



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Forestry Aide	549-720-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Forestry Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Monterey District	Marina State Beach	
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 supervision of the Senior Environmental Scientist (Supervisory), this position performs manual labor to protect, enhance, restore, and maintain natural resources in the Monterey District, which involves extensive field work. Work is often in remote locations away from roads and facilities and includes walking over uneven and steep terrain, hiking off-trail, and traversing thick brush while carrying loads up to 25 lbs. The reporting location for this position is Marina State Beach but will be required to work at other locations throughout the district as assigned and based on operational need. A typical work schedule consists of four, 10-hour days, Monday through Thursday but is dependent on operational needs and may vary. Night-time and weekend work may occasionally be required.		
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%	VEGETATION MANAGEMENT Controls introduced invasive species by manual, mechanical, and chemical methods, including identifying target species for control as well as species to be avoided. Directs vegetation management work performed by outside labor crews, including volunteers, contractors, California Conservation Corps crews, and California Department of Corrections and Rehabilitation hand crews. Performs forest and fuels management tasks including live and dead tree and shrub removal, mowing, and hauling material. Propagates and plants native species for restoration, including cleaning, mending, and preparing the greenhouse, collecting and sowing seed, tending to seedlings, and installing plants in the ground. Waters restoration sites.	
40%	NATURAL RESOURCES MAINTENANCE Installs, maintains, and repairs fencing and signs. Cleans, maintains, and repairs native plant nursery. Cleans and maintains tools and equipment, including hand tools, power tools, and backpack sprayers. Performs routine maintenance of office, shop, and yard space, including cleaning.	
10%	ADMINISTRATION Accurately documents work activities and completes daily work forms. Maintains written records, photos, and spatial data. Assists with project tracking and record keeping. Performs monthly vehicle inspections. Enters data.	
5%	SURVEYS AND MONITORING Assists with biological monitoring. Assists with vegetation and wildlife surveys. Assists with data collection for vegetation and wildlife surveys. Assists with GIS data collection and field mapping.	

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 is outdoors, in variable weather conditions, including heat, cold, wind, and rain. Work is often in remote locations, away from roads and trails. Work involves hiking off-trail, walking over uneven and steep terrain. Frequent periods of hiking, bending, and carrying loads up to 25 lbs. May have exposure to dirt, dust, fumes, unpleasant odors, loud noises, and inclement weather.		
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.		
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