

Position Code 1.

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	Department of Natural Resources
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Resource Management
4. Civil Service Position Code Description	10. Division
Wildlife Assistant-A (9)	Wildlife
5. Working Title (What the agency calls the position)	11. Section
Wildlife Assistant	Field Resources Management Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Wildman, Kristin M; Natural Resource Manager-2	Southwest Lower Peninsula Region
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Mills, Mark A; State Administrative Manager-1	Barry State Game Area Headquarters 1805 S Yankee Springs Rd, Middleville, MI 49333 • Monday-Friday (8:00 AM – 5:00 PM) or as assigned

14. General Summary of Function/Purpose of Position

Assists with the development and maintenance of wildlife habitat, infrastructure, and facilities on Michigan Department of Natural Resources (DNR) Wildlife Division-managed lands, and other State, private, or Federal lands, primarily in area of responsibility (AOR): Barry, Calhoun, and Eaton Counties, Michigan. These duties are accomplished through farming practices, forest management practices, herbicide application, mowing and land clearing, water level manipulation in impoundments, and use of heavy and light equipment. Assists with other AOR responsibilities, including wildlife surveys, and facility maintenance. Assists with the collection of biological data. Oversees, coordinates, and performs safe operation, maintenance, record-keeping and reporting, scheduling, and transportation of equipment. Responsible for scheduling major equipment and infrastructure maintenance; scheduling other employees to conduct routine maintenance such as litter and trash pick-up, lawn mowing, and small equipment maintenance and repair. Responsible for maintenance of buildings, office grounds, other infrastructure and state-owned lands including signs, parking lots, gates, and barriers. Responsible for overseeing work assignments and providing daily direction to temporary, non-career employees. Responsible for and proficient in training lower-level employees in equipment operation and maintenance, facility maintenance, work safety, record keeping, and related administrative tasks. Regularly communicates and collaborates with the local staff to implement land and wildlife habitat management in AOR and region.

A commercial driver's license issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle is required for this position at hire. (Two-month grace for Out of State License transfers) Firearm training and certification is required for this position.

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 of Duty 1 **% of Time 55**

Create and maintain wildlife habitats and structures.

Individual tasks related to the duty.

- Create and maintain wildlife habitat by mowing, disking, planting, clearing, pesticide (herbicide) treatment, etc., as directed.
- Appropriately and safely operate light duty equipment such as shovels, rakes, saws, and other hand tools.
- Appropriately and safely operate power tools, including drills, circular saws, belt sanders, chainsaws, weed-whips, leaf blowers, and lawnmowers.
- Appropriately and safely operate heavy equipment and farm implements such as seeders, drills, disks, mowers, mulching heads, sprayers, plows, tractors, ATVs, bulldozers, track loaders, trailers, dump trucks, and excavators.
- Safely transport heavy equipment such as farm tractors and implements, bulldozers, portable pumps.
- Control water levels on wetlands by manipulating water through water control structures and both large and small capacity pumps. Installing new tubes and water control structures.
- Develop and maintain habitat and public access infrastructure including dikes, roads, parking lots, trails, gates, buildings, and wildlife structures.
- Responsible for posting boundary signs, parking lot maintenance, and placing gates and barriers and monitor for trespass.
- Assist with conducting building and facility maintenance and inventory.
- Provides daily direction, oversight, and training to non-career employees conducting related duties.
- Participate and assist in the preparation and implementation of prescribed fire operations.
- Ensure proper storage, labeling, transport, and use of chemicals and other substances.
- Ensure workspace is maintained, orderly, and compliant with safety standards.
- Apply pesticides and/or chemicals.
- Keep possession of Commercial Driver's License Class A and Medical Examination Certificate, and Commercial Pesticide Applicator License.

Duty 2

General Summary of Duty 2 **% of Time 30**

Operate a variety of wheeled or tracked construction or maintenance equipment while performing maintenance and repair of wildlife habitats and structures in the AOR.

Individual tasks related to the duty.

