



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Forestry Technician (Permanent Intermittent)	549-635-1085-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods	Forestry Technician	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Districtwide Services	Fort Humboldt State Historic Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required		Forester II
☒ Housing is not available		
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the close supervision of the Forester II, incumbents learn to perform routine technical resource management assignments of average difficulty. Incumbents will perform basic forest health and fire control assignments. Incumbents entering State service at this level will receive in a timely manner the Department's "Basic Fire Fighter" program as is required for Fire Fighter II. One of the requirements for permanent status in this class is successful completion of the training course. Incumbents may receive additional training, as required, to perform their assigned functions, in such areas as introduction to surveying, map reading, cruising, dendrology, and basic program areas. Tasks will depend on Natural Resources Division projects and programs as identified by the Forester II. The position may occasionally require overnight camping for multiple days and working weekends. The reporting location for this position will be at Fort Humboldt State Historic Park, California, though duties will necessitate travel throughout the district. The reporting location is 3431 Fort Ave, Eureka, CA, 95503.		
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%	Forestry and Fire Management Assist in all aspects of forestry management tasks: planning, crew coordination, forest restoration, tree felling, prescribed fire, wildfire suppression and reporting. Lead Park work crew(s) and/or act as the State's representative to assure that contractors (California Conservation Corps, Cal Fire, and other types of work crews) adhere to the restoration prescriptions, best management practices, and conditions of environmental permits as stipulated by contract or management plan. Maintain and operate forestry and fire equipment including water tender, fire engine, chainsaws, and fire cache for non-emergencies. Maintenance involves testing the equipment, sharpening chainsaws and reporting to supervisor any non-operational equipment. Performs forest practice including forest thinning, forest inventory, Wildland Urban Interface maintenance, invasive weed control, permit compliance, administrative tasks, sensitive species monitoring, and forest plan writing, woodland management, nursery operations, and district pre-fire planning, inspection, lifting heavy loads. Incumbents will respond as needed to assist in wildfires as State Park Resource Advisors to collaborate with incident managers and fire response personnel to avoid, reduce, and/or repair damages to sensitive resources during wildfire response.	

40%	Resource Management and Monitoring Establish and measure vegetation plots to inventory and monitor species and assess habitat condition, including monitoring change over time. Identify and quantify native California vegetation as well as exotic vegetation. Conduct surveys utilizing handheld data collection devices, GPS, diameter tape, compass, clinometer, prism, and rangefinder. Use of chain saws, pole saws, weed whips, mowers, and other equipment Identification of plants and animals and knowledge of applicable regulations (USFWS, CDFW, ACOE, RQWCB, AQMD, etc.). Assists in the organization and entry of natural resource data utilizing Geographic Information Systems (GIS), Microsoft Excel and Access.	
15%	Administration Timely compliance with agency procedures: timesheets, vehicle inspections, mileage logs, work reports, purchasing, etc. Maintains equipment in clean and working condition. Attends core staff meetings and participates in regular safety meetings.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity.	
TYPICAL WORKING CONDITIONS		
Physical work outdoors in various weather conditions. During prescribed fire operations employee will be exposed to smoke and heat. As safety allows, work continues in all types of weather. Will have exposure to poison oak and wildlife and exposure to sun, wind, and other weather conditions. Work involves the use of hand and powered tools.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Willingness to obtain a class “B” Driver’s License with tank and air brake endorsement at employer’s expense for driving fire apparatus. Employees must attend (at employers’ expense) and pass Basic Firefighter training within 12 months of hire and must pass, within 1 month, the fire community’s standardized Arduous Pack Test (Requirements: 3-mile walk with 45 lb. pack in 45 minutes. No jogging or running). This position will be subject to the Federal Drug and Alcohol Testing Program. Will require travel throughout the district. May be required to work long hours and weekends/holidays.		
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
Lathrop Leonard		
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