

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
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DFW DIVISION/BRANCH/REGION/OFFICE NCR/WLM	POSITION NUMBER (Agency-Unit-Class-Serial) 565-284-0916-002
UNIT NAME AND LOCATION Gray Lodge Wildlife Area, Gridley, CA	CLASS TITLE Fish and Wildlife Technician
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the supervision of the Senior Environmental Scientist (Supervisory) (Area Manager), the incumbent in this position will assist in the day-to-day operations and maintenance of the Gray Lodge Wildlife Area. Perform the semi-skilled and routine work involved in maintaining both aquatic and terrestrial habitats in the area. Construct and perform routine maintenance and repair of buildings, facilities, vehicles, and equipment; fence and post boundaries of wildlife areas; maintain area facilities and equipment. Funding for this position comes from Pittman Robertson federal funding. Residency in state owned housing is available and required.

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> Perform the semi-skilled and routine work involved in maintaining both aquatic and terrestrial habitats in the area. Tasks include planting, irrigating, or cultivating wildlife cover or forage plants; participate in the preparation and completion of prescribed burns for habitat improvement; installing, cleaning, and maintaining water control structures, ditches, and pumps; spraying of herbicides for control of invasive weeds, picking up garbage; operates automobiles, trucks, tractors, pumps, sprayers, and other types of mechanical equipment; operate a variety of hand tools as needed. Will work closely with other permanent and temporary employees on invasive weed control activities, farming, vegetation reduction activities and habitat operations.
30%	Construct and perform routine maintenance and repair of buildings, facilities, vehicles, and equipment; fence and post boundaries of wildlife areas; maintain area facilities and equipment, including, buildings, shops, check stations, water control structures, irrigation devices, access roads, levees, and public use facilities. Operate equipment such as wheel tractors, backhoes, excavators, dump trucks, four-wheel drive vehicles, all-terrain vehicles used to accomplish tasks associated with the day-to-day operations of the Area and consistent with Department policies, goals and objectives, the Area's Management Plan, various grants, agreements, and work plans.
20%	Work in the hunter check station, issue entry permits, manage and direct recreational users on the wildlife area; keep records; maintain grounds/ facilities associated with recreational users. Maintain accurate records of harvest results and hunters, as necessary; maintain records of field management activities as they relate to the overall management of the area and the Area's work plans.
10%	<u>NON-ESSENTIAL FUNCTIONS:</u> Administrative duties will include completing time sheets, mileage logs, travel expense claims and any other administrative paperwork associated with the day-to-day operations of the Area. Other administrative duties, as needed/required, to complete tasks associated with the maintenance and

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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.)	
	upkeep of facilities and equipment in the Area. Participate in training and other professional development activities that are required to obtain/maintain professional licenses, certificates and further the Department, Area and Individual goals and objectives. Special Personal Characteristics: Physical strength and agility; ability to swim 50 yards and stay afloat at least five minutes and ability to lift 40 pounds. Good driving record; knowledge of fishing, hunting, or studying fish, wildlife, invertebrates, or plants; experience in camping, boating, and maintaining or repairing equipment. Interpersonal Skills: Possess excellent interpersonal and communication skills and be able to work well in a team environment and be able to communicate effectively with colleagues, customers, clients, vendors, and outside agencies. WORKING CONDITIONS: Wildlife area setting, work on uneven terrain and in adverse weather conditions. Varied work hours and may work weekends and holidays atypical hours. The incumbent must possess and maintain a current valid driver's license for the operation of a motor vehicle. Possession or ability to obtain a Qualified Applicators Certification. Possession or ability to obtain a Class A commercial driver's license. This position requires wearing a uniform consistent with Department policy. Residency in state owned housing is available and required. The work location will be 3207 Rutherford Road, Gridley, CA 95948.	
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