

DUTY STATEMENT

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

☐ **CURRENT****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
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DFW DIVISION/BRANCH/REGION/OFFICE Northern Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-143-0790-905
UNIT NAME AND LOCATION Mount Shasta Hatchery 3 North Old Stage Rd, Mount Shasta, Siskiyou County	CLASS TITLE Fish and Wildlife Seasonal Aid
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Fish Hatchery Manager I, the incumbent is responsible for activities designed to meet the management objectives of the Inland Fisheries Program at Mt. Shasta Hatchery.	

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.)
40%	<u>ESSENTIAL FUNCTIONS:</u> Perform daily fish hatchery duties that include but are not limited to feeding fish, cleaning screens scrubbing ponds and troughs, picking up dead fish and eggs, and keeping simple records of fish loss. Assist permanent staff with a variety of fisheries related activities including, but not limited to care and spawning and care of broodstock and assist with the care of eggs and fish at various stages of development in hatchery incubators, troughs, tanks, ponds and raceways. Pond cleaning is performed daily as needed and requires the use of waterproof waders (provided). Required to stand for long periods of time in cold water and work in extreme weather conditions.
30%	Provide general care and maintenance to facility grounds and vehicles consisting of, but not limited to mowing lawns, raking leaves, weed removal, trimming shrubs, trees and bushes, and shoveling snow and/or dirt, dispose of hatchery garbage (residences and facility). Vehicle and equipment maintenance and service, cleaning buildings and offices, minor hatchery and residence construction.
10%	Provide general care and maintenance to facility and buildings, including but not limited to minor structural and general building maintenance and repairs, general cleanup of buildings and grounds.
10%	Operation of fish/pond crowders, fish pumps, all-terrain vehicle (ATV), forklift, tractors, lawn mowers, weed eaters, snowplow, snow blower, and fish planting trucks. Complete annual and required trainings.
5%	Keep records of fish and egg inventory and losses, size counts; chemical treatments, vehicle and equipment service records and use logs; supply inventory; attendance reporting and other reports as required.
	<u>NON-ESSENTIAL FUNCTIONS:</u>
5%	Assist in selecting, sorting, and spawning various kinds of trout broodstock. Assist in fish planting; carry buckets of fish for distribution at various locations along local mountain streams, rivers, lakes, and reservoirs. Pick and pack trout eggs to be distributed throughout the California State Hatchery

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	System. Assist in training of new Seasonal Aid employees. Assist management and lead persons with inmate crews as they assist in projects on the facility. Special Physical Characteristics: Physical strength and agility; ability to lift 40 pounds; ability to swim 50 yards and stay afloat at least five (5) minutes. Working Conditions: Must wear a prescribed uniform when engaging with the public, conducting fieldwork, in the office and on-site visits. Incumbent will be required to stand for long periods of time in cold water, unheated buildings, and work in extreme weather conditions. Use of a state-owned vehicle for travel is required between remote facilities and field sites where public transportation is not readily available. Weekend duties will be required on a rotational basis. Days off may be other than Saturday and Sundays. State owned housing is not available and is not required as a condition of employment. Must possess and maintain a valid driver license. Operates Forklift and ATVs after department-provided certification training and acquiring certification.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME		SUPERVISOR'S SIGNATURE
		DATE
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