



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Forestry Aide	549-935-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Diego Coast District	Forestry Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Diego Coast Natural Resources	San Diego Coast District Office	
STATE HOUSING		IMMEDIATE SUPERVISOR
State 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		
Under supervision of the Senior Environmental Scientist (Supervisory) and direction of the Environmental Scientist, the Forestry Aide assists natural resource staff in the San Diego Coast District, with fuel reduction, nonnative invasive plant control, habitat restoration, and vegetation monitoring. This reporting location for this position is the San Diego Coast District Office located at 4477 Pacific Highway, San Diego CA 92110. The duties of the Forestry Aide include, but are not limited to, the following:		
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%	FUEL REDUCTION AND NONNATIVE INVASIVE PLANT SPECIES REMOVAL: Assists in safely using hand tools, mechanized equipment, and herbicide to control nonnative invasive plant species and thin native vegetation to create defensible space. Safely operate pick-up trucks, brush cutters, mowers, and power tools. Increase awareness and knowledge about actions implemented by individuals and communities to reduce human loss and property damage from wildfires, such as defensible space and other fuels reduction activities, fire prevention and fire safe building standards.	
25%	HABITAT RESTORATION PROJECTS: Assist in cultivation and planting of native plant material for habitat restoration, install permanent and temporary fencing and signage, install and repair irrigation systems, install erosion control best management practices.	
10%	FIELD MONITORING: Receive training and assist in conducting natural resource inventories involving both short- and long-term monitoring of sensitive plant and animal populations, assist with project-based vegetation sampling, grunion monitoring, and bird surveys, occasionally provide monitoring presence to ensure that biological mitigation measures are properly executed during construction of State Park Facilities and non-routine maintenance activities.	
10%	MAPPING: Assists in using Geographic Information Systems (GIS) to collect data and map the locations of natural resources and project areas; create maps and survey forms using ESRI Field Maps, ArcGIS Online and ArcGIS Pro.	
5%	DATA ANALYSIS AND REPORTING:	

	Assist in documenting work in statewide databases, data entry, data analysis, completion of monitoring paperwork, and preparation of sections of reports related to natural resource management, document project progress and activities using detailed record keeping, complete timesheets, read and utilize manuals, policies, directives and orders.	
5%	ADMINISTRATION: Maintains written records, assist in documentation of natural resource work conducted by field crew, including recording worksite locations and daily work forms, assist in the submittal of monthly vehicle driving and maintenance logs and immediately reports any malfunctioning, unsafe or damaged tools or equipment to appropriate supervisor.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity, participate fully in staff meetings, safety tailgates, and trainings, meet deadlines and assist other district staff, prepare administrative paperwork to meet operational needs, maintain organized working files and program documentation, maintain a commitment to the Department's "Standards of Conduct." All duties shall be performed in a safe manner in compliance with Departmental policies and the District Injury and Illness Prevention Program.	
TYPICAL WORKING CONDITIONS		
Work Environment: Most of each workday will be spent working outside in state park units in the San Diego Coast District. Field work is outdoors in various types of weather; work in unpleasant conditions (e.g., rainy/hot weather) and work in hazardous situations (e.g., herbicide). While at the base of operation, this position works in a climate-controlled office under artificial lighting, typically 1-2 hours per workday. Physical Abilities: Ability to perform manual labor (e.g., digging, lifting, carrying, loading). Requires repetitive movement of heavy objects. Ability to walk across uneven terrain in both uphill and downhill conditions to perform the duties associated with the job. Stand for long periods of time (up to 8 hours) to perform the duties associated with the job. Cognitive Abilities: Read, write, and speak in a clear and concise manner. Develop practical solutions to problems to make sound decisions Perform basic mathematical computations associated with assigned duties. Make sound decisions given available information and situational parameters. Skill to utilize measurements to measure, mix and apply various chemical solutions.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Example: Possession of a valid 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**