

**DUTY STATEMENT**

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

☐ **CURRENT****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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-384-0916-905
UNIT NAME AND LOCATION Yolo Bypass Wildlife Area – Davis, CA	CLASS TITLE Fish and Wildlife Technician
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**

Under the supervision of the Senior Environmental Scientist (Supervisory), the incumbent assists in the day-to-day management, operation, and maintenance of the Yolo Bypass Wildlife Area (YBWA). This position is critical to maintain habitat on the wildlife area for migrating water birds, local wildlife, special status species, and pollinators. Duties include operating tractors, backhoes, four-wheel drive vehicles and other equipment to manage habitat for wintering water birds, resident wildlife, and public use such as nature viewing, fishing, and hunting.

<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%	<b><u>ESSENTIAL FUNCTIONS:</u></b>  <b>Habitat Development and Facilities Maintenance:</b> Perform the semi-skilled and routine work involved in maintaining both aquatic, terrestrial, and upland habitats on the wildlife area such as operating agricultural tractors to manage vegetation, controlling the spread of invasive and noxious weeds, and plant nesting cover crops and forage vegetation. Assist the Wildlife Habitat Supervisor I and Wildlife Habitat Assistant in installing, cleaning, and maintaining the water conveyance system including: water control structures, screw gates, canals and ditches, and water conveyance pipes. Perform routine maintenance and repair buildings, public use facilities (hunting blinds, viewing decks, hiking trails), gates, fences, and public access roadways. Post and maintain regulatory, boundary, traffic, and recreation signs throughout the wildlife area. Conduct other habitat restoration and enhancement activities to improve habitat for target species.
30%	<b>Public Use:</b> Coordinate public recreation programs such as hunting, fishing, and wildlife viewing activities. Work as the lead for the public waterfowl and pheasant hunting program including working with headquarters staff on Wildlife Area Program (WLAP) changes, training current and new staff on hunt program operations and procedures, scheduling hunter check station staff shifts in coordination with supervisor, staff the hunter check station, oversee the Tuesday and Friday night lotteries, and track hunter harvest and hunter use data. Coordinate and implement one to two volunteer clean-up days to prepare the wildlife area for waterfowl and pheasant hunting season. Prepare and maintain facility checklists to ensure hunt program facilities are maintained in safe and operable conditions. Check facilities, roadways, and hiking trails to ensure they are in safe working order for public recreation.
25%	<b>Equipment Operation and Maintenance:</b> Operate equipment such as agricultural tractors, backhoes, four-wheel drive vehicles, all-terrain vehicles (ATVs), and similar equipment to accomplish tasks associated with the day-to-day operations of the wildlife area while remaining consistent with department policies, goals, and objectives, the wildlife area's management plan, and various grants, agreements, and work plans. Operate automobiles, trucks, tractors, pumps, sprayers and other types

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<p>10%</p> <p>5%</p> <p>5%</p>	<p>of mechanical equipment, including a variety of hand tools as needed. Perform routine maintenance and repairs on vehicles, tractors, tractor implements, and other equipment to ensure they are kept in clean and safe operating conditions.</p> <p><b><u>Administrative Tasks:</u></b> Maintain public use records. Keep accurate records and prepare various administrative reports as assigned, including purchase documents, contract job specifications, budget reports, and work plans. Maintain skills through training. Act as co-lead person for Fish and Wildlife Seasonal and Scientific Aids and volunteers.</p> <p><b><u>Wildlife Surveys, Waterfowl Banding, and Dove Banding:</u></b> Assist Environmental Scientist, lands staff, and partners in wildlife and vegetation surveys, banding waterfowl, dove, and shorebirds, and pheasant crow counts.</p> <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Perform general administrative duties: prepare and submit timesheets, maintain the auto log and equipment logs, and schedule truck maintenance as required. Attend career development training programs, and seminars as appropriate to contribute to the achievement of Program goals and objectives.</p> <p><b><u>Special Personal Characteristics:</u></b> Demonstrated ability to act independently; open-minded, flexible, responsible, and tactful.</p> <p><b><u>Interpersonal Skills:</u></b> Able to work independently and in a team setting; take direction from supervisor as well as provide direction when acting as lead.</p> <p><b><u>WORKING CONDITIONS:</u></b></p> <p>Incumbent must possess a valid Class C Driver License. Must be able to operate a motor vehicle and equipment and be prepared to travel using a State vehicle. If the employee does not have a Qualified Applicator Certification, they must work under one who possesses such a certification. Must be able to work in adverse weather including rain, cold, and heat; on unstable terrain; and on weekends (and holidays) and early mornings and evening hours when necessary during certain times of the year. Incumbent must be able to staff the hunter check station during the waterfowl hunting season on weekends, holidays, early morning and late evening shifts, and act as lead for seasonal staff during check station shifts.</p>
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>	
<b>PRINT SUPERVISOR'S NAME</b> Garrett Spaan, Senior Environmental Scientist (Supervisory)	<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> PROPOSED, Fish and Wildlife Technician	<b>EMPLOYEE'S SIGNATURE</b>  <b>DATE</b> 