

Position Code

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.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Resource Management
4. Civil Service Position Code Description Wildlife Technician (8/9/E10)	10. Division Wildlife
5. Working Title (What the agency calls the position) Wildlife Technician	11. Section Field Operations
6. Name and Position Code Description of Direct Supervisor John Niewoonder; NATURAL RESOURCE MANAGER-2, 13	12. Unit Southwest Lower Peninsula Region
7. Name and Position Code Description of Second Level Supervisor Mark Mills; NATURAL RESOURCE MANAGER-3, 15	13. Work Location (City and Address)/Hours of Work 6650 Long Lake Road, Belding, MI 48809 / Monday - Friday 8:00 a.m. - 4:30 p.m.
14. General Summary of Function/Purpose of Position This entry level position performs wildlife management support activities in two counties, on 8 state game areas (Flat River, Edmore, Grand River, Langston, Saranac-Lowell, Portland, Stanton, Vestaburg), totaling over 30,000 acres. These acres include a diversity of wildlife as well as various species of greatest conservation need (SGCN) and some rare communities identified in Michigan's Wildlife Action Plan (WAP). This entry level position assists with the management on these areas to help assure the protection, enhancement, and maintenance of the state's wildlife populations and associated communities. This position also maintains Wildlife Division facilities at the Flat River State Game Area field office, infrastructures on 8 state game areas and public contact at the field office, in the field, and at various events.	

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: 35

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

Works with area Wildlife Biologist in implementing all phases of the wildlife habitat programs throughout the assigned area and/or Management Unit on the Wildlife Division administered properties in Ionia and Montcalm Counties.

Individual tasks related to the duty.

- Participate in habitat development and improvement activities on state lands including planning and assessing existing sites and plant communities, including rare natural communities; habitat improvement projects include (but are not limited to) timber management, wetlands management, sharecropping, savanna restoration, and grassland restoration.
- Administers habitat improvement/restoration contracts. This includes assisting Wildlife Biologist and Forester with writing contract specifications, following procurement procedures, overseeing timber sale field inspections to ensure compliance with contract terms, preparing documents for timber sale closures, and monitoring the progress of contracted vendors. Responsible for all sharecrop contracts and field inspections. Identify and plan for removal or containment of invasive species. Monitor oak savannas and lupine for Karner blue butterfly, plan treatment as needed for continued restoration and expansion where possible.
- Develops Soil Erosion and Sedimentation Control plans and performs inspections for the work area. Includes meeting on site, writing the plan, inspecting the project on a weekly basis until it is complete and stable.
- At the entry level assist the area biologist with coordinating work assignments and provide direction on work procedures and methods to contractors, Wildlife Assistants, non-career Wildlife Assistants, and state workers performing habitat improvement/restoration on state land. Assuring safe work practices are being followed and safety equipment is available for state employees to prevent injury.
- 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.
- Satisfy continued training needs in GIS, mapping, and information/data analysis to ensure quality data and maps are produced for proper tracking and evaluation of habitat improvement/restoration for contractors, planning, office records and supervisor.

Duty 2

General Summary:

Percentage: 25

ADMINISTRATIVE DUTIES:

Responsible for tracking and monitoring Flat River Field Office Budget, Work Item Proposals (WIPs), and coding and submitting invoices in a timely manner. Responsible for oversight of seasonal workers. Administer 8 state game areas in 2 Counties.

Individual tasks related to the duty.

- Assist with preparing annual operational plans for maintenance, plantings, prescribed fire, invasive species removal or containment, and construction on State Game Areas in conjunction with the Wildlife Habitat Biologist and the Field Operations Manager (FOM).
- Understand forest and wildlife management objectives and techniques to make informed recommendations to the Habitat Biologist and FOM for future management needs. Evaluate past practices to understand best methods.

