

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

Position Code

1. NATRSPV1A08N

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
4. Civil Service Position Code Description NATURAL RESOURCES TECH SPV-1	10. Division Fisheries
5. Working Title (What the agency calls the position) Technician Supervisor	11. Section Field
6. Name and Position Code Description of Direct Supervisor THOMAS, SARA M; NATURAL RESOURCE MANAGER-3	12. Unit Lake Erie Management
7. Name and Position Code Description of Second Level Supervisor FRANCIS, JAMES T; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 7806 GALE RD; WATERFORD, MI 48327 / 80 Per Pay Period

14. General Summary of Function/Purpose of Position

Perform supervisory duties for Fisheries Technicians, Fisheries Assistants, and State Workers on fisheries management surveys and aquatic invasive species work. Organize and implement fisheries projects and programs in the Unit such as creel census, stream improvement, fish stocking from state managed rearing ponds, public relations, inter-division cooperation and assistance, and aquatic invasive species monitoring and control. Perform the necessary administrative duties and supervisory tasks in a fisheries management unit. Assist unit manager with annual work plan development and implementation. Coordinate and oversee the construction, maintenance and operation of fish cultural marshes and ponds as well as construction, maintenance, and operation of fish barriers; equipment fabrication, equipment procurement, equipment repair and maintenance; and building maintenance. Coordinate with unit manager and ASRA manager to ensure efficient and effective operation of the workstation and annual work plans.

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

Responsible for the hiring, scheduling, supervision, and overall performance of the Fisheries Technicians, Fisheries Assistants including, State Workers, and volunteers. Associated administrative details for purchasing and facility management.

Individual tasks related to the duty:

- Carry out assigned projects by properly utilizing the specific talents of subordinates in developing efficient work crews.
- Train subordinates in tasks and safe operational techniques.
- Schedule employees as needed to complete assigned tasks.
- Approve timesheets and travel reimbursements in SIGMA.
- Ensure proper account coding and record keeping of expenses and purchases, and handle administrative matters as required, using current computer technology such as SIGMA, Outlook, Word, and Excel.
- Maintain equipment inventory and purchase supplies following State guidelines and documenting appropriate accounting in state system.
- Document p-card purchases by submitting receipts, coding invoices, and providing other documentation to accounting. Acquire purchase orders when necessary.
- Assure equipment and safety programs comply with MIOSHA standards.
- Responsible for the proper maintenance and safe use of all equipment, vehicles, tools, and supplies assigned to the unit.
- Ensure subordinates have proper training and certifications as required to complete duties.
- Complete performance evaluations annually, or as needed, for all assigned subordinate employees.
- Carry out disciplinary procedures.
- Maintain knowledge of employee bargaining union contracts.
- Coordinate volunteers

Duty 2

General Summary:

Percentage: 30

Supervise and assist field crews in carrying out approved lake and stream fisheries surveys and Aquatic Invasive Species control actions for Lake Erie Management Unit and coordinate with other management units as needed.

Individual tasks related to the duty:

- Responsible for application of established scientific survey techniques.
- Oversee the sampling of fish populations using electrofishing equipment, gill nets, trap nets, fyke nets, trammel nets, seines, etc..
- Oversee monitoring and control actions for aquatic invasive species
- Coordinate with biologists to determine appropriate fish sampling stations, proper sampling gear.
- Identify fish to species level and collect and record all physical, chemical, and biological data necessary for management assessments.
- Plan, implement, and supervise various fisheries management activities identified in the Lake Erie Management Unit annual work plan ensuring sufficient staff are deployed to safely conduct activities such as water body assessments, population estimates, limnological surveys, habitat assessments, rearing pond operations, and data entry.
- Assure adequate and accurate data is collected and reviewed and that survey results are recorded to Division databases and communicated to the Fisheries Biologists.
- Communicate other scientific observations and interpretations to the Fisheries Biologist.
- Utilize and train personnel on methods for removal of aquatic invasive species following Michigan's Response Plans. Plan, implement, and supervise various AIS management activities identified in Michigan's Response Plans, ensuring sufficient staff are deployed to safely conduct activities such as monitoring surveys, removal activities, and data entry.
- Obtain knowledge and train staff on the latest Division supported technology and advancements for data recording and fish aging techniques.

