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.*

E-R3 WM 26-002

| | |
|---|---|
| **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<br>Bay Delta Region (Region 3) | POSITION NUMBER (Agency-Unit-Class-Serial) |
| UNIT NAME AND LOCATION<br>Wildlife Management and Lands – Napa-Sonoma Marshes Wildlife Area Complex – Napa, CA | CLASS TITLE<br>Fish and Wildlife Technician |
| INCUMBENT | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-384-0916-905 |
| BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS<br><br>Under the supervision of the Senior Fish and Wildlife Habitat Supervisor (Area Manager), the incumbent will assist in day-to-day habitat, equipment, and facilities management, maintenance, and development activities on the Napa-Sonoma Marshes Wildlife Area (NSMWA) Complex. This position is funded by Federal Pittman-Robertson Funds. | |

| **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**: |
| 40% | **Habitat Development and Maintenance:** Perform the semi-skilled and routine work involved in maintaining both aquatic, terrestrial, and upland habitats on the wildlife area such as operating agricultural tractors to manage vegetation, controlling the spread of invasive and noxious weeds, and plant nesting cover crops and forage vegetation. Assist the Wildlife Habitat Supervisor I and Wildlife Habitat Assistant in installing, cleaning, and maintaining the water conveyance system, including water control structures, screw gates, canals and ditches, and water conveyance pipes, public use facilities (hunting blinds, viewing decks, hiking trails), gates, fences, and public access roadways. Post and maintain regulatory, boundary, traffic, and recreation signs throughout the wildlife area. Conduct other habitat restoration and enhancement activities to improve habitat for target species. May lead seasonal or temporary field crews in daily operations. Drive a state vehicle with four-wheel drive (4WD) for accessing the 15,200-acre wildlife area to perform the above functions. |
| 40% | **Equipment Operation/Facilities Maintenance:** Help perform daily equipment management, maintenance of vehicles and equipment operation (including tractors, bulldozers, backhoe, trucks, boats, ATVs, sprayers, pumps, weed eaters, chain saws, hand tools) and general power tools. Apply basic construction, carpentry, plumbing, welding, concrete work, and painting techniques to maintain buildings, grounds and facilities. Perform routine maintenance and repair buildings. Maintain and enhance grounds, roads, and parking areas; clear debris and downed trees; remove trash; restock and maintain restrooms; and install or repair fencing and boundary postings. Infrastructure maintenance and repair activities on ponds, levees, pumps, and fish screens; water management; water quality management; habitat improvement; and noxious weed species control. |
| 10% | . **Public Use:** Support public recreation and education activities at NSMWA, including nature study, sightseeing, hunting, and fishing access. Provide general information to visitors. As needed, assist other CDFW lands in running waterfowl check stations and hunt programs. |
| 5% | **Maintenance Tasks:** Assist in maintaining public use, hunting opportunities and programs, and organizing habitat development activities. Assist with special hunts, retrieval of harvest and hunter |

| 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.) |
|---|---|
| | education. Assist in collection of survey data, maintain records, equipment maintenance, safety related documents and policies, and pesticide use records. Assist with various administrative reports as assigned. Assist with identifying wildlife area needs (parts, equipment, area supplies, etc.). Coordinate water management with County Mosquito Abatement Districts. |
| | **NON-ESSENTIAL FUNCTIONS:** |
| 5% | Perform general administrative duties, including preparing and submitting timesheets, maintaining the auto log and equipment logs, and schedule truck maintenance as required. Attend career development training programs, and seminars as appropriate to contribute to the achievement of Program goals and objectives. |
| | **WORKING CONDITIONS**: |
| | Involves regularly working outside in inclement weather and harsh conditions. Areas include uneven terrain in various environments. Requires ability to operate and drive numerous types of heavy equipment, and vehicles with 4WD. Use herbicides and application equipment. Use a computer and keyboard several hours a day. Complete field work as needed to evaluate wetland habitat. Endure ticks and mosquitoes. Routine work involves unusual hours with the ability to change hours of work depending on the needs of wildlife area activities, and may include regular scheduling on Saturdays, Sundays and holidays during hunting seasons. May include assisting the Grizzly Island Wildlife Area (GIWA) check station in Suisun, California. |
| | **Special Requirements:** Requires physical strength and agility; ability to swim 50 yards and stay afloat for at least five minutes; and the ability to lift forty (40) pounds. Requires the possession of a valid driver's license and ability to operate a state vehicle with 4WD on CDFW lands. Requires the ability to operate kayaks, jon boats, or Boston Whaler (fiberglass) boats, and all-terrain vehicles (ATVs). This position may require a pesticide Qualified Applicator Certification (QAC) within one year of hire. Wearing a Department of Fish and Wildlife uniform is required as a condition of employment while conducting field work and public work duties. |

| **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.**<br>**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** |
| | | |