

<b>Position Code</b>
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## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DNR-NATURAL RESOURCES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Resource Management
<b>4. Civil Service Position Code Description</b> WILDLIFE TECHNICIAN	<b>10. Division</b> Wildlife
<b>5. Working Title (What the agency calls the position)</b> WILDLIFE TECHNICIAN	<b>11. Section</b> Field Resources
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT; NATURAL RESOURCE MANAGER-2, 13	<b>12. Unit</b> Southwest Lower Peninsula Region
<b>7. Name and Position Code Description of Second Level Supervisor</b> MARK MILLS; NATURAL RESOURCE MANAGER-3, 15	<b>13. Work Location (City and Address)/Hours of Work</b> 4590 118TH AVE; ALLEGAN, MI 49010 / MONDAY-FRIDAY (7:00 AM – 3:30 PM) OR AS ASSIGNED
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This entry level position performs wildlife management support activities in Allegan County, and on the Allegan State Game Area (SGA). Incumbent is responsible for assisting with ensuring wildlife habitat projects are accomplished on the Allegan SGA within the context of the Master Plan, operational plans, and annual work plans. Responsible for aiding with land administration activities on the SGA including boundary review, ordering land surveys, posting, and trespass resolution. This entry level position assists with the safe and efficient operation of the management of State Game Land including providing input on technical changes in operations. They can serve under the guidance of the biologist so they should have a general knowledge of wildlife population management issues in the counties they work including nuisance wildlife, wildlife surveys, and wildlife disease. Technicians are also responsible for ensuring the equipment and buildings are in safe operational order and for ensuring supplies are adequate to accomplish the work assigned.</p>	

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 45**

Protect, manage, and enhance lands for sustainable wildlife populations and wildlife-compatible recreation:  
GPS Objective 2.1 through 2.5

Assist Wildlife Biologists in implementing all phases of the SGA Master Plan and wildlife habitat programs throughout the assigned area and/or Management Unit.

**Individual tasks related to the duty:**

Participate in habitat development and improvement activities on ASGA and other state lands including planning and assessing existing sites and plant communities, including rare natural communities; habitat improvement projects include (but are not limited to) sharecropping, savanna restoration, and grassland restoration.

Administer timber sale contracts which includes proposing treatments, marking timber, writing contract specifications, coordinating public sealed bids, field oversight of timber sale operations, and preparing documents for timber sale closures.

Works with Wildlife Biologist to determine priorities for forest inventory and forest treatments on ASGA by participating in the annual compartment review process.

Assist with administering habitat improvement/restoration contracts with the guidance of the area biologist. This includes writing contract specifications and scope, following procurement procedures for hiring contractors, and field oversight of contractors to ensure proper completion of work to specifications.

Responsible for updating stand cover type inventory, mapping, and entering and tracking treatments in MiFi and GIS.

Work in conjunction with Wildlife Biologist to ensure compliance with Federal Habitat Conservation Plans (HCPs) for Federally Threatened or Endangered Species, such as Karner Blue Butterfly, and Eastern Massasauga Rattlesnake Candidate Conservation Agreement with Assurances (CCAA).

Prepare annual operational plans for maintenance, plantings, prescribed fire, invasive species removal or containment, and construction on State Game Areas.

Provide direction, training, and technical knowledge under the guidance of the area Wildlife Biologist on agricultural and forest harvesting practices to contractors, wildlife assistants, non-career wildlife assistants, and state workers performing habitat improvement/restoration to benefit habitat on state land.

Acquire and maintain fire line certification as a fire fighter type II or higher.

**Duty 2**

**General Summary:**

**Percentage: 30**

Provide, manage, and align a diverse set of resources to support division priorities. [Goal 4]:

**Individual tasks related to the duty:**

Assist with ensuring equipment, buildings, and other facilities are in safe operational order and for ensuring supplies are adequate to accomplish the work assigned. Assist with land administration activities on Allegan SGA (ASGA) including boundary review, ordering land surveys, posting, and trespass resolution.

Responsible for routine and non-routine maintenance of trails, gates, parking lots, signs, dams, water control structures, nest structures, ORV barriers and trash pickup on ASGA. Understanding and acting on emergency repairs for the safety of people, wildlife and property.

Maintain MIOSHA Hazard Communication Plan, Right to Know, Facility Emergency Plan, Severe Weather Plan, SDS Sheets, safety training of wildlife assistants, non-career wildlife assistants, and state workers.

Assist with inventory records and keep accurate maintenance log books for individual equipment to insure optimum operation condition and safety. Dispose of equipment properly when no longer needed, broken beyond repair, or sent to another location through Property Transaction Notices, State surplus or landfill.

Assist the Wildlife Assistants in operating and maintaining bulldozers, farm tractors/implements, dump truck/trailer, chainsaws, and power hand tools to assure work tasks on the area are completed and equipment is well cared for and safe to operate. Acquire and maintain Commercial Driver's License (Class A w/ 5<sup>th</sup> wheel, airbrake, and manual transmission) to be able to drive dump trucks/trailer combinations to complete work tasks.

Assist with operations and maintenance of Echo Point Shooting Range with Wildlife Division, Marketing and Outreach Division, and Finance and Operations Division staff.

Coordinate equipment needs, maintenance schedules, repairs, and safety training with non-career wildlife assistants and state workers.

