

DUTY STATEMENT

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

E-R2 WA 25-006 to 009**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 North Central Region (NCR)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-284-0790-905
UNIT NAME AND LOCATION Wildlife Management (Lands)/Gray Lodge Wildlife Area Gridley, CA 95948	CLASS TITLE Fish and Wildlife Seasonal Aid
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Fish and Wildlife Habitat Supervisor II, the incumbent will facilitate the day-to-day operations and maintenance of areas within the North Central Region Conservation Lands Program and assist with habitat improvements on over 100,000 acres of Wildlife Areas, Ecological Reserves, and other (undesignated) areas. The Incumbent will help manage excessive vegetation and maintain wildlife-friendly fences and gates.	

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.)
45%	<u>ESSENTIAL FUNCTIONS:</u> Invasive Weed Removal: Travel required to Department land's locations to remove/eradicate invasive plant and weed species around buildings, structures, roads, trails, ditches, ponds and fields using chemical means, hand and power tools, mechanical removal using specialized tools and equipment and farming equipment. Follow the Departments Wildlands Integrated Pest Management practices which include spraying of herbicides (under the direction and guidance of a certified herbicide applicator) while wearing proper personal protective equipment using vehicle mounted sprayer (truck, ATV, and tractor), pull behind sprayer, and backpack sprayers, pulling weeds and plants in sensitive areas.
20%	Construction and Maintenance: Drive State vehicle to perform in-shop and in-field construction and maintenance tasks relating to wildlife habitat development or improvement such as building fences, gates, parking lots, culverts, nesting boxes, artificial watering devices, access roads, levees, boundaries, and interpretive signs, (public use) facilities. Use all-terrain vehicles and other appropriate equipment to perform duties in an efficient manner. Provide routine and preventative maintenance on project equipment, tools, and vehicles.
15%	Restoration Projects: Perform ground preparation, planting, irrigation, and post monitoring of revegetation efforts associated with habitat restoration. Restoring native vegetation through seeding or replanting, protecting sensitive habitats/resources, and other projects benefiting native plants and wildlife. Conduct wildlife and vegetation of concern surveys.
10%	Administration and Other: Prepare records needed for compliance when using chemicals and complete post removal paperwork and record keeping. Attend job-related training sponsored by the Department and other public or professional entities.

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10%	<u>NON-ESSENTIAL FUNCTIONS:</u> Complete simple reports used to track chemical usage and maintain files. Use Microsoft Office software to prepare simple summaries, memos, correspondence and other job-related documents and materials. Use database software to store, retrieve, and analyze data. Special Personal Characteristics: • Aptitude for fish and wildlife conservation work, construction, repair, and maintenance work. • Willingness to work unusual hours and on Saturdays, Sundays, and holidays. • Tolerant of hunting and the hunting public. • Observant, tactful and reliable. Interpersonal Skills: • Must have the ability to work together with fellow employees in a cooperative manner. • Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. • Must consider and respond appropriately to the needs, feelings and capabilities of different people in different situations. • Must be tactful and treat others with respect. • Must be able to adapt to behavior and work methods in response to new information, changing conditions or unexpected obstacles. • Follow oral and written instructions. • Read, write and speak at a level required for successful performance. WORKING CONDITIONS: This position is a field based and will be expected to work outdoors in adverse weather conditions and in extreme temperatures on Department owned lands, spraying chemicals in full Personal Protective Equipment (PPE) and operating hand and power tools for vegetation management and removal. This includes repetitive lifting and other physically challenging duties. Ability to wear a backpack sprayer with a minimum weight of 10 pounds over uneven, muddy or unstable terrain in multiple types of habitats including hills, fields, ponds and marshes. Be prepared to encounter rattlesnakes, poison oak, mosquitoes, ticks, stinging/biting insects, and other wildlife. Will be required to travel up to 40% of the time. Occasional overnight travel will be required. Work hours may vary and may be required to work holidays, weekends and/or unusual hours. Incumbent must possess and maintain a valid Driver's License and will be required to operate and maintain vehicles and equipment/tools needed to complete tasks. Incumbent also assists in conducting wildlife surveys, including surveys for endangered species. Incumbent will be required to wear a CDFW uniform on certain occasions that is consistent with Department policy.		
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 1535 1373 1629">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1373 1535 1520 1629">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="901 1755 1373 1850">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1373 1755 1520 1850">DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
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