

**DUTY STATEMENT**

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

**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.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-481-0916-003
UNIT NAME AND LOCATION R4 Coastal Lands and Wildlife Management, San Luis Obispo	CLASS TITLE Fish and Wildlife Technician
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-481-0916-003

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**  
 Under the supervision of the Senior Environmental Scientist (Supervisor) and direction of Environmental Scientists and Habitat Assistants, the position will assist in implementing the management plans on the North Carrizo Ecological Reserve, the Carrizo Plains Ecological Reserve, and additional lands in San Luis Obispo and Monterey Counties, including planning and completing wildlife habitat maintenance and restoration activities, and performing facilities and infrastructure maintenance; and assisting the Region 4 Coastal Fisheries team in fish population monitoring and habitat management projects in San Luis Obispo, Monterey, and San Benito Counties. Essential functions include maintaining dirt roads, fences, and water supply systems; posting boundaries; controlling vegetation by mechanical, chemical, and other means; general building, facility, and equipment maintenance; operation and maintenance of automotive, farming and construction equipment; working with power and hand tools; participating in fish and fish habitat surveys and management projects that will require being in streams and lakes, and on boats; and helping to administer and attend public hunting opportunities on Department lands. The position will be required to write reports and maintain accurate records on State computer systems, act as lead person for seasonal employees and perform other duties as needed to maintain and protect Department lands. Duties may also include assisting biologists or other research personnel in the collection of wildlife census and habitat condition data or other research needs as well as attending various training classes, workshops and professional seminars.

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
25%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Wildlife and Wildlife Habitat Monitoring and Management:</b> Assist in planning and implementing fish and wildlife conservation and restoration projects and programs. Develop and maintain wildlife troughs and guzzlers; construct and maintain Ecological Reserve and Wildlife Area boundary and pasture fences; monitor water use and water quality; control invasive weed species by the use of herbicides, mechanical means or other measures; monitor and train personnel in pesticide use; maintain fuel breaks; plant appropriate vegetation to enhance habitat; monitor grazing leases and conduct periodic site checks; oversee contractors as needed and act as lead person for seasonal employees and volunteers in completing these duties. Assist in administering public hunting opportunities on Department lands, including attending events on weekends. Assist in population monitoring for multiple target species on Department lands and other areas. Assist in capturing and handling small mammals, herpetofauna, and large mammals as necessary.</p>
25%	<p><b>CDFW Facilities Maintenance:</b> Maintain facilities and infrastructure on Department lands, including, but not limited to water control structures and pipes; solar panels; wells; pumps; office, housing, and other buildings; windmills and equipment; reverse osmosis systems; wells and pumps. Maintain and construct various fences, gates and enclosures as necessary to control trespass, demark area boundaries and support grazing programs, perform and lead others in building trade tasks (carpentry, plumbing, painting, etc.) necessary to maintain buildings and facilities; update or construct new infrastructure as necessary.</p>

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<p>25%</p>	<p><b>Inland Fisheries and Fisheries Habitat Monitoring and Management:</b> Assist conducting a variety of inland fisheries population and habitat monitoring using a variety of methods in rivers, estuaries/lagoons, and lakes as needed including: fisheries population surveys (e.g. hook and line sampling, trapping, electrofishing, snorkeling, spawning, mark-recapture, seining, installation/operations of trapping and sonar camera equipment); habitat surveys (migration barrier assessments, Habitat Typing, Stream Survey Assessments, limiting factor analysis, Instream Flow assessments). Conduct maintenance and repair of field (e.g. Angler Survey Boxes, weirs, antennas, traps, etc.) and office equipment using a variety of power and hand tools as necessary and taking the State vehicle into the mechanic for routine and, as-needed, maintenance.</p>
<p>10%</p>	<p><b>Equipment Operation:</b> Operate and maintain vehicles and equipment necessary to carry out management and maintenance activities, including various implements to develop and maintain wildlife habitats, boats, trailers, make minor repairs to implements and vehicles; work with power and hand tools, including chainsaws; operate spray equipment to control invasive weeds; maintain inventories of tools and equipment.</p>
<p>10%</p>	<p><b>Administrative Tasks:</b> Keep and maintain records of work activities, equipment maintenance, herbicide and pesticide use, water quality monitoring, and other activities as required; solicit bid quotes and purchase materials needed to perform maintenance on facilities, equipment and vehicles; assist with developing specifications for construction contracts; prepare various administrative reports as assigned including, but not limited to, monthly time reports, vehicle logs, purchase documents, contract job specifications, budget reports and work plans.</p>
<p>5%</p>	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Attend career development and training programs and seminars as appropriate to contribute to the Coastal Lands and Wildlife unit's goals and objectives. Additional work as needed on procuring equipment and supplies. Complete periodic water quality tests on Department Lands. Participate in Region-wide projects.</p> <p><b>Special Personal Characteristics:</b> .</p> <ul style="list-style-type: none"> <li>• Incumbent must possess a valid driver license of the appropriate class issued by the Department of Motor Vehicles,</li> <li>• Ability to swim at least 50 yards and to stay afloat at least five minutes; good physical condition; and ability to lift 40 pounds.</li> <li>• Willing and able to obtain a Certified Pesticide Applicators License.</li> <li>• Must be able to swim proficiently and be comfortable in and around moving water, lakes, and boats.</li> <li>• Aptitude for terrestrial fish and wildlife conservation work similar to ranch work, including construction, repair, and maintenance work on wells, troughs, waterlines, fences, and buildings;</li> <li>• Ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice</li> <li>• Ability to organize, prioritize and follow verbal or written instructions and directions</li> <li>• Ability to concentrate and stay focused to meet deadlines</li> <li>• Willingness to work unusual hours and on Saturdays, Sundays, and holidays</li> <li>• Willingness to do heavy manual labor, work in adverse weather conditions, and to wear a prescribed uniform</li> <li>• Must be observant, tactful and reliable</li> <li>• Ability to navigate in remote areas</li> </ul> <p><b>Interpersonal Skills:</b></p> <ul style="list-style-type: none"> <li>• Must have the ability to work together with fellow employees in a cooperative manner</li> <li>• Must be willing to work in remote areas independently</li> <li>• Must be self motivated to complete work independently as well as under direction</li> <li>• Must deal effectively with pressure</li> <li>• Must maintain focus and intensity yet remain optimistic and persistent, even under adversity</li> </ul>

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	<ul style="list-style-type: none"> <li>• Must consider and respond appropriately to needs, feelings and capabilities of different people in different situations</li> <li>• Must be tactful and treat others with respect</li> <li>• Must be open to change and new information</li> <li>• Must be able to adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles</li> </ul> <p><b>WORKING CONDITIONS:</b>                  This is a field-based position with a requirement to report to the San Luis Obispo Field Office periodically. Telework from home will be only as agreed upon by the supervisor. Field work will be in inclement weather and remote locations, and will require the ability to complete physical labor such as digging trenches, painting, light construction, building wire fences, and repairing troughs. Tasks may require wading and swimming in deep water. Both terrestrial and fisheries work may be in San Benito, Monterey, and San Luis Obispo Counties. Most terrestrial work will be in San Luis Obispo County. Fisheries work will be primarily in San Luis Obispo and Monterey Counties.</p>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>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.</b>		
<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>