

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE TBD
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DFW DIVISION/BRANCH/REGION/OFFICE Lands/Central/Los Banos Wildlife Area (WA)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-484-0916-017
UNIT NAME AND LOCATION Los Banos Complex-Los Banos, CA	CLASS TITLE Fish and Wildlife Technician Fulltime Limited Term
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-484-0916-017

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the supervision of a Senior Environmental Scientist Supervisor located at the 25,000-acre Los Banos/North Grasslands Wildlife Area Complex (Complex) in Los Banos, the Fish and Wildlife Technician will perform the following duties under a federally funded Pittman-Robertson (PR) grant: Assist with the maintenance of wildlife habitat, facilities and infrastructure as well as public use opportunities and programs. Act as lead person for seasonal employees in performing maintenance activities and public use programs. Operate and maintain vehicles and various tractors and farming implements. Will also be required to write reports and maintain accurate records on Wildlife Area Habitat Committee plan (WAHC), water quality monitoring, and hunt results.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
35%	ESSENTIAL FUNCTIONS: Habitat Management - Perform and act as lead on manual labor tasks necessary to maintain ditches and water control structures, maintain water in wetlands, irrigate wetlands and upland food crops for wildlife through ditches, siphons and sprinkler pipe systems. Monitor water use and water quality on various units of the Complex.
30%	Public Use - Assist in maintaining public use opportunities and programs on the Complex, including posting and maintaining signs, providing public tours, removing refuse from the area and maintaining roads. Assist and act as lead person for seasonal employees in operation of hunter check stations during waterfowl, pheasant and dove seasons. Operate the Los Banos WA hunter check station during waterfowl season. Requires working unusual hours, weekends and holidays.
20%	Equipment Operation – Operate and maintain various tractors along with various implements to develop and maintain wetland wildlife habitats including planting of wildlife food and cover crops. Operate backhoe/loader to maintain ditches and replace water control structures. Make minor repairs to tractors, implements and vehicles. Operate and maintain vehicles necessary to carry out management/maintenance activities. Operate spray equipment to control invasive weeds.
10%	Facilities Maintenance – Perform and lead other employees in building trade tasks (carpentry, plumbing, painting etc.) necessary to maintain buildings and facilities on the Complex. Maintain and construct various fences, gates and enclosures as necessary to control trespass, demark area boundaries and manage grazing programs on the Complex.

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5%	<p>NON-ESSENTIAL FUNCTIONS: Keep and maintain records of work activities, public use, equipment maintenance and other activities as required. Purchase materials needed to perform maintenance on facilities, equipment and vehicles. Attend various training classes, workshops, and professional seminars.</p> <p>Special Personal Characteristics: Ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; ability to organize, prioritize and follow verbal or written instructions and directions; and the ability to concentrate and stay focused to meet deadlines. Willingness to work unusual hours and on Saturdays, Sundays, and holidays. Willingness to do heavy manual labor, work in adverse weather conditions, and wear a prescribed uniform. Tolerant of hunting and the hunting public.</p> <p>Interpersonal Skills: Ability to work together with fellow employees in a cooperative manner; deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity; consider and respond appropriately to needs, feelings and capabilities of different people in different situations; Tactful and treat others with respect; open to change and new information; and adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles.</p> <p>WORKING CONDITIONS: Work outside in extreme temperatures, walk or wade on uneven and muddy terrain, deal with mosquitoes, ticks and other stinging/biting insects, rattlesnakes and other wildlife. Involves sitting some of the time but may involve walking or standing for extended periods at a counter area when receiving the public at hunter check stations. Work activities may include wading, hiking in hilly terrain, repetitive lifting and other physically challenging duties. Some overnight travel may be required (<10%). Possess a valid driver's license of the appropriate class issued by the Department of Motor Vehicles. A Pesticide Qualified Applicators Certificate is required for this position. This certificate must be obtained within the probationary period of employment and must be maintained during the course of employment. No State Housing is available.</p> <p>This position may require working weekends, holidays, non-traditional hours and outdoors during adverse weather.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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