

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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Interagency Ecological Program (IEP) Operations – Field Support Unit – Stockton, CA	CLASS TITLE Mate, Fish and Game Vessel
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-323-6986-009
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general supervision of a Senior Environmental Scientist (Supervisory), this position conducts and facilitates fish and other biological research from boats operating in the waterways of the San Francisco Bay-Delta Estuary.	

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> Operation of Research Vessels, Skiffs, and Vehicles: Responsible for (1) all aspects of the operation of department research vessels and skiffs, including navigation, steering, operation of sampling gear and equipment, and directing the on-board activities of one or more staff acting as deckhands, (2) vessel safety and safety of the personnel onboard, (3) launching, loading, and land transportation of boats, and (4) operations of cars, trucks, and vans on public roads. Drive a state vehicle with the ability to haul program equipment to and from marinas, including trailering boats which requires the maintenance of a class C or non-commercial class A driver's license.
30%	Assist in the Maintenance, Repair, and Upgrading of Research Vessels and Skiffs: Perform aspects of upkeep on department research vessels and associated equipment, including (1) cleaning boats, (2) minor equipment and boat repair, (3) minor engine maintenance, (4) minor alterations to boat, (5) accurate record-keeping of boat use, (6) facilitating repair and maintenance by vendors, and (7) maintenance and repair of boat trailers.
10%	Preparation for and Coordination of Field Work: In coordination with scientific staff, prepare vessels and gear for field sampling, including (1) ensuring proper nets, hardware, and backups are onboard and in good repair, and (2) making any changes necessary to deck gear and cables to properly use the net gear.
10%	Repair and Construction of Sampling Gear: Properly repair and store all sampling equipment used including midwater trawls, otter trawls, trammel nets, gill nets, fine mesh larval nets; and associated cables, sleds, doors, flow meters, and secchi disks.
5%	Miscellaneous Duties as Required: (1) Act as a deckhand when needed to complete a crew for field sampling, including (a) setting trawls and seines to collect biological samples and (b) collection of water samples. (2) Train, coach, and provide feedback to crew members (e.g. Fish and Wildlife Scientific Aids and Environmental Scientists) about safe, effective, and efficient work on and around boats. (3) Complete data sheets during field work, complete logs and various minor written reports, infrequently lead field work, and assemble fishing nets from scratch.

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5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Attend relevant training and continuing education necessary to maintain and improve job skills. Complete Attendance Reports and other administrative tasks (e.g., vehicle Mileage Logs). Continually practice and promote respectful communication as well as organizational and professional vitality in part by (1) pursuing and completing pertinent formal educational opportunities (e.g. training and seminars), (2) participating in pertinent workshops, workgroups, and staff meetings, and (3) participating in activities to support IEP Operations Program 'infrastructure' (e.g., shop, Delta Base, and training material). <u>WORKING CONDITIONS:</u> In completing field duties and other work business, being a passenger in or driver of cars, trucks, and vans on public roads is expected. Must possess a valid Class C or non-commercial Class A driver's license. Must be able to operate a motor vehicle and equipment and be prepared to travel using a State vehicle. Involves up to 15 days a month working aboard research vessels, which (1) requires starting work early, (2) often requires working in excess of 8 hours per day, (3) requires standing, sitting, kneeling, reaching, lifting up to 50 pounds, physical agility and strength, the ability to swim at least 50 yards and stay afloat for at least five minutes, and immunity from seasickness. (4) Field conditions may involve a variety of inclement weather conditions including rough seas, high temperatures, cold and fog, and occasional exposure to wildfire smoke. Field days will involve early starts, and late returns and may involve long commutes to the field location and occasional overnight travel (up to 5%). Research vessels often work in remote locations and crews may be asked to spend 8 hours or more outdoors. (5) Frequently requires handling fish. Wearing a Department of Fish and Wildlife uniform is required as a condition of employment while conducting field work and public work duties. Special Requirements: Reliability and willingness to work unusual hours and on Saturday, Sunday, and holiday. Comfortable working around the water. Physical agility and strength, ability to elevate 50 pounds, swim at least 50 yards, and stay afloat for at least five minutes.		
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="906 1308 1377 1402">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1377 1308 1526 1402">DATE</td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE
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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="906 1528 1377 1621">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1377 1528 1526 1621">DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
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