State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**

☐ **CURRENT**

E-R2 H 26-006

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 Fisheries/North Central Region/FRFH	POSITION NUMBER (Agency-Unit-Class-Serial) 565-243-0916-905
UNIT NAME AND LOCATION Feather River Fish Hatchery, Oroville, CA	CLASS TITLE Fish and Wildlife Technician
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Fish Hatchery Manager I, the incumbent performs fish culture, such as trapping, spawning, rearing, feeding, and treating Chinook Salmon and steelhead at the Feather River Fish Hatchery. The incumbent performs maintenance activities for the facility, including those related to janitorial duties, ground maintenance, and maintenance of fish culture equipment, tools, motorized equipment, and mobile equipment. The incumbent must be able to operate (with Department training) forklifts, fish pumps, electric feed carts, fish crowders, Class C trucks, utility vehicles, and small engines.	

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:
25%	**Egg and Fry Culture:** Perform fish egg and fry culture through activities such as monitoring the development and condition of eggs, treating eggs for fungus, removing dead eggs, and inventorying eggs; monitoring hatched fry and remove eggshells, transferring fry into start tanks or raceway ponds, feed fry, cleaning tanks, monitoring the health of fry and treating if necessary, and inventorying fry; and preparing records of inventory, feeding, and treatments.
25%	**Culture of Fish in Rearing Ponds:** Perform fish culture activities for juvenile fish through activities such as preparing ponds with fish screens and dam boards, inventorying fish into ponds, feeding fish in accordance with feed schedules, driving fish feeding vehicles, cleaning outdoor rearing spaces with scrapers or brushes, recording fish losses, measuring and recording fish size, monitoring fish health and behavior, treating fish as directed, moving fish to maintain proper density indices, monitoring water quality and the presence of aquatic invasive species, loading fish onto trucks for transportation, preparing records of fish culture activities.
25%	**Maintenance of Facility, Equipment, and Vehicles:** Maintain and perform minor repairs to facilities, equipment, and vehicles which may include painting, carpentry, plumbing, electrical, and masonry work using various hand and power tools. Perform janitorial duties throughout the facility, which may include cleaning restrooms mopping and vacuuming floors, cleaning tables, stocking janitorial closets, stocking restrooms, cleaning towels, and doing hatchery laundry. Perform ground maintenance which may include mowing or trimming of grass and shrubs. Maintain vehicles, perform services, and keep accurate mileage records.
20%	**Spawning Salmon and Steelhead:** Participate in activities related to spawning Chinook Salmon and steelhead at the Feather River Fish Hatchery which can include operating fish trapping and handling equipment; anesthetizing, handling, and sorting thousands of adult fish; collecting eggs and milt

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	following the euthanasia of salmon or air injection or hand stripping of steelhead; fertilizing and disinfecting eggs; and disposing of salmon carcasses.
5%	**NON-ESSENTIAL FUNCTIONS:** **Training and Safety:** Attend structured training and safety sessions, maintain safe work practices, and monitor safe equipment and materials use. **Outreach:** Will have almost daily contact with members of the public, Answer questions and describe activities. Will record daily hatchery visitor use. May participate in Classroom Aquaria Program, fairs, and local events. **Special Personal Characteristics:** Aptitude for fish and wildlife conservation work, construction, repair, and maintenance work; willingness to live and work throughout the State; willingness to do heavy manual labor; keenness of observation; tact; and reliability. **Special Personal Characteristics:** Ability to lift 40 pounds. **Interpersonal Skills**: Incumbent must possess good communication skills, get along well with others, and work both independently and in a team environment. Ability to interact with the public and maintain a high level of professional integrity. **WORKING CONDITIONS**: Incumbent will work outside in all weather conditions (hot, cold, and wet) performing tasks, standing for long periods on asphalt, concrete, and uneven ground. Will work in and around cold and/or fast-moving water. This position requires possession of a valid Class C driver's license. Will regularly drive state vehicles and must maintain a clean driving record. Must be able to work irregular hours, nights, weekends, holidays, and special events. Occasional travel (5%) is required within the state of California and may include an overnight stay. Wearing a prescribed CDFW uniform and safety gear is required. No state housing is available.

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**