

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 South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-561-0835-905
UNIT NAME AND LOCATION Ballona Wetlands Ecological Reserve, Los Angeles	CLASS TITLE Fish & Wildlife Scientific Aid
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the South Coast Region's (SCR) Southern Lands Program Senior Environmental Scientist Supervisor and under the primary lead of a SCR Environmental Scientist, the incumbent will assist in biological surveys, reduction of fuel loads, restoration, biological monitoring, assess and maintain lands (e.g. fence maintenance and installation) including addressing fire damage. Tasks will include repair and replace barbed wire wildlife-friendly fencing, installing gates, removing shrubs, trees and vegetation with chainsaws, weedwhackers and other tools. Duties may occur under a wide variety of conditions including inclement weather throughout the region. Use of a telephone daily to contact the lead person when returning from the field as a safety check in/out process. Employee will summarize accomplishments and take photos to document work performed. Position is predominantly field based.	

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.)
40%	<u>ESSENTIAL FUNCTIONS:</u> <u>Fuel Removal and Restoration</u> Remove trees, shrubs, and other vegetation with the aid of chainsaws, weedwhackers and other tools, create fuel breaks along sheds, roads and other infrastructure. Build and replace (burned) barbed wire fences with wildlife friendly fencing, install gates. Conduct other fencing and general wildlife area maintenance activities. Help restore areas previously burned. Daily driving and maintenance of vehicles such as full-sized trucks, tractors, Polaris and ATVs will be required. To accomplish these tasks, a current driver's license is required for this position. Tractors and Other vehicle such as Polaris and ATVs will require CDFW safety training to operate.
30%	<u>Biological Survey and monitoring</u> Assist with species surveys, monitoring, data analysis and reporting. Assist with species and habitat management activities, including preparation and maintenance of nest sites, wildlife drinkers, removal of non-native plants and animals, and other wildlife management needs on California Department of Fish & Wildlife (CDFW) lands. Work with word and excel computer programs for the purpose of data entry, creating and maintaining species lists and contact lists, and other office duties as needed.
10%	<u>Building Maintenance</u> Help maintain and harden buildings to reduce wildfire damage, including basic roofing repairs on single story units, general non-lead painting, limited window replacement and other maintenance and repair tasks.
10%	<u>Noxious and Decadent Weeds Management</u> Under close supervision address noxious weed infestations with mechanical tools such as weedwhackers, and apply herbicides, primarily with the aid of backpack sprayers.

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5%	<u>Training</u> Participate in field-based training on various protocols, logistics, maintenance and upkeep of equipment, and safety. Assist Reserve manager with training and scheduling volunteers. Provide support for public gatherings and Department sponsored conferences. Assist with special hunts or events. Assist Land Manager in protecting Department lands and ensuring public safety by posting signs, maintaining fencing, light removal of refuse, light maintenance of trails and roads. Assist in the light maintenance of facilities. Collect and remove trash and debris, and transport to appropriate recycling or disposal facilities. Maintain equipment in safe and good working order.		
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Prepare and submit monthly timesheet and activity report. Notify supervisor in advance of all leave and compensatory time off requests except in emergencies or prior agreement. At the Department's expense with pre-approval, and on an as needed basis, acquire training related to duties at the Reserve. <u>Special Personal Characteristics:</u> Must be able to lift 40 pounds and to be able to work independently in the field. Willingness to travel to conduct field surveys, occasionally overnight up to 8%, and work long days and nights with irregular hours. Health consistent with performing strenuous fieldwork (i.e., hiking, wading, swimming). Must be able to swim and tread water for a minimum of 5 minutes. <u>Interpersonal Skills:</u> Interest in and aptitude for the work; experience in outdoor recreation and use of related outdoor equipment. Ability to get along well with others. <u>WORKING CONDITIONS:</u> Office will be located at the Ballona Wetlands Ecological Reserve 13654 Fiji Way, Marina Del Rey, CA 90292. Work involves irregular hours, including possible nights and weekends up to 8%, or holidays and to travel up to 8% to various CDFW owned reserve lands in San Diego County to perform field work, including working outdoors in inclement weather on uneven ground and possibly on boats. A valid driver's license is required for driving approximately 20% of their work time to and from field locations in remote or rural areas where alternative transportation is not feasible. Willingness to do heavy manual labor, and to wear a prescribed uniform.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
PRINT SUPERVISOR'S NAME Jason Price		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 Vacant		EMPLOYEE'S SIGNATURE	DATE