



DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central		Forestry Aide	549-715-1060-901
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Santa Cruz District		Forestry Aide – Wildfire and Forest Resilience	R08
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Santa Cruz District		Big Basin Redwoods 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			Sr. Environmental Scientist (Sup.)
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>Forestry aides work under the supervision of the Wildfire and Forest Resilience Crew Lead and Environmental Scientist(s) for the Wildfire and Forest Resilience (WFR) program in the Santa Cruz District. This position is best suited for a person interested in natural resource management, forestry, and prescribed fire. The WFR crew primarily performs manual labor in restoring, protecting, and enhancing CA State Park's forested habitats, often in remote locations away from roads and facilities. The majority of WFR crew work involves vegetation management, including selective thinning, fuel-reduction, prescribed fire, and invasive plant removal by manual, mechanical, or chemical methods. As a WFR crew member, employees will be trained as needed to perform chainsaw work, including felling, limbing and bucking trees. WFR crew members will also receive fire training as needed and will participate in prescribed fire operations including pile and broadcast burns. Scheduled work hours are variable, with a typical schedule consisting of 4, 10-hour days with 3 days off. Crew members may also be required to work 8, 10-hour days with 6 days off when deemed necessary for certain projects. Employees may be expected to camp on-site during these 8-day work weeks. Additionally, during prescribed burns employees will be expected to work overnight patrols.</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%	Wildfire and Forest Resilience- The position will assist in performing general forest management operations including but not limited to selective thinning, burn plot prep, forest health and fuel reduction project implementation, and routine maintenance of vegetation along fire roads and existing fuel breaks. The position will be required to perform a variety of manual labor and may be required to work outdoors in inclement weather, hike over uneven and steep terrain, and carry heavy loads.		
30%	Prescribed Fire Operations - The position will assist in prescribed fire operations including but not limited to burn piles, broadcast burn, patrol/mop up and may lead to heat and smoke exposure.		
15%	Tool and Equipment Maintenance and Vehicle Operation – The position performs routine maintenance and repairs to hand, and power tools such as sharpening, cleaning and checking fuel and oil levels. Employees must possess a valid Class C California license and maintain a		

	safe driving record. Employees will be expected to operate a variety of vehicles including fire engines and 4x4s.	
10%	Administration - Employees will be expected to keep accurate daily logs of activities performed and assist in program data entry and assist with project tracking. They will complete time sheet and other administrative documents as required in a timely manner, participate in applicable trainings and internal meetings, and complete other related tasks and duties as assigned.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Interpretation of Information - Interpret to the public the natural and cultural history of the area and the land management philosophy of California State Parks. Provide recreational information as requested.	
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		
Incumbent will be expected to work outside in inclement weather conditions, hike up to 10 miles in steep terrain with packs up to 40 lbs. and have a willingness to work in locations with poison oak, ticks, and other environmental hazards. An ability to safely operate 4x4 vehicles on backcountry fire road and familiarity with flora and fauna of the California central coast or willingness to learn is also expected.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telemwork Eligible – Office Centered <input type="checkbox"/> Telemwork Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telemwork Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
<p>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.</p>		
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