



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Forestry Aide	549-257-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Ocotillo Wells	Forestry Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Ocotillo Wells South Sector	Ocotillo Wells State Vehicular Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Senior Environmental Scientist (Supervisory)
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Forestry Aide will be part of the Cultural and Natural Resources Program, and will conduct natural resources surveys utilizing existing protocols, including for special status species such as western burrowing owl. The Forestry Aide will gather, input, maintain, and report on data gathered by staff using paper datasheets, GPS units, spreadsheets, databases, and geodatabases. The incumbent may monitor special events, filming, or projects. The Forestry Aide must be able to safely operate various 4WD vehicles and tools associated with the above tasks. Additionally, the incumbent must be able to work safely in high heat, desert environments, and remote conditions.		
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%	NATURAL RESOURCES FIELD WORK Perform natural resources surveys, including for special status wildlife and their habitats, using existing protocols. Surveys performed will focus on the western burrowing owl, but may also include other wildlife taxa, habitats, and vegetation. Safely navigate to survey sites using GPS units. Identify wildlife species, record incidental species observations, and notify Environmental Scientists of invasive species observations. Implement adaptive management strategies as directed. Assist in other natural resources studies, management, stewardship, and projects. Removal of invasive species using mechanical methods and work adjacent to chemical controls. May complete surveys independently or as part of a team. May be assigned by supervisor to work on other natural resources management work to support district or department needs.	
25%	PRE-CONSTRUCTION SURVEYS AND MONITORING Serve as a biological monitor for special events, filming, and projects. May have halt work authority for unpermitted activities or avoiding imminent resources damage. May provide general natural resources information and/or review permit conditions to project members, permittees, and members of the public. Write summary reports on monitoring activities and maintain records.	
20%	DATA AND RECORD MANAGEMENT Collect data in the field using datasheets and GPS applications. Input, maintain, and report on data gathered by staff using established spreadsheets, databases, and geodatabases. Maintain clear, concise, and clean records of work performed. Track and report time spent per project.	

	Prepare administrative documents, such as travel expense claims and timekeeping documents. Maintain inventory of supplies and materials for field surveys; notify lead staff when items need re-ordered; and maintain equipment in good condition.
10%	SAFETY All duties shall be performed in a safe manner in compliance with Departmental policies and the District's Injury and Illness Prevention Program (IIPP). Wear appropriate safety equipment, including a seat belt during vehicle use. Maintain clean and safe workspace. Maintain safe work environment for natural resources. Attend and hold tailgate safety meetings. Isolate and/or immediately correct hazards to park visitors or employees. Report all injuries, even minor ones, to on-duty supervisors as soon as possible. Operate light vehicles such as half-ton pickup trucks, one-ton stake side trucks, and small tractors and mowers in a safe manner consistent with applicable rules and regulations.
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 may occur in the field or office. Field work may occur outdoors in various types of weather or in unpleasant conditions (e.g. extreme desert heat, rough or uneven terrain). Work environment has exposures to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, nearby heavy equipment or traffic, and/or loud noises. Occasional travel throughout district or state may be required, with overnight stay at hotels and/or spike camps. Schedule may be modified, with notice, depending on district projects and needs.	
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 class C driver's license is required. Duties performed may require participation in the DMV Pull Notice Program.	

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
Sara Lockett		

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