State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. WILDTCHAA24R

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)** Natural Resources
4. Civil Service Position Code Description Wildlife Technician-A	**10. Division** Wildlife
5. Working Title (What the agency calls the position) Senior Wildlife Technician	**11. Section** Southern Lower Peninsula Region
6. Name and Position Code Description of Direct Supervisor Nathan Levitte; NATURAL RESOURCE MANAGER-3 14	**12. Unit** Saginaw Bay Unit
7. Name and Position Code Description of Second Level Supervisor Joe Robison; STATE ADMINISTRATIVE MANAGER-1 15	**13. Work Location (City and Address)/Hours of Work** 1570 N TOWER BEACH RD; PINCONNING, MI 48650 / 40 hours per week

14. General Summary of Function/Purpose of Position

As a senior worker this incumbent is performing the most complex assignments for the management of the Nayanquing Point Wildlife Area, a managed wetland area, as well as the Wigwam Bay Wildlife Area. These complex responsibilities include conducting managed waterfowl and deer hunts, and managing a deer check station. Using principles of ecosystem management, implementing wildlife habitat plans including timber sales and agricultural plantings, maintaining wetlands by manipulating water levels in marshes, and managing plant species in marshes, protecting, enhancing and reestablishing native plant communities, monitoring endangered and threatened animal and plant species, maintaining excellent relations with clientele of the area, serving on division work groups, acting as lead worker for area staff, overseeing area administration and game area maintenance, attending professional development training seminars as required, attending training related to the restoration, protection and management of our natural resources via ecosystem management as required, collecting and reconciling funds, area budget oversight, making recommendations to biologist and region supervisor, developing plans for and participating in controlled burns, conducting wildlife surveys, overseeing game area maintenance projects, and collecting biological data.

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:** **30**

Solely responsible for the daily administration, planning, and implementation of managed waterfowl and deer programs at the Nayanquing Point Wildlife Area.

Individual tasks related to the duty:

- Independently provide daily direction, oversight, and scheduling of employees (permanent and seasonal) for check station duty so that managed hunts are conducted properly and efficiently.
- Provide regulation information to the public, in writing, by telephone, or in person, regarding the use of the managed area for waterfowl, deer, small game and trapping.
- Inventory check station supplies for waterfowl and deer, determine the need for additional supplies, and place timely orders so supplies are received before the start of the hunts.
- Conduct drawings for waterfowl and deer, assign hunters to hunting areas, and handle hunter conflicts if necessary.
- Collect and compile hunter information from the hunting report cards.
- Prepare final managed waterfowl hunting report at the end of each season to the regional supervisor, field coordinator and waterfowl specialist.
- Accurately report time and attendance and work accomplishments completed.

Duty 2

General Summary: **Percentage:** **30**

Solely responsible for the administration and implementation of wildlife habitat improvement on the Nayanquing Point and Wigwam Bay Wildlife Areas.

Individual tasks related to the duty:

- Prepare and implement annual fall flooding schedule, and spring farming operations, including providing daily direction and oversight to the Wildlife Assistant and other seasonal employees.
- Independently prepare annual operational plans for maintenance, including use permits, sharecropping permits, contractual services or construction projects on the Nayanquing Point and Wigwam Bay Wildlife Areas.
- Solely responsible for independently identifying areas to undergo vegetation manipulation including farming, sharecropping, prescribed burns, intricate draw downs and flooding, pesticide application, mowing, and timber harvest.
- Prepare budget requests, monitor expenditures and update the Regional Supervisor on the budget status.
- Prepare annual plans (FTPs) for prescribed burns.
- Mark timber and conduct timber sales according to operational plans established by division policy/procedure.
- Manage wetland habitats according to annual work plans and guidance from the division wetland habitat workgroup and managed wetland area plans.

Duty 3

General Summary: **Percentage:** **20**

Solely responsible for the maintenance and repair of the facilities and equipment at the Nayanquing Point and Wigwam Bay Wildlife Areas.

Individual tasks related to the duty:

- Responsible for game area boundary posting.
- Responsible for ensuring that equipment is in safe operating condition by conducting equipment inspections and maintaining equipment logs.
- Responsible for the safety and integrity of the facilities at Nayanquing Point and Wigwam Bay Wildlife Areas by inspecting and systematically prioritizing building maintenance.
- Responsible for systematically prioritizing dike, ditch, and water control structure repair and maintenance activities including inspection and replacement.
- Responsible for the inspection and maintenance of parking lots at Nayanquing Point and Wigwam Bay Wildlife Areas.
- Responsible for maintaining an inventory of equipment and buildings at Nayanquing Point and Wigwam Bay Wildlife Areas and reporting the condition to Lansing.
- Transports and operates equipment, such as tractors with implements including mowers, plows, discs and planters, etc.

Duty 4

General Summary: **Percentage:** **10**

Collect biological data.