- Operate, maintain, and annually inventory a wide variety of heavy equipment used in farming, infrastructure maintenance activities (dikes/ditches) and construction activities at the Barry State Game Area as well as other wildlife areas/game areas as needed when available. This equipment includes but is not limited to 40-150 horsepower tractors and farming implements, bulldozers, excavator, dump trucks/trailers, large and small pumps including PTO driven as well as stationary large capacity electric pumps, lawn maintenance equipment, chainsaws, and boats.
- Operate and maintain light duty trucks and other equipment including but not limited to lawn mowers, chainsaws, PTO post hole digger, small portable pumps, weed whackers, power mowers, generator, hand tools, power hand tools.
- Help determine and coordinate equipment needs and repairs within budget allotments and developing iTRACS for repairs when necessary.
- Maintain and inventory equipment, buildings, and related structures.
- Safely maintain light duty equipment, power tools, and heavy equipment and farm implements (examples provided under Duty 1).
- Oversees scheduling equipment maintenance and repair at a regional scale and coordinates equipment use and equipment transportation at a regional and statewide scale.
- Proficiently operates Department-owned or leased heavy equipment as a major part of their normal job duties, including maintenance and scheduling of major repairs.
- Responsible for training lower-level employees in equipment operation and maintenance.
- Transport equipment in legal and safe manner.
- Responsible for procurement, operation, and maintenance of rented equipment.
- Responsible for properly identifying and reporting maintenance needs and equipment condition.
- Properly tag out damaged equipment.
- Keep vehicle mileage and equipment hours logs up to date.
- Keep equipment maintenance logs and records up to date.
- Properly log and report mileage and maintain VTS vehicles.
- Ensure relevant maintenance manuals, equipment information, and Material Safety Data Sheets (MSDSs) are available and properly stored.
- Immediately and appropriately report accidents and incidents.

Duty 3

General Summary of Duty 3

% of Time 10

Biological data collection

Individual tasks related to the duty.

- Trap or capture waterfowl and other wildlife species for banding or relocation. Removal of mute swans. Attend training related to restoration, protection, and management of our natural resources.
- Collect biological data such as deer heads and waterfowl carcasses for age, sex and population data. Provide general wildlife information to the public.
- Administer deer, waterfowl, and furbearer check stations collecting data and electronic transferring to statewide databases as directed.
- Collect samples and data for Avian Influenza, Chronic Wasting Disease, and Bovine TB, submit potentially diseased wildlife samples to the Wildlife Disease Lab.
- Respond to nuisance and injured animal complaints, assist with nuisance wildlife investigations and permitting as directed.
- Assist other State and Federal Government agencies as needed on wildlife related projects.
- Conduct wildlife surveys as needed by the DNR.
- Assist with deer, furbearer, and waterfowl check stations and registrations.
- Assist with waterfowl banding operations.
- May be requested 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.
- Interact with the public to answer questions and receive comments at check stations and field locations.

Duty 4

General Summary of Duty 4

% of Time 5

Other assigned duties

Individual tasks related to the duty.

- Interact with the public either at the State Game Area headquarters or on public lands, responding to questions and explaining game area rules and general hunting/trapping rules.
- Operation of a computer for administrative duties such as email, time keeping and data entry.
- Provide general wildlife information to the public and respond to nuisance animal inquiries.
- Attend and participate in all mandatory meetings and trainings.
- Attend and participate in trainings to attain or maintain certifications and to conduct duties in legal and safe manner.
- Attend and participate in professional development opportunities as agreed upon with supervisor.
- Regularly communicate and coordinate with colleagues/team in AOR (i.e., Wildlife Biologists, Wildlife Technician, and non-career employees) regarding planned work, accomplishments, and emerging issues.
- Responsible for and proficient in training lower-level employees in safe equipment operation and maintenance, facility maintenance, work safety, record keeping, and administrative tasks within AOR and region.
- Promote good working relations with co-workers as well as contractors and partners throughout the management unit and attend meetings as necessary.
- Responsible for training seasonal employees about safe operation of equipment and proper PPE.
- Assist with prescribed burns for wildlife. (requires fire training and fitness testing)
- Provide information and assistance for completion of annual equipment safety and facility inspections and inventories.
- Provide information and assistance where needed for completion accomplishment reports, work plans, and budget requests.
- Performs other related work appropriate to the classification as assigned.

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

Selection of appropriate wildlife practices and proper equipment for assigned tasks. Affects wildlife use, public use, and employee safety. Determine training level and proficiency of lower-level employees in performance of tasks and equipment operation and maintenance (as lead in training).

