**State of Michigan**
**Civil Service Commission**

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

| Position Code |
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| 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.

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| **2. Employee's Name (Last, First, M.I.)** | **8. Department/Agency**<br>DNR-NATURAL RESOURCES |
| **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)**<br>Natural Resources |
| **4. Civil Service Position Code Description**<br>Wildlife Technician-E (8/9/E10) | **10. Division**<br>Wildlife |
| **5. Working Title (What the agency calls the position)**<br>Wildlife Technician | **11. Section**<br>Southeastern Lower Peninsula Region |
| **6. Name and Position Code Description of Direct Supervisor**<br>Nathan Levitte; NATURAL RESOURCE MANAGER-3 14 | **12. Unit**<br>Saginaw Bay Unit |
| **7. Name and Position Code Description of Second Level Supervisor**<br>Joseph Robison; STATE ADMINISTRATIVE MANAGER-1 15 | **13. Work Location (City and Address)/Hours of Work**<br>1570 N TOWER BEACH RD; PINCONNING, MI 48650 / 40 hours per week |

**14. General Summary of Function/Purpose of Position**

The position is responsible for assisting in the management of the Nayanquing Point Wildlife Area, a managed wetland area, as well as the Wigwam Bay Wildlife Area. Responsibilities include assisting with managed waterfowl and deer hunts, operating a deer check station, implementing wildlife habitat plans including timber sales and agricultural plantings, maintaining wetlands, native plant restoration, and vegetation control. Additional duties include maintain game equipment, infrastructure, and facilities; This position will also assist with wildlife surveys, and biological data collection along with public outreach and customer service.

**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**

Supports in the planning, implementing, and maintaining of wildlife habitat improvement on the Nayanquing Point and Wigwam Bay Wildlife Areas.

**Individual tasks related to the duty:**

- Assist in implementing annual fall flooding schedule farming operations, and managing wetland habitats.
- Support preparing annual operational plans for maintenance, including use permits, sharecropping permits, contractual services or construction projects on the Nayanquing Point and Wigwam Bay Wildlife Areas.
- Help with 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.
- Support marking timber and conducting timber sales according to operational plans established by division policy/procedure.

**Duty 2**

**General Summary:** **Percentage:** **25**

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:**

- Post and inspect game area boundary signs, safety zones, and rules/regulations posters.
- Conducts routine inspections and basic maintenance on wildlife equipment and updates equipment logs.
- Perform inventory checks of area equipment, equipment conditions, buildings and tools, reporting updates to the supervisor.
- Transports and operates equipment, such as tractors with implements including mowers, plows, discs and planters, etc.

**Duty 3**

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

Assist with the daily administration, planning, and implementation of managed waterfowl and deer programs at the Nayanquing Point Wildlife Area.

**Individual tasks related to the duty:**

- 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.
- Monitor check station supply inventories and notify the supervisor when orders are needed.
- Assist with conducting waterfowl and deer drawings and assign hunters to hunting areas
- Collect and compile hunter information from the hunting report cards.
- Prepare final managed waterfowl hunting report with Biologist 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 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.)
- Assist in the capturing, handling and banding waterfowl.
- Collect biological samples and disease surveillance samples from harvested game or wildlife populations as directed
- Participate in 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.**

Downgrade to E level

**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
Obtain Commercial Driver's License (CDL, category OA) within 1 year of hire issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.
Within first year of employment obtain 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.***

**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.***

**Appointing Authority** | 4/26/2012 **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**