Duty 3

General Summary:

Percentage: 15

Supervise activities of permanent, seasonal, limited term, and non-career employees in carrying out the statewide angler survey program in the Lake Erie Management Unit.

Individual tasks related to the duty:

- Supervise creel clerks for both Great Lakes and Inland programs. Oversee the interviewing of anglers to gather information on catch and effort, angler techniques, explaining fisheries management programs, Department programs, and determining public attitude toward these programs
- Oversee clerk data entry submissions, monthly logs, weekly fishing reports, biological sample accuracy and proper recording keeping.
- Maintain oversight of creel schedule staffing including arranging coverage during clerk absences.
- Performs bi-monthly quality assurance checks of clerks for their coverage areas, timeliness, angler contact.

- Review creel census data to ensure that all data entry is complete, accurate, neat, organized, and submitted to designated recipients on time.
- Oversee and manage permanent and seasonal vehicle ordering, returns, monthly VTS logs, and vehicle repairs for creel assigned vehicles.
- Facilitate all communication associated with seasonal layoffs and recall timelines.
- Ensure participation of clerks in annual Division creel training and other trainings as required.
- Ensure clerks are using current safety procedures and have proper PPEs available.

Duty 4

General Summary:

Percentage: 10

Facility and equipment management.

Individual tasks related to the duty:

- Procure equipment for the LEMU utilizing purchasing guidelines. Keep updated equipment and property inventory records.
- Responsible for facility safety records, equipment, and maintenance. Identify major maintenance and equipment needs.
- Responsible for conducting and delegating the maintenance and fabrication of all management unit entrapment gear.
- Ensure the safe use and proper application of equipment including vehicles, tractors, outboards motors, electrofishing equipment, boats, pumps, shop tools and biological equipment.
- Oversee construction, proper maintenance, and repair of new and existing fisheries installations and structures.
- Safely use and train others in the safe use of power tools, boats, fisheries gear, and other equipment necessary to conduct surveys and facility management.
- Oversight and management of vehicles and seasonal vehicle ordering and returns, monthly VTS logs, vehicle repairs for unit vehicles.
- Assures that subordinates are properly trained to safely handle and use chemicals related to the job. Maintain MSDS sheets and Right To Know information readily available to employees.

Duty 5

General Summary:

Percentage: 5

Supervise and assist in carrying out assigned fish culture activities and fish passage operations including construction and maintenance.

Individual tasks related to the duty:

- Oversee the layout and construction of lake and stream fisheries habitat improvement and erosion control structures, pedestrian traffic control devices, and livestock controls. Design and install other measures to protect and enhance the natural environment and the fisheries resources.
- Carry out programmed chemical rehabilitation and other fish or invasive species removal projects.
- Follow Division field and shop protocols and ensure staff are up to date on certification requirements.
- Oversee the rearing of various fish species in area ponds from fry to fingerlings as well as the stocking of designated lakes and streams.
- Oversee egg collection and coordinate with hatchery staff to ensure appropriate field culture techniques and transport to state hatcheries for hatching and rearing.
- Supervise and oversee the construction, operation and maintenance of fish passage structures, spawning marshes, and rearing ponds.

Duty 6

General Summary:

Percentage: 5

Public relations, outreach, and technical resource.

Individual tasks related to the duty:

- Maintain knowledge of fishing regulations and other Department areas and information.
- Provide up to date information on Division activities, survey results, fishing, and procedures to public inquiries.
- Provide technical advice to stakeholders as requested.
- Interact with the public in a positive and professional manner.

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

When encountering problems at a construction site, fish spawning or rearing facility, or on a fish survey, adjustments often need to be made without time for consultation. Technician Supervisor makes decisions about approving leave and personnel coverage for the creel surveys. May also make decisions regarding the safety of conducting surveys in various situations. Often walleye fingerling distribution becomes an on-site independent decision, based on the number of fingerlings harvested and the amount planned to be stocked in various waterbodies. Purchasing of needed supplies for Unit operations within spending authority granted to the position may also be made independently. Task assignment of employees, and procurement of outside staff for certain activities may also be done independently. These decisions may affect staff schedules, operational efficiency, and distribution of walleye fingerlings.

