

DUTY STATEMENT**E-R6 LF 25-011**

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

☐ **CURRENT****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 Inland Deserts Region – Region 6 Hatcheries	POSITION NUMBER (Agency-Unit-Class-Serial) 565-602-0916-905
UNIT NAME AND LOCATION Hot Creek Hatchery, Mammoth Lakes, CA	CLASS TITLE Fish and Wildlife Technician
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Fish Hatchery Manager I, the Fish and Wildlife Technician: performs a variety of tasks at the Hot Creek Fish Hatchery related to the care and production of wild, domestic, and endangered fish, required vaccinations of fish, and fish stocking.
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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.)
35%	<u>ESSENTIAL FUNCTIONS:</u> FISH CULTURE: Perform and oversee the duties necessary to achieve the required fish culture goals. Care and production of wild, domestic and endangered fish from spawning and egg production, hatching and rearing, and water quality and facility management. Care of eggs and fry during the early development stages and until fish are large enough for planting; including incubating eggs in specialized flow-through troughs until hatching, feeding fry and fingerlings specialized high-protein diets by weight and size, grading and sorting fish by size using automatic sorters or screens to prevent cannibalism and ensure uniform growth and monitoring fish health and diseases under veterinary guidance. Use proper fish culture techniques for pond management by using brooms and scrapers to remove all visible debris from pond walls, bottom, and any equipment, use approved chemicals to break down organic matter and algae and disinfectant to kill bacteria, fungi and viruses. Complete weight counts by weighing a sub-sample of fish to calculate the average weight per fish. Perform fish inventories through physical counts, sampling and stage specific counts. Treat fish by using approved feed and medications. Incubation of fish eggs, picking and selecting the highest quality eggs and preparing shipment of eggs. Collect water samples and data from point source discharges at the Hatchery required for National Pollutant Discharge Elimination System (NPDES) compliance. Assist other area hatcheries with fish Culture, fish stocking and fish vaccinating including operation of high-country remote spawning operation and sorting and spawning of domestic Brood fish.
25%	FISH STOCKING: Loads and carries nets or buckets of fish from commercial truck to water, operates fish pump, pond crowder, aeration and oxygen equipment on trucks; performs simple maintenance on all planting equipment including cleaning, lubricating, troubleshooting and repair of minor issues and coordinating more difficult repairs.
25%	FISH VACCINATING: Participates as part of a designated regional team to apply injection vaccinations of fish using a fish vaccine auto injector or manual injector at Hot Creek Hatchery, Fish Springs Hatchery, Black Rock Hatchery, Mojave River Hatchery and/or Fillmore Hatchery.

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10%	FACILITY MAINTENANCE: Landscape maintenance of Hatchery grounds and buildings including but not limited to snow removal, the removal/cutting of weeds and grass, painting, plumbing, electrical and carpentry repairs. Maintain Hatchery equipment, including vehicles, state owned housing units, buildings and storage areas in clean and working order using various tools for cleaning, completing minor repairs or submitting requests for more difficult repairs. Use common hand and power tools to perform landscaping, equipment, vehicle and facility maintenance. Monitor inventory levels of all fish culture related supplies as well as other miscellaneous supplies necessary to perform duties and operate the hatchery. Respond to power outages on hatchery grounds and troubleshoot by checking electric panel for tripped breakers, reset and notify site manager if cannot be resolved.		
5%	NON-ESSENTIAL FUNCTIONS: ADMINISTRATIVE ASSISTANCE. Assist management with ordering and purchasing supplies. Act as (Lead Person) to seasonal staff or volunteers when assigned. Give hatchery tours and assist other hatchery employees on short notice when necessary. Assist in public outreach efforts at numerous area fishing events. SPECIAL PHYSICAL CHARACTERISTICS: While performing fish culture; ability to lift 40 pounds and swim 50 yards. The ability to handle 50-pound feed and salt bags and work in and around water. Negotiate 12-inch catwalks over open water. Climb in and out of 4 feet deep water-filled raceways. The ability to work for prolonged periods of time in 54-60 degree Fahrenheit water. WORKING CONDITIONS: Work in all weather conditions such as wind, rain, extreme heat, cold and direct sunlight. Open and close various types of valves, climb steep banks when necessary. Work near waters with uneven terrain and unpredictable flows. Climb ladders operate various types of unusual support equipment used in the operation of the hatchery. Perform manual labor. Travel using state owned vehicles throughout the State and at unusual hours; willingness to work on Saturdays, Sundays, and holidays. This function may require overnight travel up to 25% for an extended period of a week or more. Possess a valid class C Driver's License to operate and maintain state fleet vehicles used at the hatcheries. with the ability to upgrade to Class A within a year of appointment, which is a commercial license with proper endorsements to operate and maintain commercial planting vehicles. Work standby and respond to emergencies, power outages and alarms. ADDITIONAL REQUIREMENT: This position requires the employee to reside in State-Owned Housing at Hot Creek Hatchery.		
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: 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