

DUTY STATEMENT

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

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
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Mendota Wildlife Area	CLASS TITLE Tractor Operator-Laborer
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-484-6390-009
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Senior Environmental Scientist Supervisor, the Tractor Operator-Laborer will perform the following duties under a federally funded Pittman-Robertson (PR) grant: assist with the maintenance of wildlife habitat, facilities and infrastructure as well as public use opportunities and programs. Act as lead person for seasonal employees and permanent staff performing maintenance activities and in public use programs. Operate and maintain vehicles and various tractors and farming implements. The incumbent will also be required to write reports and maintain accurate records on herbicide use, equipment operation and maintenance, and hunt results. Assist area manager with some administrative duties including safety reports, monthly reports, and employee training.	

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.)
35%	<u>ESSENTIAL FUNCTIONS:</u> Equipment Operation and Maintenance: Operate, maintain, and conduct minor repairs to wheeled tractors, bulldozers, front loader/backhoes, motor graders and other equipment and light-duty vehicles. Operate listed equipment in connection with farming attachments such as discs, mowers, seeders and scrapers in order to create, maintain, and enhance wetland and upland habitat as well as the associated levees, water control structures and access roads. Operate, maintain, and repair spray rigs and apply federally restricted use herbicides or state restricted materials (Qualified Applicators Certificate required) to control invasive plants. Performs a variety of manual labor. Operate trucks requiring a Commercial Class A driver's license including truck tractor with low bed trailer to haul equipment between wildlife areas, fuel and equipment service trucks.
30%	Habitat Management and Infrastructure Maintenance: Perform and act as lead on manual labor tasks necessary to maintain ditches and water control structures, maintain water in wetlands, irrigate wetlands and upland food crops for wildlife through ditches, siphons and sprinkler pipe systems. Monitor water use and water quality on various units of the Complex. Act as lead for seasonal employees performing habitat management activities. Assist with input and writing of annual

DUTY STATEMENT

DFW 242A (REV. 09/28/21) Page 2

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.)
15% 15% 5%	habitat work plans. Equipment Maintenance: Clean and grease equipment and attachments daily. Conduct periodic maintenance such as oil changes and emergency repairs. Maintain vehicle logs and equipment service records. Public Use: Operate the hunter check station at Mendota Wildlife area and Kern National Wildlife Refuge during open hunting seasons; Removal of refuse from fishing and tour loops; effectively communicate with the public; record harvest data. Requires working unusual hours and on Saturdays, Sundays and holidays. <u>NON-ESSENTIAL FUNCTIONS:</u> Site Security: Post boundary signs, fencing installation and maintenance. Public Use Programs: Provide assistance to maintain public use opportunities and programs on the wildlife area, including posting and maintenance of signs, providing public tours, and removing refuse from the area. Assist in operation of a hunter checking station during waterfowl season. <u>SPECIAL CHARACTERISTICS:</u> Special Personal Characteristics: Ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice, ability to organize, prioritize and follow verbal or written instructions and directions, and the ability to concentrate and stay focused to meet deadlines. Tolerant of hunting and the hunting public. Interpersonal Skills: Ability to work together with fellow employees in a cooperative manner; deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity; consider and respond appropriately to needs, feelings and capabilities of different people in different situations; must be tactful and treat others with respect; open to change and new information; and adapts to behavior and work methods in response to new information, changing conditions or unexpected obstacles. Skill to: Skills to weld and fabricate equipment parts. WORKING CONDITIONS: Work outside during extreme temperatures. Work unusual hours, including Saturdays, Sundays and holidays. Possession of a Commercial Class A (CDL) license. A Qualified Applicators Certificate (QAC) is required for this position. This certificate must be obtained within the probationary period of employment and must be maintained during the course of employment. Operate equipment, lift 50 pounds, and swim 100 feet.

DUTY STATEMENT

DFW 242A (REV. 09/28/21) Page 3

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.)	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Pritesh Patel	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