

DUTY STATEMENT

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

☐ **CURRENT****NCR 26-005****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 Fisheries/North Central Region/FRH	POSITION NUMBER (Agency-Unit-Class-Serial) 565-243-0916-905
UNIT NAME AND LOCATION Feather River Hatchery Oroville, CA	CLASS TITLE Fish and Wildlife Technician
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the supervision of the Fish Hatchery Manager I, the incumbent conducts all aspects of fish culture, which includes trapping, spawning, rearing, feeding, treating Chinook Salmon and Steelhead Trout. The incumbent will also perform grounds, building, and equipment maintenance and repair, fish pumps, feed carts, fish crowders, Class C trucks, utility vehicles, and small engines. Must be able to perform basic math and collect data. The position requires limited travel to project and facility locations throughout the Region. The position involves using a variety of specialized and common tools, meters, pumps, and vehicles to perform the duties. May require operation of forklift with training and certification (required by state law) provided by department.

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.)
25%	<u>ESSENTIAL FUNCTIONS:</u> Egg and Fry Culture: Disinfect and inventory eggs into incubators and hatch jars, monitor development and condition of eggs, treat for fungus, and remove dead eggs, inventory fertile eggs, monitor hatched fry and remove eggshells, place fry into start tanks or raceway ponds, feed fry, clean tanks monitor health or fry and treat, if necessary, inventory fry, prepare records of inventory, feeding and treatments.
25%	Culture of fish in rearing ponds: Prepare ponds with screens and dam boards, inventory fish into ponds, clean ponds or channel with scrapers or brushes, determine fish size and inventory fish, grade fish for size, move fish from pond to pond to maintain proper pond loading, and for tagging, monitor water quality. Monitor fish health, treat diseases, and prepare records of inventory, feeding, water quality treatments and loading for transport. Help load trucks for transportation of fish using mechanical or hand crowders. Clean ponds Screens with brushes and remove and record dead fish. Read fish feeding schedules and prepare feed, drive fish feeding vehicles, feed fish as directed, monitor fish behavior. Requires lifting 40-pound bags of feed and loading fish feeding equipment with up to 3,500 pounds of feed daily.
25%	Maintenance of Facility, Equipment and Vehicles: Maintain and perform minor repairs to facilities, equipment and vehicles which may include painting, carpentry, plumbing, electrical and masonry work using various hand and power tools. Ground maintenance may include mowing or trimming of grass and shrubs. Maintain vehicles, perform services, and keep accurate mileage records.
20%	Spawning Salmon and Steelhead: Operate fish trapping and handling equipment. Anesthetizing, handling, and sorting thousands of salmon and steelhead weighing up to 40 pounds, euthanizing adult salmon and collecting eggs and sperm. Take eggs from steelhead by air injection or hand

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.)		
5%	stripping. Fertilize eggs with sperm, inventory eggs, and disinfect eggs. Involves handling salmon carcasses for disposal. <u>NON-ESSENTIAL FUNCTIONS:</u> Training and Safety: Attend structured training and safety sessions, maintain safe work practices, and monitor safe equipment and materials use. Outreach: Will have almost daily contact with members of the public, Answer questions and describe activities. Will record daily hatchery visitor use. May participate in Classroom Aquaria Program, fairs, and local events. Special Personal Characteristics: Aptitude for fish and wildlife conservation work, construction, repair, and maintenance work; willingness to live and work throughout the State; willingness to do heavy manual labor; keenness of observation; tact; and reliability. Interpersonal Skills: Incumbent must possess good communication skills, get along well with others, and work both independently and in a team environment. Ability to interact with the public and maintain a high level of professional integrity. WORKING CONDITIONS: Incumbent will be working outside in all weather conditions (hot, cold, and wet) performing tasks, standing for long periods on asphalt, concrete, and uneven ground. Will be working in and around cold and/or fast-moving water. This position requires possession of a valid Class C Driver's License. Will regularly drive state vehicles and must maintain a clean driving record. Must be able to work irregular hours, nights, weekends, holidays, special events. Occasional travel (5%) is required within the state of California and may include an overnight stay. Wearing a prescribed CDFW uniform and safety gear is required. No state housing is available.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
PRINT SUPERVISOR'S NAME	<table border="1"> <tr> <td data-bbox="901 1209 1375 1310">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1375 1209 1520 1310">DATE</td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE
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	<table border="1"> <tr> <td data-bbox="901 1436 1375 1528">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1375 1436 1520 1528">DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
EMPLOYEE'S SIGNATURE	DATE		