

## 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> Natural Resources
<b>4. Civil Service Position Code Description</b> WILDLIFE ASSISTANT-E	<b>10. Division</b> Wildlife
<b>5. Working Title (What the agency calls the position)</b> Non-Career Wildlife Assistant	<b>11. Section</b> Northern Michigan Region (NMR)
<b>6. Name and Position Code Description of Direct Supervisor</b> PARKER, MICHAEL J; NATURAL RESOURCE MANAGER-3	<b>12. Unit</b> North West Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> Lemmien, Dave; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> Traverse City, Grayling, Cadillac, Baldwin / Varied hours as assigned
<b>14. General Summary of Function/Purpose of Position</b> Assist with wildlife habitat implementation and maintenance on state, federal or private lands. This may be accomplished through intensive farming practices, non-commercial cutting, opening restoration and maintenance, water level manipulation in impoundments, and use of light equipment. Assist as needed with other management unit responsibilities including wildlife surveys, collection of biological data, nuisance wildlife, crop damage, pesticide application, equipment maintenance, and heavy equipment operation.	

**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: 95**

Create and maintain wildlife habitats and structures and Biological data collection.

**Individual tasks related to the duty:**

- Create and maintain wildlife habitats and structures, by mowing, plowing, disking, and planting crops.
- Harvest crops and cleans seed.
- Control water levels on wetlands by manipulating control structures and utilizing pumps.
- Operate and maintain light duty equipment such as shovels, rakes, saws, lawnmowers, and other hand tools.
- Operate and maintain farm implements such as seeders, grain drills, disks, plows, mowers, and farm tractors.
- Operate and maintain light duty trucks and other equipment such as front-end loaders and backhoes.
- Operate and maintain power equipment and tools such as chain saws, powered posthole diggers, pumps, and brush saws.
- Operate and maintain heavy equipment such as bulldozers, excavators, large power mowers, skidder, tractors, dump trucks, and semi tractor/trailers.
- Apply pesticides.
- Maintain wildlife equipment, buildings, and related structures.
- Transport equipment, such as farm tractors and implements, bulldozers and backhoes, portable pumps, bear traps, goose crates, and turkey boxes.
- May assist with major repairs of equipment, structures, and facilities.
- Trap, tag, band, capture, and/or relocate wildlife such as geese, turkeys, deer, waterfowl, black bears, gray wolves, waterfowl, pine marten, or other wildlife species.
- Collect biological data such as deer pellet, grouse, woodcock, dead deer, and pheasant surveys.
- Assist at deer check stations.
- Assist with wildlife specimen retrieval, and wildlife disease monitoring.
- Assist with monitoring telemetered wildlife.
- Monitor waterfowl numbers and hunter numbers at Wildlife areas.
- Respond to nuisance animal complaints.
- Post refuges at Wildlife areas.
- Assist with the crop damage permit program. Speaking with farmers/landowners, issuing permits through mail/in-person and maintaining records.

**Duty 2**

**General Summary:**

**Percentage: 5**

Other duties as assigned

**Individual tasks related to the duty:**

- Assist with prescribed burns related to wildlife management.
- Assist with running survey lines or establishing property boundaries or boundaries of timber sales or other habitat improvement projects
- Provide general wildlife information to the public.
- 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.

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

Any kind of purchasing/charging needs approval.

**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.**

Operating tractors and farm equipment, chain saws, and other equipment long distances from other people or facilities, often under adverse weather conditions. Standing, stooping, walking on uneven ground, exposure to respiratory restrictions occurring naturally in an

outdoor environment, exposure to weather related conditions such as heat, humidity, cold, rain, insects, (exposed to mosquitos, horse flies, ticks) etc. Lifting, stacking, and loading multiple 50# bags. Possible exposure to blood from wild animals. 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.**

**Additional Subordinates**

**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?**

Yes

**23. What are the essential functions of this position?**

Provide assistance maintaining and improving wildlife habitat by conduct farming operations on Wildlife areas, State, and/or Federal land. Provide assistance in the collection of biological data through wildlife censuses and surveys.

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

Updating Section, Unit, Location

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

Create and maintain wildlife habitat on managed wildlife areas and on State or National forest land, monitor wildlife populations, recommend regulations, monitor harvest and public use and provide information on wildlife management.

**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: No specific type or amount is required.

**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 occupational hazards and safety precautions required in the line of the work.
- Ability to conduct wildlife surveys.
- Ability to operate and maintain farm equipment, mechanical equipment, construction tools, and general shop tools.
- Use of hand and power tools such as various types of wrenches, air, and power tools (drills; impacts) and saws (table saws, circular saws, sawzalls, hand saws, etc.
- Ability to communicate effectively with others.
- Ability to work in adverse weather conditions and environments.
- Ability to perform job assignments in a timely manner and keep appropriate records.
- Ability to trap animals or operate specialized equipment, as needed.
- Using GPS devices, maps, TRS, compass

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

- Valid Driver's license
- May require a medical examiner's certification (health 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.
- May require WLD provided chainsaw training
- May require possession of a commercial Pesticide Applicators license.

*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.*

ALLISON MARSTON

1/16/2025

\_\_\_\_\_  
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