

**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
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE Wildlife and Fisheries Division/Wildlife Branch/North Central Region/Gray Lodge Wildlife Area	POSITION NUMBER (Agency-Unit-Class-Serial) 565-284-0903-300
UNIT NAME AND LOCATION Wildlife Management, Gray Lodge Wildlife Area, Gridley CA 95948	CLASS TITLE Wildlife Habitat Supervisor I
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**  
Under the general direction of the Senior Environmental Scientist (Supervisory), Gray Lodge Wildlife Area manager, the Wildlife Habitat Supervisor I is responsible for leading Gray Lodge Wildlife Area staff in implementing habitat development to meet fish and wildlife management and conservation objectives, as well as executing facility and habitat maintenance projects, and public use programs.

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.)
40%	<p><b>ESSENTIAL FUNCTIONS:</b></p> <p><b>AREA OPERATIONS AND HABITAT MANAGEMENT:</b> Lead the work of permanent and seasonal staff, inmate crews, volunteers, and/or volunteer groups in habitat development, facility and habitat maintenance projects, and public use programs on the Gray Lodge Wildlife Area. Achieve fish and wildlife management and conservation objectives, including but not limited to implementation and monitoring of habitat restoration and enhancement; water management; maintenance and enhancement of habitats consistent with goals and objectives of the Area and Area's Management Plan; management of short form contracts; develop and monitor grazing and farming programs, assist in the oversight and management of grazing and farming permits; noxious weed removal; fence installation and repair; signage; building and facility maintenance; operation of farm tractors and their associated implements, operation of backhoes to achieve habitat and management objectives construction, installation, and maintenance of road, buildings, enclosures, water control systems, and wildlife watering devices. Collect specimens, perform euthanasia of sick or injured wildlife and dispatch an animal that poses a public or personal safety threat, remove animals that are causing damage on Department owned and/or managed lands, and deliver specialized projectiles to avert and/or haze nuisance animals, handle live animals, carcasses, and conduct simple tissue sampling and necropsies.</p>
30%	<p><b>OPERATION PLANNING:</b> Assist in the planning of operations of the Gray Lodge Wildlife Area including the preparation and updating of annual work plans, safety plans, hazardous material and herbicide/pesticide plans and their associated storage and inventory ; manage operating budgets; draft regulations; preparation of documents to fill vacant temporary positions; assist with the selection and training of Fish and Wildlife Technicians, Tractor Operator Laborers, temporary staff, volunteers and provide assistance for the evaluation of staff performance. supervise and perform a wide variety of work, including farming, construction, marsh management, and public use management. Submit herbicide records to the County Agriculture office and CDFW Wildlands Integrated Pest Management team.</p>

**DUTY STATEMENT**

<p><b>PERCENTAGE OF TIME PERFORMING DUTIES</b></p>	<p>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>
<p>15%</p> <p>10%</p> <p>5%</p>	<p><b>EQUIPMENT MAINTENANCE:</b> Maintain and update records of maintenance and repair activities on vehicles and equipment and ensure preventive and routine maintenance occurs on all vehicles, tractors and heavy/minor equipment.</p> <p><b>ADMINISTRATIVE DUTIES:</b> Will prepare and submit time sheet, mileage logs, travel expense claims and any other administrative paperwork associated with the day-to-day operations of the area on appropriate forms and on time, and other administrative duties, as needed, to complete tasks associated with the maintenance and upkeep of equipment on the area. Participate in training and other professional development activities that are required to obtain/maintain professional licenses, certificates and further the Department, Area, and Individual goals and objectives. Prepare routine reports and maintain cooperative relations with those contacted in the work; develop creative programs in keeping with the goals of the organization; prepare budgets and program plans.</p> <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p><b>PUBLIC OUTREACH:</b> Represent the Department at public meetings regarding operations of the Gray Lodge Wildlife Area as directed by supervisor. Meet and correspond with individuals and other agencies to provide information about management activities. Respond to inquiries from various user groups, including local schools that are interested in activities on state lands. Conduct activities required for operation of waterfowl hunt programs. Speak effectively to interested groups and organizations.</p> <p><b>Special Physical Characteristics:</b> Physical strength and agility; ability to swim 50 yards and stay afloat for at least five minutes; and the ability to lift forty (40) pounds.</p> <p><b>Special Personal Characteristics:</b> This position requires a good driving record. The position requires knowledge and experience in the following: camping, boating and maintaining and repairing equipment; fishing, hunting, and the outdoors; wildlife, invertebrates and plants; wildlife food and cover requirements; wildlife habitat improvement methods and techniques; soil types and land uses; farming and marsh management practices; farming equipment, machinery, tools, and vehicles; wildlife management activities; principles of supervision and safety; skilled in operating a personal computer; operation of a global positioning system (GPS); operation of a 4X4 vehicle, all-terrain vehicle (ATV), wheel tractors, bulldozers, backhoes, and transport vehicles including towing; herbicide spraying equipment; welder/generator and hand tools. Must have the ability to plan, organize, and direct the work of others; analyze situations accurately and take effective action.</p> <p><b>Interpersonal Skills:</b> Must possess excellent interpersonal and communication skills; be able to work well in a team environment; and be able to communicate effectively with colleagues, customers, clients, vendors and outside agencies.</p> <p><b>WORKING CONDITIONS:</b> This position will be required to wear a CDFW uniform consistent with Department policies, work atypical hours and on weekends; respond to public inquiries and emergency situations, at all hours of the day or night (including holidays); work in adverse weather and unstable terrain; Occasional travel is required within the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stay. Must possess and maintain a valid Class A (Commercial) California Driver's License for the operation of motor vehicles and equipment. Must possess or have the ability to obtain a valid Qualified Applicator Certificate issued by the California Department of Pesticide Regulation for the application of herbicides in California within 6 months of appointment. Must be able to use a computer with keyboard and mouse to complete various office tasks, including administrative paperwork related to purchasing, equipment and vehicle logs, operational planning and tracking of field projects. Residency is not required, and State housing is currently not available.</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.)	
<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>