

DUTY STATEMENT**E-R6 CDR 26-002**

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 / Blythe Field Office	POSITION NUMBER (Agency-Unit-Class-Serial) 565-605-0903-001
UNIT NAME AND LOCATION Colorado River Program / Blythe	CLASS TITLE Wildlife Habitat Supervisor I
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of the Senior Environmental Scientist (Supervisory) of the Colorado River Program and located within the Inland Deserts Region, the incumbent assists in the management and performs habitat restoration and enhancement projects at the Palo Verde Ecological Reserve and surrounding areas including San Bernardino, Riverside, and Imperial counties. Duties will be performed under the federally funded Pittman Robertson Wildlife Restoration grant.

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> Habitat Management: Perform daily wildlife habitat management and maintenance on approximately 519 acres of upland and seasonal wetland habitats at the Palo Verde Ecological Reserve. This includes activities such as undesirable vegetation removal by mechanical means such as disking, ripping, mowing or shredding; developing wildlife food plots utilizing farming practices; operating existing water control structures to flood, irrigate, or drain fields and ponds. Assist in monitoring and maintaining small/big game water development structures (guzzlers/drinklers) throughout the Inland Desert Region. Inspect and repair dams, piping, rain mats, tanks and drinker boxes as appropriate to maintain adequate water levels. Engage with other agencies, NGO groups, and volunteers involving the hauling of water to high use and/or dry guzzlers or other projects involving new wildlife water developments.
25%	Equipment Operation: Operate and maintain various tractors and implements to develop and maintain upland and wetland wildlife habitats including planting of wildlife food and cover crops. Operate and maintain various four-wheel drive vehicles (4x4), all-terrain vehicles (ATV) and trailers necessary to carry out management and maintenance activities. Make minor repairs to tractors, implements, vessels and vehicles.
20%	Facilities Maintenance: Maintain facilities, Infrastructure, and equipment including office buildings, shops, yard, heavy equipment, implements, utility vehicles, trailers, ATV, watercraft, power tools, hand tools, welding equipment. Perform and lead other staff in building trade tasks including carpentry, plumbing and painting necessary to maintain facilities and complete general maintenance tasks. Maintain and construct various fences, gates and enclosures as necessary to control trespassing.
10%	Public Use: Posting and replacement of various public use and boundary signs; maintain roads, levees, parking areas and kiosks. Maintain public use records, help prepare various administrative

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5%	procurement forms for habitat and infrastructure needs (parts, water, seed, fertilizer, etc.). Assist with special youth waterfowl and pheasant hunts. <u>NON-ESSENTIAL FUNCTIONS:</u> Prepare and submit monthly time expenditure reports, uniform allowance expense claims, and annual work plans. Maintain professional qualifications through training, conference attendance, professional/scientific committee participation and current scientific literature. Perform personnel actions including, preparing documents for request for personnel action, participate in the hiring process (application screening, interviews, reference checks), and assist with new employee onboarding as needed, according to Department and State guidelines. <u>WORKING CONDITIONS:</u> Field work is required during all months of the year and may include extreme temperatures and inclement weather, walking or hiking on uneven and muddy terrain, involves sitting some of the time but may involve walking or standing for extended periods at various desert project sites. Work activities may include hiking in hilly terrain, repetitive lifting and other physically challenging duties. Outside areas include steep, uneven, wet and rugged terrain within desert, upland, agricultural, riparian, and flooded pond environments. Indoor work includes designated office cubicle workstation and daily use of computer, copier and printer. Requires ability to operate various types of heavy equipment, 4x4 vehicles and ATV. As a condition of employment, the incumbent is required to wear an appropriate uniform consistent with CDFW's Operations Manual (Section 12901) for various work situations, including fieldwork, office, and public interaction. A valid Driver's License is required to drive state vehicles to project sites and may include overnight travel up to 10%, early mornings, late nights, weekends and holidays.	
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