State of California Department of Fish and Wildlife

DUTY STATEMENT

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

☐ **PROPOSED**

☒ **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

DFW DIVISION/BRANCH/REGION/OFFICE Central Region 4/Los Banos Wildlife Area Complex	POSITION NUMBER (Agency-Unit-Class-Serial) 565-481-0790-905
UNIT NAME AND LOCATION Mendota Wildlife Area Mendota, CA	CLASS TITLE Fish & Wildlife Seasonal Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Senior Environmental Scientist Supervisor, located at the 12,000 Acres Mendota Wildlife Area, the Fish and Wildlife Seasonal Aid; Assist with operation of Mendota wildlife area and public recreation access perform the following duties under a federally funded Pittman-Robertson (PR) 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.)
	ESSENTIAL FUNCTIONS:
45%	Assist with operation of Mendota and Kern hunter check stations; answer public inquiries about wildlife areas, hunt program regulations and procedures, check hunters and other area users in and out of the area, issue permits, and direct those persons to the areas that they must use for a safe and quality experience while on the area. Will collect data on hunter take and make reports based on this data; make reports on permits issued; maintain all public use facilities and informational data.
25%	Perform routine cleanup of litter in and around the check station area; pick up trash and empty trash barrels in all parking areas; maintain and clean all facilities (check stations and restrooms). Assist with maintenance and minor repairs to the hunter checking station. Assist with posting and maintenance of public hunt program signs during the hunt season and taking down signs after hunting season. Assist in picking up wildlife carcasses during mortality and morbidity events.
15%	Under the lead direction of a Tractor-Operator Laborer or Fish & Wildlife Technician, will repair and conduct routine maintenance on wheel tractors, farming implements such as discs and rotary mowers, light trucks, and agricultural pumps; assist with installing water control structures and removing old structures. Assist with ground preparation, planting, and irrigating of various wildlife food crops and native plants.
10%	Under the direction of a qualified herbicide applicator, will apply herbicides to control weeds around water controls, agricultural pumps, electrical boxes, buildings and other facilities; properly apply herbicides to control invasive plants; operate, service and maintain all-terrain vehicles and gasoline-powered spray rigs; maintain accurate pesticide application records and other related documents.
	NON-ESSENTIAL FUNCTIONS:
5%	Perform administrative tasks, including tracking of time worked, attending safety meetings and other training as required, and any other administrative paperwork associated with the day-to-day operations of the area on appropriate forms and on time.

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	KNOWLEDGE AND ABILITIES: **Ability to:** Read, write and speak English at a level required for successful job performance; follow oral and written directions; maintain simple records; do simple mathematical computations; do simple construction tasks with tools; interact in a professional manner and successfully with the public; operate power tools and other equipment; learn to identify a variety of animal and plant species; perform routine maintenance of vehicles and equipment. **DESIRABLE QUALIFICATIONS:** Good driving record; additional course work or experience in biological or environmental sciences; interest in and knowledge of fishing, hunting or studying fish, wildlife, invertebrates or plants; experience in camping, boating, and maintaining or repairing equipment; interest in a career in biology or fish and wildlife. **Special Personal Characteristics:** Demonstrate knowledge of, interest in, and aptitude for fish and wildlife conservation and repair and maintenance work; willingness to live and work throughout the State; willingness to work unusual hours and on Saturdays, Sundays, and holidays; willingness to perform varied manual tasks; willingness to work in adverse weather conditions; willingness to wear a prescribed uniform. **Special Physical Characteristics:** Physical strength and agility; ability to lift 40 pounds; ability to swim 50 yards and stay afloat at least five (5) minutes. **Additional Desirable Qualifications:** Good driving record and education equivalent to completion of the twelfth grade. **WORKING CONDITIONS:** This position will work outdoors in all types of weather (hot, cold, and wet), will be required to work weekends, holidays and odd hours, and handle game birds. This position requires the incumbent to wear a uniform identifying the employee as CDFW staff on certain occasions. Must possess and maintain a current valid Driver's License for the operation of vehicles.

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**