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

Schedule changes, purchases over \$4,999, decisions impacting Department, Division, or Region policies.

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

Operating tractors, farm equipment, dozers, excavators, chain saws and other equipment, often under adverse weather conditions. Traversing uneven ground, exposure to variable conditions in natural outdoor environment, exposure to weather-related conditions such as heat, humidity, cold, rain, etc. Exposure to wildlife, including bees and other insects, and plants, including poison ivy and poison sumac. Possible exposure to blood from wild animals and human produced garbage/refuse. Lifting, stacking, moving, and loading heavy objects. This position requires travel throughout the assigned work area as part of the regular duties.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
None.			

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

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

Assists with the development and maintenance of wildlife habitat, infrastructure, and facilities on Michigan Department of Natural Resources (DNR) Wildlife Division-managed lands, and other State, private, or Federal lands, primarily in area of responsibility (AOR): Barry, Calhoun, and Eaton Counties, Michigan. These duties are accomplished through farming practices, forest management practices, herbicide application, mowing and land clearing, water level manipulation in impoundments, and use of heavy and light equipment. Assists with other AOR responsibilities, including wildlife surveys, and facility maintenance. Assists with the collection of biological data. Oversees, coordinates, and performs safe operation, maintenance, record-keeping and reporting, scheduling, and transportation of equipment. Responsible for scheduling major equipment and infrastructure maintenance; scheduling other employees to conduct routine maintenance such as litter and trash pick-up, lawn mowing, and small equipment maintenance and repair. Responsible for maintenance of buildings, office grounds, other infrastructure and state-owned lands including signs, parking lots, gates, and barriers. Responsible for overseeing work assignments and providing daily direction to temporary, non-career employees. Responsible for and proficient in training lower-level employees in equipment operation and maintenance, facility maintenance, work safety, record keeping, and related administrative tasks. Regularly communicates and collaborates with the local staff to implement land and wildlife habitat management in AOR and region. Possesses a Commercial Driver's License and is proficient in operation of prime movers such as semi-tractors and lowboy trailers, dump trucks, and tiltbeds. Possesses certification in skills not typically used by employees in the experienced level (e.g., gasoline or diesel engine repair, welding, or small equipment maintenance).

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

The new duties and responsibilities will require the use of current technologies and compliance with current department procedures and policies that were not in existence when the position was previously filled. The new assistant will be required to use SIGMA, MS Outlook, and MS Teams.

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

Work area primarily manages wildlife, wildlife habitats, and state game/wildlife area infrastructure, access, and activities across the Southwest Lower Peninsula Region. This position is primarily responsible for implementing on-the-ground wildlife habitat management and infrastructure maintenance on State Game Areas and operating and maintaining the equipment assets and facilities to facilitate that work.

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

EDUCATION:

Educational level typically acquired through completion of high school.

EXPERIENCE:

Wildlife Assistant 9

Three years of experience equivalent to a Wildlife Assistant, including one year equivalent to a Wildlife Assistant E8.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of wildlife and wildlife habitat management.
- Knowledge of general farming and crop raising methods, including soil conservation practices.
- Knowledge of the operation of motorized equipment, such as tractors, trucks, bulldozers, and front-end loaders.
- Knowledge of occupational hazards and safety precautions required in the line of the work.
- Ability to conduct wildlife surveys.
- Ability to operate and maintain mechanical equipment, construction tools and general shop tools.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.
- Ability to work in adverse weather conditions.
- Ability to perform job assignments in a timely manner and keep appropriate records.
- Ability to trap animals or operate specialized equipment, as needed.
- Ability to organize and coordinate the work of others.
- Ability to set priorities and assign work to others.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Driver's License.
- A valid Medical Examiner's Certificate (commonly known as a DOT card), or if medically disqualified, have a medical waiver (or Grandfather Rights card), depending on the Gross Vehicle Weight Rating (GVWR) or Gross Combination Weight Rating (GVCWR) as required by the Motor Carrier Safety Act of 1963-Act 181.
- Commercial Driver's License (CDL), Class A.
- Commercial Pesticide Applicator's License.
- Required to obtain within 12 months of employment: DNR Firearm Certification.
- Desired: Firefighter Type II certification, annual fit test (physical). Desired: Firefighter Type II certification, annual fit test (physical).

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.