

DUTY STATEMENT

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

☐ **PROPOSED**☒ **CURRENT****E-R2 F 25-020****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 North Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-241-1928-001
UNIT NAME AND LOCATION Wildlife Management, Rancho Cordova	CLASS TITLE Senior Fish and Wildlife Habitat Supervisor
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the general direction of the Environmental Program Manager, incumbent supervises a regional fish and wildlife habitat improvement program consisting of two fish and wildlife habitat improvement shops and Department owned unstaffed lands in the Region. Incumbent exercises creativity and applied construction expertise to develop novel solutions to improve habitat conditions and wildlife management tools. This involves working closely with fisheries, wildlife management, and conserved lands staff and supervisors to collaborate on projects and manage grants and budgets.

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.)
30%	<u>ESSENTIAL FUNCTIONS:</u> Supervise and direct fish and wildlife habitat improvement programs at the Yolo Fish and Wildlife Habitat Improvement Shop and Upper Butte Basin Fish and Wildlife Improvement Shop, including recruitment, retention, training and development, and ensuring the safe operation of these Department-owned facilities. Oversee the planning and implementation of fabrication projects such as fish traps and screens, wildlife traps and transport crates, signs and gates, and similar projects, applying knowledge and skills in welding, construction management and general/metal fabrication. Travel to project locations to assess constructability, timeline, and materials and labor required and to evaluate project success. Oversee habitat improvement and land management projects on Department conserved lands in the North Central Region, including supervising seasonal and intermittent staff in the conserved lands program. Collaborate with the Conserved Lands Supervisor to integrate the planning and operations functions of the team. Manage and maintain vehicles and equipment used on these lands programs (e.g. chainsaws, skid steer, mowers, trailers, small motors etc.). Work directly with department Environmental Scientists and Senior Environmental Scientist Supervisors on the planning of fish and wildlife habitat improvement projects including planning, permitting, design, acquisition and budgeting. Lands projects may include maintenance, demolition and/or construction of lands facilities and infrastructure, fencing and planting, and removal of excess fuels, invasive species, and garbage. Travel to project locations and North Central Region headquarters to assess constructability, timeline, and materials and labor required and to evaluate project success, while identifying risks and threats to these lands. Supervise administration of contracts, federal grants, and State funds to accomplish fish and wildlife habitat restoration and improvement. Manage annual grant development, budget tracking, procurement, and grant match requirements. Collaborate with internal partners to plan grant activities to align with statewide and regional priorities and budget constraints and supervise the implementation of grant objectives.
30%	
20%	

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DFW 242A (REV. 07/18/22) Page 2

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10%	Represent the department in negotiations with state, county, and local agencies, water districts, landowners, and the public regarding projects relating to fish and wildlife habitat restoration, protection and improvement.	
10%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of the Regional Fish and Wildlife Habitat Improvement Program's goals and objectives. Special Personal Characteristics: Creativity and commitment to high quality workmanship; Willingness to travel throughout the State; and willingness to work unusual hours and on Saturdays, Sundays, and holidays. Interpersonal Skills: Lead by example, professional, maintain effective working relationships with staff, managers, members of the public, stakeholders and key agency personnel. Exercise a high degree of initiative and independent judgment in working on the most sensitive salmonid issues. WORKING CONDITIONS: Incumbent must have the ability to operate heavy equipment, Class A vehicles, various boats, All-Terrain Vehicles, work outdoors in rugged terrain, hot and freezing conditions. Attend meetings and hearings, work with staff statewide to complete work assignments. Occasional travel may be required, including overnight travel and regular travel to regional headquarters up to 25% of the time. The use of personal protective equipment is required (e.g. eye protection, gloves, hearing protection, etc.) to perform all aspects of the essential job functions previously described in a safe manner. The incumbent is required to wear respiratory protection equipment while painting with oil-based paints or during other activities producing noxious/hazardous fumes. As such, Cal/Occupational Safety Health Administration (OSHA) requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. Additionally, incumbent is required to participate annually in the California Department of Fish and Wildlife Respirator Protection Program. The incumbent is required to wear a uniform for part of their duties.	
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