



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Forestry Aide	549-910-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast	Forestry Aide	R8
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Ventura	San Buenaventura State Beach	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Senior Environmental Scientist (Supervisor)
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 supervision of the Senior Environmental Scientist and the daily direction of a designee, the Forestry Aide assists in all aspects of forestry and natural resource management tasks: fire prevention, trash removal, invasive species removal, herbicide application, tree felling and trimming, bucking, creation of burn piles or appropriate disposal of vegetation, crew coordination, planning, reporting and mapping; conducts tasks independently as well as part of a team, may also act in a lead role overseeing other crews performing these tasks. Works in a collaborative environment with interdisciplinary programs keeping within the confines of agency policy.		
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%	FORESTRY MANAGEMENT Tasks including, but not limited to: wildfire fuel reduction and preparedness, forestry crew management, and tree felling/trimming. Providing clear instruction, oversight and reporting work production. Fieldwork requires lifting heavy loads, exposure to poison oak, trash debris, and wildlife, exposure to smoke and fire during burning operations, and exposure to sun, wind, and other weather conditions. Work is physical in nature.	
35%	RESOURCE MANAGEMENT Tasks including, but not limited to: weed eradication using mechanical and chemical methods, revegetation, seed collection, greenhouse operations, erosion control, endangered species management, trash and debris removal, and park unit inspections. Work involves the use of hand and powered tools. Identification of plants and animals and knowledge of applicable laws and regulations will be taught on the job.	
15%	EQUIPMENT OPERATION & MAINTENANCE Inspect, operate and maintain equipment used in the performance of maintenance activities. Operate power tools, light trucks, utility vehicles, and various maintenance vehicles and equipment including, but not limited to: power tools, chain saws, pole saws, weed whips, mowers, portable pumps, post drivers and post hole diggers, pesticide application equipment, and generators in the performance of assigned duties. Maintain tools, equipment and work areas in a safe, clean and operable condition. Maintain all State-owned or operated equipment in	

	accordance with manufacturer's recommendations. Perform minor vehicle repairs, daily and monthly inspections, schedule repairs, and maintain records during the periods of use.	
10%	ADMINISTRATION Timely compliance with agency procedures: timesheets, vehicle inspections, mileage logs, work reports, data entry, purchasing, etc. Assists with any necessary paperwork or <u>requirements in the office for record keeping.</u>	
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		
As safety allows, work outdoors in various weather conditions, unpleasant conditions, and hazardous situations (e.g., inclement weather, around garbage or other debris, illegal encampments, raw sewage and chemicals). During burning operations employee will be exposed to smoke and heat. Work at elevated heights or near fast moving machinery or traffic. Employee may be required to work long hours and weekends/holidays. Work in office environment. Ability to walk across uneven terrain in both uphill and downhill conditions to perform the duties associated with the job. Stand for long periods of time to perform the duties associated with the job. Ability to perform manual labor (e.g. occasionally lifting, loading, carrying loads up to 50lbs). Read, write and speak in a clear and concise manner. Develop practical solutions to problems and make sound decisions given available information and situational parameters. Perform basic mathematical computations associated with assigned duties. Skill to utilize measurements (e.g., tsp., tbsp., quart, feet, yard, meter) to measure and/or mix and apply various chemical solutions. An education or background in forestry, resource or environmental management, Pesticide application, GIS experience, and chain saw experience are all desirable attributes.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. This is a uniformed position that requires designated DPR uniforms.		
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