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

Matters with significant programmatic, budget, or policy implications. Precedent setting actions and decisions that may be controversial or subject to future challenge. Significant commitment of staffing or financial resources, out of state travel.

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 may involve hazardous conditions such as boating in rough water, wading in fast-moving streams, operating high-voltage electrofishing gear capable of lethal charges if improperly handled; use, storage, and transporting of chemicals; carrying out projects during inclement weather such as spring egg take during snow storms, seining fish out of ice covered ponds and mapping lakes during winter; working at night on electrofishing surveys and chemical treatment programs. Many projects such as trap netting, pulling long gill nets by hand, fertilizing rearing ponds and operating electrofishing gear over extended periods of time involve extreme physical effort and heavy lifting. Pushing, pulling, bending, stooping, lifting, and standing for periods of time is required. Overnight travel is required for some duties. Night-time and weekend work will be scheduled as necessary.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
ANDRZEJEWSKI, DEL N	FISHERIES ASSISTANT-E E7	VACANT	FISHERIES ASSISTANT-E
VACANT	FISHERIES ASSISTANT-E	VACANT	FISHERIES ASSISTANT-E
TAR, DENNIS R	FISHERIES TECHNICIAN-E E10	PLANT, ERIC F	FISHERIES TECHNICIAN-E E10
VACANT	FISHERIES TECHNICIAN-E	VACANT	FISHERIES TECHNICIAN-E
VACANT	FISHERIES TECHNICIAN-E	DELANOY, JOSHUA W	FISHERIES TECHNICIAN-E E10
LASZLO, AVA M	FISHERIES TECHNICIAN-E E10	VACANT	STATE WORKER
VACANT	STATE WORKER		

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. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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 supervision to permanent and temporary employees in a fisheries management unit; performing lake and stream surveys and creel census surveys; construction, maintenance, and operation of aquaculture sites with fish culture responsibilities; and construction and operation of fisheries management facilities. Implement fisheries management actions that are prescribed by the Unit management biologist with approval of Unit supervisor. Conduct lake & stream surveys and habitat restoration projects using techniques recommended by Unit management biologist with approval of Unit supervisor. Administrative duties and coordination with unit manager.

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

Work on aquatic invasive species in the unit has increased and there are additional positions to be supervised.

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

The unit develops and implements fisheries management programs for public waters in a designated fisheries management unit. It is responsible for procuring eggs from wild fish stocks for hatchery propagation. It executes directives issued by Management Unit Supervisors / Basin Teams and is involved in a total Division-wide resource management and habitat protection programs.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Completion of 60 semester (90 term) credits including 24 semester (36 term) credits in job specific or related coursework.

EXPERIENCE:

Natural Resources Technician Supervisor 12

Four years of experience equivalent to a Fisheries Technician or Wildlife Technician, including two years equivalent to a Fisheries Technician E10 or Wildlife Technician E10, or one year equivalent to a Fisheries Technician 11 or Wildlife Technician 11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to supervise, evaluate and train employees.
- Ability to identify temperate zone fishes, fish dynamics, fish life systems.
- Knowledge of common fisheries diseases and the method of treatment.
- Ability to effectively communicate with staff and the public in a professional manner.
- Ability to maintain records, prepare reports, and compose correspondence related to the work.
- Ability to maintain budgets and purchasing records; be proficient with standard computer software programs and office skills (typing, filing, record keeping).
- Knowledge in the fabrication and repair of fish collection nets and electrofishing gear.
- Knowledge of general construction techniques (carpentry, wood working, welding, and fabrication) and use of construction tools and equipment.
- Knowledge of maintenance requirements and repair of such items as small engines, outboard motors, boats, and trailers.
- Knowledge of fish and various survey methodologies.
- Ability to identify reptiles and amphibians.
- Knowledge of, and experience in, fish culture activities.
- Ability to manage projects and to design and construct habitat improvement projects.
- Knowledge of facility maintenance.
- Ability to operate equipment used for fisheries management purposes.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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