



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Forestry Aide	549-642-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma-Mendocino Coast	Forestry Aide	R 08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Mendocino Sector	Russian Gulch State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Senior Environmental Scientist (Supervisory)
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 direction of the Senior Environmental Scientist (Supervisory) and the day-to-day guidance of an Environmental Scientist or designated lead worker, the Forestry Aide provides field support for forestry, fuels, and natural resource projects within the district. Duties focus on assisting with field operations such as vegetation removal, basic fuels reduction tasks, resource maintenance, monitoring support, equipment operation, and implementation of established work plans. Work is performed in accordance with departmental policies, safety standards, and instructions provided by lead staff. The Forestry Aide performs field assignments as part of a crew and supports natural resource and forest health projects through manual labor, tool operation, and data collection under close direction.		
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%	FOREST HEALTH/FUELS WORK (ASSISTIVE FIELD TASKS) Assist with on the ground tasks for forest health, fuels reduction, and prescribed fire preparation as directed. Perform manual vegetation removal, cutting, bucking, piling, and related physical labor following instructions from lead staff. Construct and maintain burn piles and assist with pile burning activities under supervision. Operate and maintain hand tools and powered equipment such as chainsaws, pole saws, weed whips, and mowers after receiving training and direction. Work safely in steep terrain, variable weather, and smoky conditions. Complete required fire qualifications, including Basic Firefighter training and the Moderate Pack Test.	
30%	NATURAL RESOURCE MANAGEMENT SUPPORT (NON-TECHNICAL/ASSISTIVE TASKS) Support habitat and resource management work such as erosion control, invasive plant removal, and simple field observations. Assist with basic identification of common native and nonnative plant species under guidance. Apply herbicides following direct supervision, training, and departmental protocols.	

	Collect basic field data (e.g., counts, measurements, photo points) to support monitoring performed by scientific staff. Perform other non-technical, classification appropriate tasks that support natural resource, forestry, or fire management programs.
15%	RESOURCE MAINTENANCE ACTIVITIES Assist with maintenance of fences, signs, restoration sites, and erosion control structures. Conduct invasive vegetation removal, site preparation, and planting support as directed. Participate in prescribed fire operations performing assigned field support tasks under supervision.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	SAFETY Follow all safety instructions and State Parks safety policies, including the District IIPP. Attend safety briefings and use required PPE consistently. Operate vehicles and tools safely after receiving training. Report unsafe conditions or injuries immediately.
5%	ADMINISTRATION Record daily project activities, basic field notes, and simple logs as instructed. Assist with routine equipment maintenance tracking, inventory checks, and preparation of supply lists. Maintain simple records related to tools and assigned equipment.
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	
Physical work outdoors in various weather conditions. During prescribed fire operations, the employee will be exposed to smoke and heat and may be required to work long hours and weekends/holidays. As safety allows, work continues in all types of weather. The incumbent must demonstrate punctual attendance and wear approved uniform apparel.	
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. Must attend (at employer's expense) and pass Basic Firefighter training within 12 months of hire and must pass, within 1 month, the fire community's standardized Moderate Pack Test (Requirements: 2-mile walk with 25 lb. pack in 30 minutes. No jogging or running).	

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