- Assist with preparing budget requests, Work Item Proposals (WIP), monitoring expenditures, using Access databases for project/budget tracking and providing administrative support and reports to the FOM for assigned Wildlife Division administered lands. Track spending for WIPs and budget. Create and utilize database for budget tracking.
- Manage GIS and other data sets for assigned Wildlife Division administered lands. Maintain data related to sharecropping history, prescribed fire history, habitat improvement/restoration projects and IFMAP. Integrate IFMAP field data for 8 state game areas to aid in planning and habitat inventory.
- Identify physical, biological, economic, and social aspects of each unit of land and make management recommendations to the Habitat Biologist and/or FOM that will fulfill landscape level goals as outlined in the Master Plan for the area.
- Assist with overseeing the work of 2-4 non career wildlife assistants, combining their accomplishments with the biologist's for federal Pittman-Robertson (PR) requirements, future planning and budget requests.
- Handle trespass cases involving 8 game areas. Appear in court to testify of my knowledge of State Game Area boundary lines and structures.
- Responsible for writing land survey requests. Follow up on surveys with proper posting.
- Secure funding for, with the approval of FOM, and plan work to maintain trails, gates, parking lots, signs, dams, water control structures, nest structures, ORV barriers and trash pickup on state game areas. Understanding and acting on emergency repairs for the safety of people, wildlife and property.

Duty 3

General Summary:

Percentage: 15

Implement a program of healthy and sustainable wildlife populations in the work area. This involves monitoring the size, trend, and health of wildlife populations on public and private land and preparing recommendations for public enjoyment of wildlife resources. [GPS Goal 1]

Individual tasks related to the duty.

- Handle public contact through face-to-face meetings, telephone requests, or requests in writing and provide requested information about deer damage and our tools for control. Responsible for deer damage inspections, writing permits, issuing tags, working with conservation and police officers, tracking permit usage for annual Division report, collect deer heads for disease testing.
- Address requests by the public for information related to wildlife issues and the state game areas in Ionia, Montcalm Counties. Work with the public on nuisance bear complaints. Set traps to remove bear if recommended.
- Handle calls from the public regarding sick deer. Certification for discharge of a firearm to collect deer for disease testing.
- Handle nuisance mute swan complaints and work with officers. Handle nuisance mute swan populations on state game area lands through dispatch of adult swans or egg destruction.
- Establish goose banding sites on area lakes in 2 Counties. Work with lake front property owners to establish catching pen site. Band geese and keep records for the Division.
- Conduct population surveys for waterfowl, ruffed grouse, woodcock, Karner Blue Butterfly annually.
- Organize, supply and work deer, bear and furbearer check stations. Train and supply non career wildlife assistants and state workers to assist with deer aging. Collect deer heads for disease testing. Collect all required data, download data on pc and transfer to statewide database.

Duty 4

General Summary:

Percentage: 15

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

Individual tasks related to the duty:

- Manage resources for the Flat River work area. Maintain MIOSHA Hazard Communication Plan, Right to Know, Facility Emergency Plan, Severe Weather Plan, MSDS Sheets, safety training of wildlife assistants, non-career wildlife assistants, and state workers.
- Maintain 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.
- Maintain a working knowledge of 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 use.
- Assist with coordinating equipment needs, repairs, and safety training with non-career wildlife assistants and state workers regarding equipment, calibration, maintenance schedules and safety.
- Coordinate safety meeting with Wildlife Assistant, non-career wildlife assistants.
- Responsible for hazardous and combustible materials on site, including delivery, storage, and contracting of cleanup of unknown materials and hazardous materials on state game areas.

Duty 5

General Summary:

Percentage: 10

OTHER DUTIES AS ASSIGNED:

Individual tasks related to the duty:

- Serve on Department or Division work groups as assigned.
- Attend professional development training and training related to the restoration, protection and management of our natural resources via ecosystem management as required.
- Maintain CDL, certification for Soil Erosion and Sedimentation Control, Certified Pesticide Applicator, Firearm Use certifications up to date.

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 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 hot or cold 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):

Complete and sign service ratings.

Assign work.

N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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 an 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 Flat River Field Office, relevant SGAs, 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 touse 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)
Certified 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