State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Skilled Laborer	549-250-6212-004
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Diablo Range District	Skilled Laborer	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Hollister Hills Sector	Hollister Hills State Vehicular Recreation Area (SVRA)	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Supervisor

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under the supervision of the Park Maintenance Supervisor and working cooperatively with the District Environmental Scientists (DES), the Skilled Laborer will coordinate crews and implement projects of average difficulty relating to natural resource management; forestry and fire management; and road and trail management. This position may be required to work closely with seasonal field staff and contracted labor crews. Much of the work will require the proficient use of mechanized equipment, and hand and power tools. This position may require the operation of dirt bikes, ATVs, ROVs, and 4x4s in off-road conditions. The reporting location is Hollister Hills SVRA, located at 7800 Cienega Rd, Hollister, CA 95023. This is a uniformed position that will work 40 hours per week, Monday through Thursday, 6:30 am to 5:00 pm

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
30%	**NATURAL RESOURCES** Transports and plants native plant species and performs soil stabilization work by constructing erosion and sediment control features utilizing light equipment. Performs a variety of nursery related tasks such as watering and growing native plants from collected seeds and propagules. Constructs a variety of off highway vehicle (OHV) exclusionary fencing types to protect wildlife habitats and sensitive areas. Performs manual, mechanical, and chemical control of non-native and invasive plants. Will mix, handle and apply different herbicides. Assists with pig depredation efforts by mixing bait, attending to traps, and deploying game cameras. May opt to work late nights and safely utilize waders and gigging spears to depreciate invasive bullfrogs.
25%	**EQUIPMENT OPERATION AND MAINTENANCE** Operates and maintains a variety of small equipment, power tools, and other equipment appropriate to assigned duties. Ensures safe operation through appropriate training, demonstrated competency, and adherence to departmental safety procedures. Assists with equipment transportation, inspections, and routine maintenance as needed. Use power tools - including, but not limited to chainsaws, pole saws, hedgers, pole hedgers, string trimmers, woodchippers, portable pumps, mowers, augers, and other equipment with small engines. Utilizes geospatial data collection tools to navigate to project sites and update work logs.
20%	**ROAD AND TRAIL MANAGEMENT**

	Operates mowers and light equipment to manage tread condition and vegetation on roads and trails. Conducts routine trail checks to identify and report hazards, fencing concerns, and signage issues. Addresses hazards by clearing down trees that are blocking trails and by repairing trail tread issues using hand tools. Constructs and repairs OHV exclusionary fencing in areas where off-trail riding is occurring. Maintains and installs signs.
15%	**FORESTRY AND FIRE MANAGEMENT** Performs intermediate level sawyer work and follows prescriptions to remove, modify and thin fuels. Constructs burn piles and preps fuel breaks and fire control lines. May perform tree felling and snagging if training requirements are met. Assist with pre- and post-fire fuel and vegetation monitoring. May opt to receive Basic Wildland Firefighter training and will be encouraged to pursue further trainings as part of the District Prescribed Fire Program; fire-trained personnel will be assigned roles during prescribed fire operations.

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.
5%	**ADMINISTRATION** Consistently communicates to provide prompt and accurate updates. Ensures the effective and proficient use of time and materials to produce high-quality work at expected quantities. Sees that safety protocols and procedures are always followed. Demonstrates strong work habits with sound judgement. Fosters productive relationships with those around them. Checks state email daily, fills out timesheet daily, logs vehicle usage, fills out fuel logs, performs monthly vehicle inspections, immediately reports damaged or inoperable equipment and vehicles to supervisor. Provides daily updates on the status of assigned work tasks using a suite of Microsoft office tools. Participates in and may lead staff meetings, tailgate safety briefings, and department required trainings. Reports all identified damage, vandalism, and safety concerns.

TYPICAL WORKING CONDITIONS

Will work outdoors in moderate to extreme weather, including rain and heat. May be exposed to poison oak, ticks, and rattlesnakes. Will stand, walk, hike, and work on rugged, uneven and/or steep terrain for long periods of time. Will travel and work on trails shared by all types of OHVs. Willingness to do manual labor outdoors in hot and inclement weather.

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.

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