

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-E (6, 7, E8)	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	
<p>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, nuisance animal control, and facility maintenance. Assists with the collection of biological data. Performs safe operation, maintenance, record-keeping and reporting, and transportation of equipment. Responsible for maintenance of buildings, office grounds, other infrastructure and state-owned lands including signs, parking lots, gates, and barriers. Assists with providing daily direction and equipment training to temporary, non-career employees. Regularly communicates and collaborates with the local staff to implement land and wildlife habitat management in AOR.</p> <p>Position will need to obtain and maintain a Commercial Driver's license and complete Firearm training and certification within one year of employment.</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 of Duty 1 **% of Time 55**

Responsible for assisting with wildlife habitat, infrastructure development and maintenance, and facility maintenance on DNR Wildlife Division-managed lands.

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.
- Apply pesticides and/or chemicals (Requires the acquisition and retention of an up-to-date Commercial Pesticide Applicator license.)
- Requires the acquisition and retention of an up-to-date Commercial Driver's License, Class A, and a Medical Examiner's Certificate.
- Assist with oversight of sharecroppers, contractors, and volunteers conducting habitat work.
- Implement water level management on wetlands by manipulating control structures and utilizing pumps, as directed.
- Develop and maintain habitat and public access infrastructure including dikes, roads, parking lots, trails, gates, buildings, and wildlife structures.
- Install signs, gates, barriers, and post state land boundaries.
- Assist with conducting building and facility maintenance and inventory.
- Assist in providing 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.

Duty 2

General Summary of Duty 2 **% of Time 25**

Responsible for maintaining equipment used in habitat and infrastructure development and maintenance.

Individual tasks related to the duty.

- Safely maintain light duty equipment, power tools, and heavy equipment and farm implements (examples provided under Duty 1).
- Repair or schedule repairs for broken equipment.
- Transport equipment in legal and safe manner.
- Assist with procurement, operation, and maintenance of rented equipment.
- Responsible for properly identifying and reporting maintenance needs and equipment condition.
- Properly tag out damaged equipment.

Duty 3

General Summary of Duty 4 **% of Time 10**

Participate in communications, meetings, and trainings at the local, regional, Division, and Department scales.

Individual tasks related to the duty.

- 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.
- Participate in training non-career employees on the safe operation and maintenance of equipment and proper record-keeping.
- Communicate with project colleagues and partners to implement projects (e.g., may work with the survey technician to post state land boundaries or identify a trespass).
- Regularly check and respond to e-mails.

Competently operate MS Outlook, MS Teams, MS Word, iPhone, and applications related to work.

Duty 4

General Summary of Duty 3 **% of Time 5**

Assist with wildlife biological data collection, human-wildlife conflict, and wildlife disease response.

Individual tasks related to the duty.

- Assist with deer, furbearer, and waterfowl check stations and registrations.
- Assist with waterfowl banding operations.
- Conduct wildlife surveys as directed.
- Assist with nuisance wildlife investigations and permitting as directed.
- Collect and submit potentially diseased wildlife samples to the Wildlife Disease Lab.
- 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 5

General Summary of Duty 5

% of Time 5

Accurately track, record, and report activities conducted and relevant metrics.

Individual tasks related to the duty.

- 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 accidents and incidents.
- Accurately record time by project and funding source and submit time electronically in SIGMA.
- Appropriately submit travel reimbursement requests in SIGMA.
- 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.

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.

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, nuisance animal control, and facility maintenance. Assists with the collection of biological data. Performs safe operation, maintenance, record-keeping and reporting, and transportation of equipment. Responsible for maintenance of buildings, office grounds, other infrastructure and state-owned lands including signs, parking lots, gates, and barriers. Assists with providing daily direction and equipment training to temporary, non-career employees. Regularly communicates and collaborates with the local staff to implement land and wildlife habitat management in AOR.

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 6: This is the entry level. The employee performs a wide range of assignments while receiving on-the-job training to learn the work methods, processes and procedures and develop knowledge and skill.

Wildlife Assistant 7: This is the intermediate level. The employee, with increased responsibility, performs a limited range of assignments using good judgement and safe working skills while completing assignments.

Wildlife Assistant E8: This is the experienced level. The employee, with increased responsibility, performs the full range of assignments using judgment in making decisions where alternatives are determined by established procedures, methods, practices, and safe working skills while completing assignments.

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.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Driver's License.
- DOT Health Card (Medical Card) that certifies employee is medically qualified under state and/or federal standards to operate a commercial motor vehicle (gross vehicle weight rating or gross combination weight rating, gross vehicle weight, or gross combination weight of 10,001 to 26,000 lbs.). The cost of the medical examination will be covered by the State of Michigan and must be acquired within one year of employment.
- Certified Pesticide Applicator's License and Aquatic, required within 1 year of hire.
- Will require possession of a commercial driver's license (class A) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle within one year of hire.

- Firearm training and certification within one year of employment.
- The following certifications are 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.