprofessional duties and provides support in implementing backcountry road projects designed to maintain and rehabilitate watershed stability and ecosystem function. Conducts field observations to support implementation of watershed and stream restoration, road removal, road re-engineering, and road maintenance projects developed by professional staff. Prepares basic reports and correspondence, and applies methods and principles related to resource management problems. This position may also provide direction to other agency or park staff, 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. 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	
40%	DATA COLLECTION, MAPPING & DOCUMENTATION This position assists in landform restoration projects to remove logging roads, skid trails, and landings and road reconstruction and repair projects. Assists the Engineering Geologist by supporting field evaluations of roads and trails including collecting data and documenting conditions related to stream crossings, landslides, drainage, erosion, and flooding. Activities include performing preliminary site assessments and field mapping, collecting data with laser based, electronic, and/or GPS instrumentation, conducting pretreatment photo surveys, and conducting post-treatment photo surveys and monitoring. This position utilizes spreadsheets, word processing, publishing, and mapping software to generate and maintain geospatial data, reports, and graphics related to the projects.	
35%	FIELD SUPPORT AND PROJECT IMPLEMENTATION Supports road project implementation activities by gathering and organizing project materials, assisting with installing temporary stream water diversion systems, observing heavy equipment operations, helping implement approved treatment prescriptions, and documenting project progress under close supervision.	

10%	OTHER NATURAL RESOURCE MANAGEMENT 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.	
10%	ADMINISTRATION Assists with project monitoring and tracking daily activities. Completes time sheets in a timely manner and other administrative documents as required. 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.	
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