**Duty 3**

**General Summary:**

**Percentage: 15**

**ADMINISTRATIVE DUTIES:**

Responsible for tracking and monitoring Allegan SGA Budget, Work Item Proposals (WIPs), and coding and submitting invoices in a timely manner. Responsible for seasonal workers.

**Individual tasks related to the duty:**

Assist with budget planning and WIP submissions.

Responsible for monitoring budget spending and WIP projects by maintaining a budget tracking database.

Responsible for coding and submitting invoices, fuel logs, and making sure vendors and contractors are paid in a timely manner.

Follow all DNR procurement guidelines for purchasing materials and contracting labor.

Assisting with hiring, providing daily work direction, submitting seasonal timesheets and all vehicle logs for seasonal workers at Allegan HQ.

**Duty 4**

**General Summary:**

**Percentage: 10**

**OTHER DUTIES AS ASSIGNED:**

**Individual tasks related to the duty:**

Handle daily public contact through walk-ins, telephone requests or requests in writing and provide requested information on topics such as hunting regulations, species management, policies, nuisance wildlife, sick and injured wildlife and others.

Assist with as delegated, including but not limited to Livestock Depredation Investigations, Nuisance Wildlife Permits, Crop Damage Permits, and Land Use Permits.

Cooperate and Partner with other Natural Resource Divisions, State and Federal agencies, and private organizations to coordinate joint programs and projects for natural resource management, such as Michigan Natural Features Inventory, National Wild Turkey Federation, Pheasants Forever, and Allegan Conservation District.

Provide requested information for public awareness of habitat wildlife habitat, diseases, populations and viewing wildlife in Michigan to schools, service organizations, and constituent groups.

Serve on Department or Division work groups as assigned.

Attend professional development training as assigned by supervisor.

Acquire and maintain CDL (Class A w/ 5<sup>th</sup> wheel, airbrake, and manual transmission), fire line certification "fire fighter type II", Commercial Pesticide Applicator, and Firearm Training certification.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Prioritize daily work schedules and assign wildlife assistant, non-career wildlife assistant, and state worker duties; identify cultural treatment locations, type of treatment, and amount; identify safety training needs and choose the proper equipment to accomplish work tasks; make all purchases for the facility to operate as a field office; interview and recommend hiring state workers and non-career wildlife assistants as the interview chair for the field office

**17. Describe the types of decisions that require the supervisor's review.**

Public requests for state land use and deviating from PR funding require FOM guidance for decision that might have statewide ramifications. These include organized events that might conflict with management objectives.

Overtime and large expenditures.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Work is normally performed outdoors within a state game area in adverse conditions. This job may require an employee to travers rough terrain. Heavy lifting (at least 50 lbs.) and exposure to farm machinery is also required

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> N | Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

23. What are the essential functions of this position?

Employees in this job perform a range of wildlife management support activities to protect, develop, and maintain the state's natural wildlife population for environmental and recreational purposes.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Downgrade position to entry level position

25. What is the function of the work area and how does this position fit into that function?

This position will assure implementation of the Wildlife Division programs, policies, mission and goals for the Allegan Field Office, Allegan SGA, and the SWR of the MDNR-WLD.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Possession of an associate's degree in wildlife biology, wildlife technology, wildlife management, or natural resource related field.

**EXPERIENCE:**

**Wildlife Technician 8**

No specific type or amount is required.

**Wildlife Technician 9**

One year of experience performing technical wildlife management support activities, equivalent to a Wildlife Technician 8.

**Wildlife Technician E10**

Two years of experience performing technical wildlife management support activities equivalent to a Wildlife Technician, including one year equivalent to a Wildlife Technician 9.

**Alternate Education and Experience**

**Wildlife Technician 8**

Completion of the Department of Natural Resource's Wildlife Division in-service Wildlife Technician Training Program and three years of experience as a Farmer, Equipment Operator, or Laborer in the Wildlife Division, including one year of post, in-service training experience may be substituted for the education and experience requirements.

**Wildlife Technician 9**

Completion of the Department of Natural Resource's Wildlife Division in-service Wildlife Technician Training Program and four years of experience as a Farmer, Equipment Operator, or Laborer in the Wildlife Division, including two years of post, in-service training experience may be substituted for the education and experience requirements.

**Wildlife Technician E10**

Completion of the Department of Natural Resource's Wildlife Division in-service Wildlife Technician Training Program and five years of experience as a Farmer, Equipment Operator, or Laborer in the Wildlife Division, including three years of post, in-service training experience may be substituted for the education and experience requirements.

Possession of a bachelor's degree or higher with 16 semester (24 term) credits in job specific or related course work may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Candidate must demonstrate the ability to acquire knowledge of wildlife habitat management, wildlife management techniques, and operation of machinery.
- Must be skilled in computer software for word processing, spreadsheets, databases and demonstrate the ability to learn GIS.
- Must be able to work independently and lead others.
- Candidate must demonstrate the ability to learn to use a state-owned firearm on approved assignments.
- Must be willing to take DNR firearm training and use a state-owned firearm for the collection of biological samples for wildlife health monitoring and research, contaminant monitoring, and euthanasia of injured or sick wildlife as assigned.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

The following licenses will be required within 6 months of hire and continually thereafter:

Commercial Driver's License (CDL, Class A w/ 5<sup>th</sup> wheel, airbrake, and manual transmission)  
Commercial Pesticide Applicators License

The following may be required within 1 year of hire:  
Soil Erosion and Sedimentation Control certification (SESC)

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

n/a

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

**Employee**

**Date**