



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Forestry Aide	549-727-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Forestry Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Asilomar Sector	Asilomar State Beach & Conference Grounds	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required		Senior Park & Recreation Specialist
☒ 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 the direction of the Senior Park & Recreation Specialist, the Forestry Aide will participate in natural resource restoration and maintenance projects in the Asilomar Sector within the Monterey District. The Forestry Aide will work and cooperate with concession partner employees as directed. The reporting location is Asilomar State Beach & Conference Grounds.		
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	
45%	RESOURCE MANAGEMENT Identifies and eradicates invasive species using manual, mechanical, and chemical treatments, documents these activities. Performs routine and general maintenance and upkeep at the greenhouse. Collects and propagates native plant seeds. Installs native plants and as directed and waters restoration sites. Conducts forest management tasks including pruning and removal of trees and management of fuel loads. Assists Environmental Scientists with wildlife and plant surveys as instructed and directed. Assists with data collection and uses GIS to assist in mapping projects as directed.	
25%	RESOURCE MAINTENANCE Repairs and installs various fencing and maintains existing trails. Installs, repairs, and maintains park signs. Installs erosion control and sedimentation control Best Management Practices under supervision.	
15%	WORK CREW DIRECTION Directs resource management work performed by outside labor crews, including community volunteers, contractors, and Monterey County Green Cadre crews. Prepares and transports activity needs to and from work sites.	
5%	EQUIPMENT MAINTENANCE Performs daily checklist. Operates vehicles and other equipment as required. Performs routine preventative maintenance and minor repairs on equipment. Immediately reports any malfunctioning, unsafe, or damaged equipment to the Senior Park & Recreation Specialist.	

5%	SAFETY Performs all duties in a safe manner in compliance with Departmental policies and the District's Injury and Illness Prevention Program (IIPP). Attends tailgate safety meetings as instructed and directed. Safely operates a variety of equipment such as pick-up trucks, mowers, and gasoline powered tools. Wears required protective clothing and follows all safety regulations when mixing, applying, and maintaining storage of herbicide. Wears appropriate safety equipment. Wears seat belt during vehicle use. Maintains safe and clean workspace. 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.	
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		
Work outdoors in various types of weather; working in unpleasant conditions (i.e. Rain/Hot/Cold weather). Sitting, standing, hiking, and carrying heavy loads will be required. Exposure to biohazards such as poison oak, ticks, rattle snakes, stinging nettle, etc. Working on steep and sometimes unstable terrains.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid California class C driver's license is required.		
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