



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert	Forestry Aide	549-951-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire District	Forestry Aide (Seasonal)	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Chino Sector	Chino Hills 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		Senior Environmental Scientist (Supervisory)
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 reporting location for this position is Chino Hills State Park located at 4721 Sapphire Rd., Chino Hills, CA 91709. The Forestry Aide reports and works under the supervision of the Senior Environmental Scientist (SrES) for the Inland Empire District or other District Environmental Scientists (ESs). Responsibilities include completing tasks associated with resource management projects and resource maintenance, including exotic plant species control, the use of GPS to record information on project sites and rare and exotic species locations, prescribed fire preparation, revegetation, maintains and operates equipment, and assists in the direction of work crews. The Forestry Aide will frequently be expected to work independently on tasks once given necessary direction to complete a given task and will be assigned as lead to one or more Park Aides. The Forestry Aide will perform the duties dressed in full State Park uniform and follow the required grooming standards of the department. The uniform will be purchased by the Forestry Aide and will be in good condition at the start of the workday.</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% Resource Management and Maintenance	Assists in completing tasks associated with natural resource management projects and the resource maintenance program. Program areas may include site surveys and planning, exotic plant and animal control, prescribed fire preparation and post-wildfire management, revegetation, landform restoration and habitat maintenance. Specific tasks may include but are not limited to herbicide application, mechanical removal of plants, trapping and removing exotic animals, fire line preparation, monitoring restoration sites, propagation and planting native plants, using a GPS device to map the location of project sites, exotic species, and rare species occurrences, assisting with habitat restoration, and reporting project progress to Sr Es and/or ESs either verbally or through written communication.	
35% Equipment Management	Assists and oversees tool maintenance of McCleod's, shovels, rakes, loppers, hand saws, other hand tools, and backpack sprayers. Assists in the occasional operation and maintenance of small equipment, such as chain saws, weed whips, and chippers. Operates 4-wheel drive vehicles and immediately reports mechanical problems to supervision.	

20% Administration	Prepares required monthly reports such as pesticide use, work logs, and time sheets. Assists in the tracking of needed project supplies, material, and equipment, as well as equipment inventory. Assists with electronic data entry, filing, and writing using MS products (Excel, Word, etc.) and Google Sheets. Assists ESs with monthly GIS data QA/QC and yearly management report. Reads and studies provided job-related materials, publications, and manuals relevant to the required tasks. Attends annual pesticide safety training in District. Conducts and participates in safety meetings.	
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 involves moderate exposure to unusual elements such as extreme temperatures (over 100 degrees in summertime and near freezing in winter months), dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing, walking, bending, and stooping. Must occasionally push/pull/lift up to 50 pounds.		
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:		
Must be self-motivated and work well alone and with others. Must possess and maintain a valid California driver's license and maintain a good driving record. Must be able to pass a criminal background check.		
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