



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Forestry Aide	549-689-1060-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sierra District	Forestry Aide	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Sierra Gold	Empire Mine State Historic Park	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		Sr Environmental Scientist (Supervising)
POSITION DESCRIPTION		
<p>The Sierra Gold Sector Forestry Aide (Seasonal) works under the supervision of the Sierra District Senior Environmental Scientist (Supervising) and the direction of the Sierra Gold Sector Environmental Scientist. The position reports to the Resources Office in Grass Valley at Empire Mine State Historic Park. The Forestry Aide is responsible for the planning and execution of invasive plant control, vegetation surveys, ecological monitoring, and other field work associated with the Sierra District resource management program. The position will work outdoors under adverse conditions, hike over uneven and steep-sloped terrain, and carry heavy equipment. Typical work hours are 8:00 AM to 4:30 PM Monday through Friday. The position may work overtime, weekends, holidays, irregular shifts, and work or/and camp in remote locations based on program or project needs.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
70%	RESOURCE MANAGEMENT: The Forestry Aide will participate in the Sierra Gold Sector Invasive Plant Control Program and the Botanical Resources Program under the direction of the Sierra Gold Sector Environmental Scientist. Tasks include but are not limited to: invasive plant surveys, sensitive plant surveys, invasive plant control via mechanical and chemical methods, native seed collection, native plant propagation, revegetation, GIS spatial and data collection using ArcGIS Online apps (Field Maps / Survey 123) and/or Calflora Observer Pro, using dichotomous botanical keys, leading volunteer groups and crews on restoration project work, and documenting daily activities, field observations, and report writing. May assist with vegetation plot monitoring, wildlife monitoring, wetland delineation, forestry surveys, water sampling, and other project work as needed.	
10%	INFORMATION / DATA MANAGEMENT: Enter, correct, quality control, and otherwise manage Sierra Gold Sector resource data. Maintain GIS databases on remote servers. Use ESRI software (ArcGIS Online, ArcGIS Pro, Field Maps, Survey 123) to create maps and organize/ interpret GIS data. Update and maintain Sierra District documents including plant lists, site histories, and year-end reports.	
10%	EQUIPMENT, VEHICLE AND OFFICE MAINTENANCE: Organize and prepare equipment for field work. Maintain Sierra Gold Sector tool inventory checklist. Perform routine maintenance, cleaning, and repairs on all program equipment including hand, battery, and gasoline-powered tools. Operate a variety of State of California vehicles, possess a valid Class C license, and maintain a safe driving record. Complete monthly vehicle inspections and maintain daily vehicle operations log. Keep work areas organized, clean, and safe.	
5%	INTERPRETATION OF INFORMATION: Interpret to the public the natural and cultural history of the area as well as understanding the philosophy and workings of California State Parks. Provide recreational information as requested.	



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MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Complete timesheets and other required forms neatly, accurately, and in a timely manner. Complete applicable trainings and attend meetings. Update supervisors on work activities and accomplishments. Collaborate and consult with individual park unit staff members on program needs.	
TYPICAL WORKING CONDITIONS		
This job includes the ability to perform a variety of manual labor work to restore and maintain natural resources and requires working outdoors in inclement weather conditions.		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C Driver's License is required.		
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE