

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Natural Resources
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Resource Management
4. Civil Service Classification of Position Fisheries Technician E	10. Division Fisheries
5. Working Title of Position (What the agency titles the position) Limited Term Fisheries Technician	11. Section Field
6. Name and Classification of Direct Supervisor Todd Somers, Natural Resources Tech Supervisor 1	12. Unit Lake Erie Management Unit
7. Name and Classification of Next Higher-Level Supervisor Sara Thomas, Natural Resource Manager 3	13. Work Location (City and Address)/Hours of Work Waterford Fisheries Station 7806 Gale Road Waterford, MI 48327 March 30 th - December 1 st (7 months) 80 hours per pay period

14. General Summary of Function/Purpose of Position

This is a Limited Term (LT) Fisheries Technician seasonal position conducting work on inland lakes, Great Lakes, and connecting waters. Principal duties are to assist with activities of the MDNR Grass Carp and Red Swamp Crayfish Response Plan, including conducting fisheries and aquatic habitat surveys inland and in Great Lakes waters. This position assists with surveillance and response actions for Grass carp, Red Swamp Crayfish and other new invasive species. Objectives are to use various sampling methodologies, including acoustic telemetry, netting, electrofishing, and chemical treatments to collect and remove aquatic invasive species from waters of the state.

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

List your duties in the order of importance, 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 70

Conducting survey work on the Great Lakes and connecting waters related to monitoring, collection, and eradication of aquatic invasive species.

Individual tasks related to the duty.

- Assist with deployment, retrieval and maintenance of acoustic receivers. Use of mobile acoustic tracking equipment.
 - Use of various entrapment and electrofishing equipment
 - Use of lake and stream mapping equipment and software
 - Record data neatly and enter accurately in spreadsheets and in various data storage programs
 - Driving various sized vehicles including trailers and boats.
 - Identify and record species of concern or interest including aquatic invasive species, threatened and endangered species
 - Collaborate on survey work with other inter-jurisdictional agencies
 - Assist with capture, removal, and monitoring of aquatic invasive species.

Duty 2

General Summary of Duty 2

% of Time 20

Participate in surveys to collect data on aquatic communities, aquatic habitats, and water quality on inland waterways relating to the aquatic invasive species monitoring.

Individual tasks related to the duty.

- Use entrapment and electrofishing gear to survey community assemblages
 - Identify and collect fisheries data to gauge aquatic species community health and relative abundance in waters of the state
 - Utilize computers for data entry
 - Assist with net, boat, trailer, electronic and gear maintenance
 - Decontaminate equipment daily after use, including boots, waders, boats, trailers, nets, and other associated equipment according to division periodicals
 - Responsible for assuring required maintenance of assigned state-owned vehicle is performed
 - Ensure sampling gear remains in good condition

Duty 3**General Summary of Duty 3****% of Time 10**

Collect biological samples and data such as lengths, weights, sex, fin clips, fecundity, stomach samples and maturity of fish and other targeted aquatic species. Ensure proper transfer of information to the public.

Individual tasks related to the duty.

- Use of equipment such as measuring boards, weighing scales, fish and crayfish identification manuals, and tag detectors.
- Record data on scale envelopes neatly and accurately
- Collect appropriate aging structures and biological samples
- Help or direct questions posed by the public to the appropriate MDNR Division
- Work outreach activities as assigned
- Maintain favorable public relations
- Other related duties as assigned

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Daily decisions on locations to sample relating to weather conditions such as air and water temperature, river height, river current conditions, wave height, wind direction, and inclement weather. Decisions on whether to proceed with the survey based on time, and day light constraints.

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

Work schedule changes or work site adjustments in relation to survey activity for the day and any schedule changes outside of survey activities. Overall time management and priority setting for project completion. Decisions that have statewide impact, would reflect negatively on the Department, or have significant impact on the Division or unit budget.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Work schedules may be irregular including working nights and weekends and days longer than 8 hours. Working environment will include being outdoors in all types of weather conditions (rain, snow, wind, bright sunlight) throughout the year. Ability to always meet and greet the public in a courteous manner. Ability to climb in and out of boats, off docks, down steep banks, and walking along streams and uneven terrain with or without accommodations. Work will require pushing, pulling, bending, climbing, walking, and lifting up to 50 lbs. Must be capable of wearing appropriate personal protective equipment. Occasional travel, sometimes overnight and several days in a row, is required.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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>

20. My responsibility 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. |

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

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

TO BE COMPLETED BY DIRECT SUPERVISOR

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

N/A

23. What are the essential duties of this position

Assist with activities of the MDNR Grass Carp and Red Swamp Crayfish Response Plans, including conducting fisheries and aquatic habitat surveys inland and on the Great Lakes. Assist with surveillance and response actions for Grass Carp, Red Swamp Crayfish and other new invasive species. Use various sampling methodologies, including acoustic telemetry, netting, electrofishing and chemical and pesticide treatments to collect and remove aquatic invasive species from inland and Great Lakes waters. Maintain favorable public relations.

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

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

The function of Fisheries Division's Lake Erie Management Unit is to effectively manage the aquatic resources within the Lake Erie Management Unit boundaries. The duties of the unit involve effective management of those resources within Lake Erie and connected waters to protect against potential negative impacts from Grass Carp and Red Swamp Crayfish. The Fisheries Technician's work will help the Department in its responsibilities to manage Grass Carp and Red Swamp Crayfish by assisting with MDNR Grass Carp and Red Swamp Crayfish Response Plans.

26. In your opinion, 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 science with course work emphasis in limnology, ichthyology, aquatic systems, or field biology.

EXPERIENCE:**Fisheries Technician 8**

No specific type or amount is required.

Fisheries Technician 9

One year of experience performing technical fisheries management activities equivalent to a Fisheries Technician.

Fisheries Technician E10

Two years of experience performing technical fisheries management activities equivalent to a Fisheries Technician, including one year equivalent to a Fisheries Technician 9.

Alternate Education and Experience**Fisheries Technician E10**

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:

- Knowledgeable in the identification of fish and other aquatic species which inhabit the Great Lakes.
- Ability to communicate effectively.
- Knowledge of fish survey methods and equipment.
- Knowledge of state fishing laws and regulations.
- Ability to operate and maintain mechanical equipment and ordinary shop tools.
- Ability to maintain records, prepare reports and correspondence related to the work.
- Ability to work independently and as part of a team.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid driver's license.

Requires a Pesticide Applicators License within 3 Months of hire date.

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

27. 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**

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

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

Appointing Authority's Signature

Date