

**DUTY STATEMENT**

**E-R6 LF 23-024 and E-R6 LF 23-025**

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
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE IDR 6/ Mojave Hatchery	POSITION NUMBER (Agency-Unit-Class-Serial) 565-602-0790-905
UNIT NAME AND LOCATION Mojave River Hatchery, Victorville	CLASS TITLE Fish and 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 Fish Hatchery manager II, the proposed incumbent duties and responsibilities are listed below.

<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>
45%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><u>Maintenance:</u> Perform general cleanup of all buildings to include shop, breakroom, offices, nursery, public restrooms and all outbuildings including hazmat building and well houses. Janitorial duties on all restrooms including shop, and public restrooms. Perform residential maintenance as directed.</p> <p><u>Landscape:</u> Perform all required landscape and maintenance duties on facilities 17.8 acres. Duties to include maintaining of all established lawns, trees, primitive areas such as fields, parking lot and roadways.</p>
40%	<p><u>Equipment maintenance:</u> Perform oil changes, filter checks and upkeep on facilities equipment and vehicles as needed and directed,</p> <p><u>Fish Culture:</u> Perform fish culture duties as directed, to include pond cleaning, clean screens and pick up fish losses, assist permanent staff in fish moves, grading, inventorying, loading and stocking of fish.</p>
10%	<p><u>Miscellaneous Support:</u> Assist other hatcheries as needed during various types of physical labor-intensive work assignments.</p>
5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of the Inland Deserts Hatchery program.</p>

**DUTY STATEMENT**

<b>PERCENTAGE OF TIME PERFORMING DUTIES</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.)	
	<p><b>Special Personal Characteristics:</b> Possess basic construction, plumbing and mechanical skills. Knowledge of minor hand tools and minor gardening equipment.</p> <p><b>Interpersonal Skills:</b> Ability to interact positively with the public.</p> <p><b>WORKING CONDITIONS:</b> Ability to elevate 40 pounds and be capable of handling 50-pound feed and salt bags; get in and out of 4- foot raceways; willingness to work in and around water; work in all the weather conditions- wind, rain, extreme heat, cold, and direct sunlight; climb steep banks when necessary; work near waters with uneven terrain and unpredictable flow; ability to climb ladders; open and close various types of valves. A valid Driver's License is required. Willingness to work a flexible schedule, work on weekends and holiday schedules.</p>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b> Francisco (Paco) Cabral	<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>