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| **Classification Title**  **Forestry Aide** | **RPA Number**  **1819 013 TAH** |
| **Working Title**  **Forestry Aide** | **Unit**  **Forest Ecosystem Planning** |
| **Position Number**  **357-001-1060-901** | **Effective Date** |
| **Name** | Working Hours  **Monday-Thursday 7:00am-5:30pm** |

**California Tahoe Conservancy Mission Statement**

The mission of the California Tahoe Conservancy is to lead California’s efforts to restore and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin.

**General Statement**

Under the supervision of the Recreation, and Access, and Forest Ecosystem Planning Supervisor, the incumbent will be responsible for assisting a Registered Professional Forester (RPF) and other forestry program staff in the planning and implementation of Conservancy fuels reduction, forest health projects and forest management activities.

**Job Functions**

[Essential (E) / Marginal (M) Functions]:

**65% Assist in a broad range of forest management actives under direction of Conservancy’s RPF (E):**

* Interpret assessor parcel, project and other maps and flag project boundaries
* Identify and flag sensitive resources (e.g., stream environment zones (SEZ), cultural areas, nesting bird sites) within project boundaries
* Apply knowledge of desired conditions related to forest stand structure and composition in accordance with the Conservancy’s Forest Improvement Guidelines.
* Identify and mark trees consistent with guidelines and forestry prescription
* Apply knowledge of California and Lake Tahoe Basin rules and regulations (e.g., CEQA, Tahoe Regional Planning Agency (TRPA) code, California Forest Practice Rules) related to project preparation

**20% Assist in collection of project level monitoring data under direction of RPF (E)**

* Establish permanent or semi-permanent project level monitoring plots
* Collect data for both pre-treatment and post-treatment monitoring purposes
* Download monitoring data into folders related to each project

**10% Assist in project administration and public outreach (M)**

* Assist with project related administrative tasks
* Inspect active projects and report any issues observed
* Address public inquires in the field regarding Conservancy’s mission and objectives and forest practices.

**5% Other duties as assigned (M)**

**Supervision Received**

The Forestry Aide reports directly to the Recreation, and Access, and Forest Ecosystem Planning Supervisor. The RPF will provide project specific direction, training, and assignments.

**Supervision Exercised**

None

**Required Skills**

The incumbent requires computer skills (Word and Excel); writing and analytical skills; the ability to work independently and to communicate (verbal/written) clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept increasing responsibility and meet deadlines; the ability to utilize maps and a compass; apply basic principles of forestry and fire protection; identify tree and shrub species; apply laws, rules, and regulations applicable to scope of duties and responsibilities (e.g., Public Resources Code, Health and Safety Code, Penal Code, California Administrative Code) to ensure compliance for public safety and environmental protection; and the ability to manage multiple projects with multiple time frames.

**Special Personal Characteristics**

The incumbent should also possess a willingness and ability to maintain sufficient physical condition in order to perform tasks in support of the Conservancy's mission including regular physically strenuous field work; willingness as a learner to do routine and detailed work; and an aptitude and liking for forestry work.

**Attendance**

Must maintain regular and acceptable attendance at such level as is determined at the Conservancy’s sole discretion. Must be regularly available and willingness to work the hours the Conservancy determines are necessary or desirable to meet its business needs.

**Other Information**

The duties of this position are performed inside and outside. The employee’s workstation is located at 1061 3rd Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel is required to attend meetings, training and project sites. Requires use of telephone, personal computer and copier, Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines.

Outdoor Work may include:

* + Inclement weather, which can mean rain, snow, flood events, extreme heat, fire
  + Adverse conditions, such as working in active waterways, icy conditions
  + Traversing steep and uneven terrain
  + Use of specialized outdoor and technical equipment
  + Visiting construction zones
  + Remote work sites

Physical conditions of the work may require the need to:

* + Stand/walk for up to 8-10 hours a day
  + Sit for up to 8-10 hours a day
  + Work on a computer for up to 8-10 hours a day
  + May have to lift up to 50 lbs.
  + Using stairs

Use of Field Equipment may be necessary for:

* + Due to a critical and time sensitive need
  + Demonstration purposes
  + Critical health and safety need
  + Annual staff work days

Miscellaneous:

* May require the need to work holidays, nights or weekends
* Drive safely in adverse conditions
* Wear appropriate safety gear

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodations is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)

Duties of this position are subject to change and may be revised as needed or required.

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| **Employee Signature** | **Employee Printed Name** | **Date** |

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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| **Supervisor Signature** | **Supervisor Printed Name** | **Date** |