

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 WIFB/CR4/Fresno	POSITION NUMBER (Agency-Unit-Class-Serial) 565-443-0790-905
UNIT NAME AND LOCATION San Joaquin Hatchery, Friant, CA	CLASS TITLE Fish and Wildlife Seasonal Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-443-0790-905
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Fish Hatchery Manager I, this position performs the various duties associated with hatchery fish production and distribution.	

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> Fish Culture and Production: As directed, sort male and female trout for spawning; place fish into containers for anesthetizing, take ripe eggs from females and fertilize eggs with milt from males, use triploid process as directed, gently return adults to holding area, treats eggs with disinfectant, measure/inventory eggs, addle and pick eggs, paddle sac fry, feed fry/fish, measure/inventory fish, cleans troughs, tanks, ponds, screens and remove and dispose of dead fish, takes weight counts, grades fish, treats diseased fish with approved chemicals.
30%	Facility Maintenance: Performs a variety of maintenance and repair tasks that include: weeding, mowing, painting, plumbing, grounds care, cleaning and maintaining buildings and equipment; welding (gas, arc and tig), fabricates equipment out of wood and metal; operates gas and electrical powered equipment and hand tools - drills, saws, sanders; maintains/repairs vehicles and mechanical equipment using hoist, lubricating tools.
20%	Fish Distribution: Safe operation of trucks ranging in size from 1/2 ton to one ton tanker trucks in various road and weather conditions and in isolated areas, loads and carries many buckets of fish from truck to water over uneven, steep terrain; operates fish pump, fish crowder, aeration and oxygen equipment on trucks; performs maintenance on all fish planting equipment; safe operation of fish pump, pond crowder, planting equipment, forklift and feed cart/truck.
10%	<u>NON-ESSENTIAL FUNCTIONS:</u> Maintains neat and accurate records, responds to public questions/conducts tours; responds to emergency low water alarm; may assist at other facilities and programs as needed.

DUTY STATEMENT

DFW 242A (REV. 09/28/21) Page 2

	DESIRABLE QUALIFICATIONS: Special Personal Characteristics: Presents a positive attitude, outlook and work ethic, demonstrates ability to think and work independently and as a team member to effectively organize and complete multiple daily tasks. Maintains adequate physical fitness for the physically demanding job. Willingness to work long hours if necessary. Good driving record. Willingness to explore new ideas, technologies and techniques to improve program and workplace, willingness to perform varied manual tasks; willingness to wear a prescribed uniform. Special Physical Characteristics: Physical strength and agility; ability to lift 40 pounds; ability to swim 50 yards and stay afloat for at least five (5) minutes. Working Conditions: Must be willing to work long hours, in cold water, using fish anesthetics; and be able to negotiate rough and unstable terrain. Work will require some time in an office setting but also requires outdoor work in all types of weather conditions. A valid driver license.	
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: 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