Individual tasks related to the duty:

- Conduct field and aerial surveys as assigned (mourning dove, woodcock, waterfowl, pheasant, bag check, winter track, etc.)
- Band waterfowl to help reach SE Region quotas for Canada geese, wood ducks, black ducks, and mallards.

- Collect biological samples, disease surveillance samples, or data in field or at check station as assigned, including AI, TB, and CWD, (waterfowl, deer, furbearer, etc.)
- Collect targeted animals for surveillance efforts, using state owned firearms.

Duty 5

General Summary: **Percentage:** **10**

Other duties as assigned

Individual tasks related to the duty:

- Responsible for issuing special land use permits to the public for the Nayanquing Point and Wigwam Bay Wildlife Areas.
- Respond to public inquiries regarding wildlife regulations and issues. (phone, walk-ins, emails, letters)
- Provide information to groups at public meetings as assigned.
- Participate in sportsmen's club activities as needed.
- Represent the Department in a polite and courteous manner to project a positive public image.
- Attend professional development training as required.
- Attend training related to the restoration, protection and management of our natural resources via ecosystem management as required.

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

Scheduling employees for managed hunts, determining daily work duties, determining food plot locations, determining seed, fertilizer, and herbicide needs for the area, implementing seasonal water management schedules, delineating stand boundaries for timber sales. The hunting public and employees are impacted by these decisions, as are the habitat itself. This position also independently determines which equipment and facilities to repair. These decisions affect employee efficiency and resource user enjoyment.

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

Major expenditures for contractual service, supplies, and equipment repair. Changes to the implementation of established habitat management plans. Changes to annual work plans or policies/procedures.

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.

Walking on uneven terrain, bending, lifting, carrying, stooping, reaching, and climbing in indoor and outdoor situations in hot, cold, wet, dry, dusty, or snow covered environments. Exposure to blood from wild animals, moving water, and noise. Aerial surveys using small aircraft can be physically challenging depending on weather or other survey conditions. Exposure to pesticides / chemicals through farming operations and herbicide applications. Prescribed burning can be physically challenging and exposure to smoke is likely. Moving equipment including loading, chaining, and transporting with a CDL/medical card can also be physically challenging when exposed to hot, cold, wet, dry, dusty, or snow covered environments. This position requires travel throughout the assigned work area as part of the regular duties, and occasional travel to other locations throughout the state which may include overnight travel. There is potential for occasional after hours work activities and use of state-owned firearms to collect target biological samples.

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):

N	Complete and sign service ratings.	N	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?

Agree. This is a key position for the unit. It prepares the annual work and operational plan, implements a major managed hunting operation (est. 5,000 users annually) and implements habitat development and water level control strategies for wildlife habitats and recreation users. The results of these practices have high public visibility and need to be accomplished in a timely manner.

23. What are the essential functions of this position?

To implement in a timely manner the annual work plan regarding the operations and maintenance of wildlife management on the administered lands in assigned area (Nayanquing Point Wildlife Area and Wigwam Bay). Many duties are very time sensitive and visible to the public and require prompt attention. Failure to act can result in significant negative public reaction. Also this involves direct oversight of various levels in staff, coordination of habitat development projects, and significant interaction with recreation users. This includes providing the planning and coordination of various work activities and employees in accomplishing these objectives.

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

Removed task “sell managed area waterfowl and deer licenses and reconcile from duty 1. Add verbiage “and managed wetland are plans” to last bullet in duty 2. Changed duty 5 to Other duties as assigned with the hire of the southeast communicans representative.

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

To manage wildlife resources on State-owned lands at Nayanquing Point and Wigwam Bay and wildlife populations in the Southeast Region for the benefit of the public using the resources. This key position coordinates and insures the completion of the various work items. To provide recreational opportunities for users of the area. This key position serves as the contact point for public interaction regarding users.

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, agriculture.

EXPERIENCE:

Wildlife Technician 11- Three years of experience performing technical wildlife management support activities equivalent to a Wildlife Technician, including one year equivalent to a Wildlife Technician E10. Employee must also meet the established senior standards for the classification. Alternate Education & Experience: Completion of the Department of Natural Resources Wildlife Division in-service Wildlife Technician Training Program and one year of experience as a Wildlife Technician E10 may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to explain instructions and guidelines to others effectively, to organize and coordinate the work of the unit, to prioritize and assign work to lower-level technicians, assistants, and temporary workers, and to perform the most complex wildlife technician assignments. Knowledge of farming, farm equipment, seed and fertilizer is desirable. Knowledge and ability to use a state-owned firearm on approved assignments. Must be willing to take the DNR firearms 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.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License;
Firearm Certification provided by Division
Possession of a Commercial Driver's License (CDL, category OA) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.
Certified Pesticide Applicator's License.
DART Test Designation for Firearm Certification and Pesticide application.

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.

Nathan Levitte — 6/30/2026

Supervisor — **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

None.

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

4/26/2012

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**