

**DUTY STATEMENT****E-R6 LF 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.*

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| <b>INSTRUCTIONS:</b> 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<br>Inland Deserts Region/Fish Springs Hatchery | POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-602-0780-007 |
| UNIT NAME AND LOCATION<br>Hot Creek Hatchery, Mammoth Lakes, CA                  | CLASS TITLE<br>Fish Habitat Assistant                          |
| INCUMBENT                                                                        | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)             |

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| <b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b><br>Under the direction of the Fish Hatchery Manager II the Fish Habitat Assistant is responsible for the daily care of fish and eggs, spawning, cleaning screens and ponds, transporting and planting fish maintenance and repairing hatchery equipment and property. |
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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.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 25%                                  | <b><u>ESSENTIAL FUNCTIONS:</u></b><br><br><b>Fish Culture:</b> Caring for fish, eggs and hatching fish; rearing, grading, netting, seining, trapping, marking fish and other fish culture activities. Clean screens, troughs, ponds, raceways and water supplies. Operates pumps, fish loaders, crowders, fish feeders. Load and unload trucks with salt, fish feed, and ice. Handles various chemicals used in fish culture and water treatment, some of which require the use of a respirator. Maintain routine fish planting, fish loss, egg taking and fish feeding records. When working with a crew, the incumbent will be the lead person over Fish and Wildlife Technicians, Seasonal staff and volunteers. Train Fish and Wildlife Technicians on various fish culture tasks and other hatchery jobs and duties.                                                                                                                                                          |
| 25%                                  | <b>Maintenance:</b> Operate & maintain pumps, O2 generators and supply systems to create a healthy environment for the fish. Use hand and power tools, forklifts, lawnmowers, trimmers, tractors, and backhoe and wear a respirator when required to perform the below tasks: construct new fish screens and fish ladders; perform all shop techniques in steel fabrication; perform all tasks related to concrete work for fish screens and ladders; assist in installation of fish screens in irrigation diversions. Maintain service and repair to hatchery equipment. Maintain facility grounds: rake leaves, chop weeds or brush, mow grass and weeds, clean debris. Maintain residence and outbuildings, repair various types of water treatment systems, fisheries management, work with other personnel for fish habitat improvement and assessments necessary for hatchery production, operation, and habitat maintenance projects. Operate and maintain heavy equipment. |
| 15%                                  | Participate in habitat restoration crews to implement and install habitat improvement projects. Duties include improvement and assessment of facilities associated with broodstock collection and fish production, training of employees in the operation of fish transport trucks, fish loading processes, and fish releases. Assist in fish rescue and participate in cross-functional training while assisting other hatcheries or projects. Plant fish into lakes, reservoirs, rivers and streams using fish planting trucks and equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10%                                  | Vaccinate fish by means of immersion and direct injection. Spawning of fish, and shipping of eggs. May be assigned to remote spawning station. Conduct surveys by boat and on foot in assigned river systems and tributaries to locate and assess spawning areas. Count adult fish, identify spawning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22) Page 2

| <b>PERCENTAGE OF TIME PERFORMING DUTIES</b>                                                                                                                                                                                                                                                                | <b>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.)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p>10%</p> <p>10%</p> <p>5%</p>                                                                                                                                                                                                                                                                            | <p>build and monitor spawning activity. Collect and document measurements of fish. Collect viable eggs for hatchery or conservation programs. Assess water quality and habitat conditions to protect eggs and optimize collection or survey success. Will be the lead person on these tasks.</p> <p>Take water samples as required by the hatchery's National Pollutant Discharge Elimination System (NPDES) Permit and complete data entry and the monthly reports as required by the permit.</p> <p>Respond to public inquiries related to fish stocking schedules and angling opportunities by phone and email and answer general fish and hatchery related questions by communicating information that aligns with Department of Fish and Wildlife's goals and objectives.</p> <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>May be assigned to perform Fish and Habitat assistant duties at other hatcheries in support of overall regional hatchery program goals. Responsible for ensuring that the facility and the fish and egg crop are protected from power or water supply failure.</p> <p><b>WORKING CONDITIONS:</b> Office environment and working outdoors. Work in and around water and 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. Work throughout the State and at unusual hours; willingness to work on Saturdays, Sundays, and holidays. While residing in state housing on site, employee will work overnight standby, weekends and holidays in rotation with co-workers. A valid driver's license is mandatory, and a commercial class A or B driver's license or the ability to acquire one within a year is required.</p> <p><b>Additional Requirement:</b> This position requires the employee to reside in State-Owned Housing at Black Rock Hatchery.</p> |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>PRINT SUPERVISOR'S NAME</b>                                                                                                                                                                                                                                                                             | <b>SUPERVISOR'S SIGNATURE</b><br><b>DATE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b><br><b>I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>PRINT EMPLOYEE'S NAME</b>                                                                                                                                                                                                                                                                               | <b>EMPLOYEE'S SIGNATURE</b><br><b>DATE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |