



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Forestry Aide	549-662-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Forestry Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Contra-Solano Sector	Mt. Diablo State 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		Park Maintenance Supervisor
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>The Forestry Aide works under the direction of the Park Maintenance Supervisor at the Contra Costa/Solano Sector Office, with guidance from Environmental Scientist staff within the Diablo Range District. At times, this position may report to a designated project lead. The reporting location is the Contra Costa/Solano Sector Office, located at 96 Mitchell Canyon Rd., Clayton, CA 94517. This position primarily supports the Wildfire and Forest Resilience Program by performing tasks such as manual fuel reduction and prescribed burning. Additional natural resource management tasks may include exotic plant control, revegetation, biological resource monitoring, and implementation of erosion control measures. The position works outdoors under adverse conditions, hikes over uneven and steep terrain, and carries heavy equipment. Typical work hours are 7:00 AM to 5:30 PM, Monday through Thursday. The position may work overtime, weekends, holidays, irregular shifts, and work and/or camp in remote locations based on program or project needs.</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%	<p>Wildfire and Forest Resilience Program</p> <p>Support the Wildfire and Forest Resilience Program under the direction of the Park Maintenance Supervisor and designated project lead, with guidance from Environmental Scientist staff. Tasks include, but are not limited to:</p> <ul style="list-style-type: none"> Performing fuel reduction for forest management and wildfire prevention projects using hand and powered tools including, but not limited to, Pulaskis, McLeods, shovels, loppers, chainsaws, pole saws, weed trimmers, and mowers. Fuel reduction tasks may include cutting, pruning, limbing, felling, grubbing, piling, trenching, scraping, and digging. Assisting with coordinating and supporting work crews, including park staff, volunteers, youth corps, and contractors, to complete fuel reduction tasks. Assisting with pre- and post-fire fuel and vegetation monitoring. As part of the District Prescribed Fire Program, personnel may receive Basic Wildland Firefighter training. Fire-trained personnel may be assigned roles during prescribed fire operations. 	

	Participating in prescribed burns, including constructing fire lines, creating fuel breaks, building burn piles, conducting post-burn rehabilitation, and operating an air curtain burner.
35%	<p>Natural Resource Stewardship</p> <p>Assist in restoration projects related to the natural resource management program at park units throughout the district. Tasks may include:</p> <ul style="list-style-type: none"> Assisting with coordinating and supporting work crews, including park staff, volunteers, youth corps, and contractors, for projects such as invasive species management, habitat restoration and enhancement, and wildlife management. Performing manual removal of non-native species in and around restoration sites within ecologically important areas. Assisting with revegetation, native plant installation, seed collection, erosion control, and other habitat restoration activities. Conducting biological monitoring and compliance checks to survey wildlife, plants, nesting birds, and special-status species. Identifying and avoiding sensitive natural and cultural resources during field operations
10%	<p>Field Monitoring and Data Collection</p> <ul style="list-style-type: none"> Collecting field data and photographs to support project monitoring and natural resource inventories. Using Global Positioning System (GPS) units and Geographic Information System (GIS) applications, including ArcGIS Online, Field Maps, and Survey123, to collect spatial data. Conducting management unit inspections to assess the condition of park resources, including wildlife, vegetation, and habitat features, and to identify areas requiring restoration or enhancement. Assisting with natural resource monitoring and inventory activities as assigned.
10%	<p>Equipment, Vehicle, and Office Maintenance</p> <ul style="list-style-type: none"> Organize and prepare equipment and supplies for field work, ensuring readiness and accessibility. Assist with maintaining tool and equipment inventory checklists. Perform routine maintenance, cleaning, and minor repairs on program equipment, including hand, battery-powered, and gasoline-powered tools. Operate State of California vehicles and equipment, including trucks, trailers, and UTVs, while maintaining a valid California Class C driver license and safe driving record. Complete daily vehicle inspections and maintain vehicle operation logs as assigned. Keep vehicles, equipment storage areas, and workspaces organized, clean, and safe.
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	
Work outdoors in various types of weather and environmental conditions, including hot, cold, and rainy weather. Work in potentially hazardous situations involving smoke, fire, poison oak, ticks, and uneven terrain. Work in steep, hilly, and rugged terrain. Operate hand tools, power tools, vehicles, trailers, and utility terrain vehicles (UTVs). Hike and walk long distances while carrying tools and equipment. Work in office settings as needed to complete training, data entry, and administrative tasks.	

TELEWORK DESIGNATION
This position is designated as: (Check one)

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

SPECIAL REQUIREMENTS:

Possession of a valid California Class C Driver 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