



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Boating and Waterways	Aquatic Pest Control Assistant Program Manager	549-708-0517-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Aquatic Invasive Species	Program Manager	S11
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Aquatic Invasive Species	Stockton, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Environmental Program Manager I (Managerial)
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the direction and supervision of the Environmental Program Manager I (Managerial) the incumbent organizes and supervises the field operations of the Northern and Western Sectors for floating and submerged aquatic vegetation at the Stockton field office. The incumbent is responsible for field operations for the control of aquatic invasive species in the Sacramento - San Joaquin Delta and its tributaries. This position works closely with the Aquatic Invasive Species Control Headquarters which includes daily and weekly collaboration and coordination with the Senior Environmental Scientist Supervisor, Lead Scientists and environmental science staff in order to implement effective and efficient field operations with in the scope and legality of current pesticide permit(s), licenses, biological opinions and monitoring requirements.</p>		
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%	Ensure effective and safe aquatic weed treatments are carried out while protecting the sensitive Delta ecosystem. Implement new and if necessary, modify existing aquatic pest detection, eradication control and exclusion methods. Ensure that field unit staff uphold the procedures established for data collection systems including surveys to measure the effectiveness of treatment procedures and environmental monitoring. Collaborate with headquarters management in the establishment of all operating procedures. Ensure that assigned employees practice safe navigation and operation of equipment. Oversee and ensure the safe and legal handling of chemicals. Work with the Aquatic Specialists, Senior Environmental Scientist Leads to determine daily spray needs and assign crews to sites based on local conditions, available personnel and equipment. Ensure Notice of Intent (NOI) and recommended conditions are met by Aquatic Pest Control Specialists. Coordinate with the AIPCP Leadership Team to obtain written recommendations and NOI's for field operations in accordance with the issues spray permits. Verify accuracy of daily logs of treatment sites and applications. Ensure accurate monitoring and recording of treatment conditions, including mapping, data recordation, daily reporting, inventory, computer entry, in-water plant or fish census and other required reports.	
25%	Perform supervision duties including personnel selection, work review and performance evaluations for field unit employees. Incumbent also maintains field office operation readiness through tracking inventory, equipment procurement, and maintenance activities. Communicates activities and other relevant facts to DBW staff and management, cooperating agencies, and the	

	public about field situations and actions. Attends national and western states annual aquatic plant management seminars as applicable and based upon available funding.	
15%	Coordinates with the Environmental Program Manager I (Managerial), Senior Environmental Scientist (Supervisory), and Senior Environmental Scientist Leads in the development of funding contracts for aquatic invasive species control programs. This includes the development of contract standards and ensuring that the contract work is performed in compliance with the permit requirements and regulations.	
15%	Ensure training for all field staff for the following: safe and legal boat navigation, operation and maintenance of invasive species treatment and mechanical harvesting equipment; delta topography, layout, and effective methods for operating equipment in shallow waterways in all types of weather conditions; use of personal protection equipment, procedures, emergency repair methods, and basic office and data record-keeping systems. In coordination with the Environmental Program Manager I (Managerial) incumbent develops and administers annual budget spending and resource acquisition program.	
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		
This position requires regular travel within California and occasional travel outside California.		
This position has been designated in the departments conflict of Interest Code and must comply with e-filing requirements. The department requires: (1) regular and predictable attendance and (2) that our employees act in a professional/business like manner and treat coworkers courteously.		
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. California Boater Card will be obtained within 60 days of employment.		
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