FIELD ASSISTANT I/II

DEFINITION

Under immediate (Field Assistant I) or general (Field Assistant II) supervision, performs a variety of field restoration and maintenance duties in support of District restoration goals, programs, projects, and activities; rehabilitates and restores natural habitats including native plants and wildlife by identifying native and non-native species, sowing native plant species, irrigating and watering lands, reducing wildfire fuels, and monitoring and controlling invasive species; operates and maintains a variety of field maintenance equipment and hand tools; prepares and maintains a variety of written records of work activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Field Assistant I) or general (Field Assistant II) supervision from the Field Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Field Assistant I: This is the entry-level classification in the Field Assistant series. Initially under close supervision, incumbents learn and perform routine field duties to rehabilitate and restore natural lands and habitats. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Field Assistant II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Field Assistant II: This is the journey-level classification in the Field Assistant series. Positions at this level are distinguished from the Field Assistant I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Field Foreman in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower-level staff.

Positions in the Field Assistant class series are flexibly staffed; positions at the II-level are normally filled by advancement from the I-level; progression to the II-level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the II-level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.
Positions at the Field Assistant I level may perform some of these duties and responsibilities in a learning capacity.

- Performs a variety of field restoration and maintenance duties in support of District restoration goals, programs, projects, and activities, including planting, weeding, trimming, spraying, irrigating, watering, and maintaining District lands and project sites.
- Rehabilitates and restores natural habitats by identifying and removing invasive species, cutting and trimming trees and debris to reduce wildfire fuels, preparing and installing irrigation, sowing native plants, and ensuring grounds are maintained.
- Inspects, installs, services, and repairs irrigation systems and controllers; lays out, glues, flushes, and programs controllers for PVC pipe and/or drip systems; digs, trenches, and installs irrigation lines and connections; identifies and repairs leaks, cracks, or breaks in pipes and/or drip lines to ensure vegetation receives necessary water.
- Mixes and applies chemical pesticides and herbicides to District/project grounds in order to control and prevent invasive species such as pests, weeds, and plant diseases.
- Trims, cuts, and removes bushes, trees, shrubs, and other dry combustible grasses and plants to reduce/mitigate wildfire risk.
- Loads, unloads, and transports materials, equipment and supplies to and from project sites.
- Performs skilled operation of specialized field restoration and maintenance vehicles and equipment; performs minor adjustments on service equipment; maintains tools and equipment in working order.
- Picks up and discards trash, including hazardous materials; performs general groundskeeping and maintenance on District grounds, land, and project sites including but not limited to mowing, edging, weed whacking, blowing leaves, repairing fences, and related tasks.
- Maintains accurate logs, records, and reports of work performed and materials and equipment used, including site progress, damage present, incidences, and status of native and invasive vegetation; prepares reports as required.
- Provides assistance to District staff on various projects, as needed, including but not limited to facilities maintenance and repairs, irrigation evaluations, stream maintenance, fish surveys, and clearing and cleaning raceways.
- Responds to public inquiries in a courteous manner and provides information within the area of assignment.
- Observes and complies with all District and mandates safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Field Assistant I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in the rehabilitation, restoration, and maintenance of District land.
- Basic principles and practices of natural resource restoration and conservation.
- Methods and techniques of identifying regional native and invasive species.
- Installation, maintenance and repair of irrigation systems, controllers, and related components.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and equipment.
- Principles and procedures of record-keeping and reporting.
- Applicable federal, state, and local laws, codes, regulations, and ordinances, as well as industry standards and best practices relevant to the assigned area of responsibility.
- District and mandated safety rules, regulations, and protocols.
Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

The structure and content of the English language to effectively perform the work.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of field restoration and maintenance duties required to rehabilitate and restore District lands.
- Identify native, non-native, and invasive species.
- Perform skilled application of, and properly handle, pesticides and herbicides.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Safely and effectively use and operate hand tools, mechanical equipment, and power tools required for the work.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform heavy physical work in adverse and extreme weather conditions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, and guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Field Assistant I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:

- Field Assistant I: One (1) year of experience in grounds maintenance, landscaping, gardening, or custodial work.
- Field Assistant II: Two (2) years of increasingly responsible experience performing field restoration and maintenance duties in support of natural habitat restoration and/or conservation equivalent to the District’s classification of Field Attendant I.

Licenses and Certifications:

- Possession of a valid California Driver’s License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn,
kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, pests, insects, and vermin, and dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.