

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.

INSTRUCTIONS: 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 WLM/IDR-6/Imperial Wildlife Area	POSITION NUMBER (Agency-Unit-Class-Serial) 565-602-0790-905
UNIT NAME AND LOCATION Imperial Wildlife Area- Niland,CA	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 close supervision to do routine wildlife area habitat and maintenance work in connection with Department of Fish and Wildlife field activities, Incumbent will perform the following duties:

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.)
	<u>ESSENTIAL FUNCTIONS:</u>
45%	Wister Sportfish Pond maintenance including restoration and maintenance of facilities, vegetation/fuels reduction, riparian and upland wildlife habitats. Assist with growing of agricultural crops for wildlife and the control of invasive plants.
25%	Assist in the operation and maintenance of irrigation district water distribution systems and water control structures. Assists with facility maintenance of office, check-station, shop building, public restrooms, interpretive displays, employee residences, wildlife area roads, trails, gates, access structures.
20%	Assists in repair and replacement of area signs and fencing. Assists in maintaining state vehicles and farm equipment, cleaning office, check-station, public restrooms, shop buildings, kiosks, and visitor registration booth. Area trash pick-up. Work with power and hand tools.
5%	Assists in operation of waterfowl check-station and visitor use facilities including assignment of hunter locations, dispensing hunting information and interpretive handouts, administrative duties, attending trainings, and other duties tasked
	<u>NON-ESSENTIAL FUNCTIONS:</u>
5%	Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of Imperial Wildlife Area goals and objectives

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	<p>Special Personal Characteristics: Ability to perform construction tasks with tools; interact successfully with the public; Knowledge of operating and maintaining tractors, various heavy equipment, state vehicles, farm equipment and implements. Farming practices, facility maintenance, janitorial duties, administrative duties, and basic computer skills. Possession of a valid driver’s license and good driving record. Completion of the 12th grade or GED. Ability to elevate 40 lbs.</p> <p>Interpersonal Skills: Read, write, and speak English at a level required for successful performance; follow oral and written directions; maintain simple records, do simple mathematical computations. Ability to work independently and in a team setting</p> <p>WORKING CONDITIONS: Ability to work outdoors in extreme conditions, physical labor, odd hours, weekends, and holidays. Hunter Check Station duties include the handling of dead game. Must possess and maintain a valid class C Driver’s License.</p>

SUPERVISOR’S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR’S NAME	SUPERVISOR’S SIGNATURE	DATE
Cris Crecelius		

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