



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Forestry Aide	549-657-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma-Mendocino Coast District	Forestry Aide	R 08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Russian River Sector	Duncans Mills Sector Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required		Senior Environmental Scientist (Supervisory)
☒ Housing is not available		
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under close supervision from the Senior Environmental Scientist (Supervisory) and working cooperatively with the District Environmental Scientists (DES), the Forestry Aide (Seasonal) assists natural resource management staff in the district in implementing projects for the protection, restoration, and management of natural resources in support of the State Parks Wildfire and Forest Resilience Program. The position works closely with field staff and contracted labor crews conducting technical resource management. The Forestry Aide participates in prescribed fire as part of the district's burn team.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	FOREST HEALTH Aid in all aspects of forestry management tasks: planning, crew coordination, herbicide use, tree felling, prescribed fire, and reporting. Conducts forest health and fire fuels management within the district. Conducts non-native, invasive species control. Control exotic plant infestations using manual, mechanical, and chemical (herbicide) methods. Identifies and reports, for tracking purposes, exotic plant treatment areas. Performs seed collection and revegetation. Uses power tools such as chainsaws for tree removal and related work.	
30%	NATURAL RESOURCE MANAGEMENT Work with a crew of field staff in conducting natural resource projects. Demonstrate punctual attendance, wear approved uniform apparel, and knowledge of regular tools, equipment, vehicle and facility maintenance and use. Aid the DES in completing various funded natural resource projects. Uses tools, GPS units, digital cameras, and other equipment as applied to natural resource management. Identification of plants and animals and knowledge of applicable regulations (USFWS, air quality, herbicide regulations, etc.).	
15%	NATURAL RESOURCE MAINTENANCE Repair and maintain fencing and signs. Water restoration areas. Removes weeds from restoration sites. Participates in prescribed fire and on the district's burn team.	
5%	SAFETY	

	All duties shall be performed in a safe manner in compliance with Departmental policies and the Districts Injury and Illness Prevention Program (IIPP). Attends tailgate safety meetings as needed. Safely operates a variety of equipment such as pick-up trucks, mowers, and gasoline powered tools. Wears appropriate safety equipment. Wears seat belt during vehicle use. Maintains safe and clean work space. Isolates and/or immediately corrects any problem posing a hazard to park visitors or employees. Reports all injuries, even minor ones, to on-duty supervisor as soon as possible. Attends training.	
5%	ADMINISTRATION Document natural resource projects by recording work, taking photographs, collecting spatial data; use daily work forms and other assessments. Prepare reports. Submit monthly vehicle driving and maintenance logs. Assist in preparing purchasing lists for vehicles, fire cache and hand tools as needed. Track and maintain inventory of supplies, equipment and tools as needed for field work and facility tasks. Compile and file routine maintenance and inspection records of all small engine tools.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Physical work outdoors in various weather conditions. During prescribed fire operations, the employee will be exposed to smoke and heat and may be required to work long hours and weekends/holidays. As safety allows, work continues in all types of weather.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Employee must attend (at employer's expense) and pass Basic Firefighter training within 12 months of hire and must pass, within 1 month, the fire community's standardized Moderate Pack Test (Requirements: 2-mile walk with 25lb pack in 30 minutes. No jogging or running). Must possess a valid California Class C driver's license.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE