

**1. Position Code**

**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.**

<b>2. Employee's Name (Last, First, M.I.)</b> VACANT	<b>8. Department/Agency</b> NATURAL RESOURCES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> RESOURCE MANAGEMENT
<b>4. Civil Service Classification of Position</b> WILDLIFE TECHNICIAN-E (8/9/E10)	<b>10. Division</b> WILDLIFE
<b>5. Working Title of Position (What the agency titles the position)</b> WILDLIFE TECHNICIAN	<b>11. Section</b> FIELD OPERATIONS
<b>6. Name and Classification of Direct Supervisor</b> TERRY MCFADDEN, FIELD OPERATIONS MANAGER (13)	<b>12. Unit</b> SOUTH EAST REGION
<b>7. Name and Classification of Next Higher Level Supervisor</b> JOSEPH ROBISON, STATE ADMINISTRATIVE MANAGER-(15)	<b>13. Work Location (City and Address)/Hours of Work</b> HOLLY WILDLIFE AREA 8100 GRANGE HALL RD., HOLLY MI 48442; 40 HOURS PER WEEK

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

To follow the Wildlife Division's Strategic plan. Goal 1 to manage for healthy and sustainable populations of wildlife. Monitor and preserve the health of Michigan wildlife. Address, and where possible, resolve human wildlife conflicts. Goal 2 Protect, manage, and enhance lands for sustainable wildlife populations and wildlife compatible recreation. Implement and assist others with the habitat management for priority species and habitats. Maintain public access and habitat infrastructure for wildlife management purposes. Goal 3 Connect people to wildlife, wildlife-compatible recreation and public lands. Expand opportunities for people to engage in hunting, trapping and wildlife-based recreation. Goal 4 Provide, manage and align a diverse set of resources to support division priorities.

This entry level position will include assisting the Area Wildlife Biologist in conducting wildlife habitat projects, land administration and facility maintenance for 6 game areas located throughout 5 counties that the Holly Wildlife Offices oversees. This employee will perform a wide variety of activities including surveys, wildlife registrations, band waterfowl, collect and analyze biological data, game area maintenance, trespass resolution, etc. To handle wildlife damage complaints according to Departmental and Bureau policy. To conduct habitat management which involves a thorough knowledge of farming operations to reach the desired habitat goals and ensure that equipment and buildings are in safe operational order. To keep accurate records on expenses and accomplishments associated with the area and provide timely reports as requested. To work with seasonal staff, current partners and conservation groups and expand new partnerships with businesses and volunteers and other interested groups. Provide technical assistance to wildlife biologists through special assignments throughout the Southeast Region.

The employee shall: regard safety as a personal responsibility, and respect the safety of other employees and the public; expeditiously report any hazards, unsafe conditions or procedures to his/her supervisor; expeditiously report all job-related accidents and injuries to his/her supervisor, even if he/she does not seek medical attention; wear proper personal protective equipment and always perform job duties in a safe manner; and coordinate with his/her supervisor before starting or continuing a job which he/she is uncertain how to complete safely.

For Civil Service Use Only

**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 Duty 1**

**% of Time 20**

Manage for healthy and sustainable populations of wildlife at an entry level:

GPS Objective 1.2, 1.3, 1.4

**Individual tasks related to the duty.**

- Participate in wildlife necropsies as requested.
- Assist and direct CWD deer surveillance operations under the guidance of the habitat biologist.
- Assist in handling of routine nuisance animal and sick or injured wildlife complaints.
- Assess hunting and trapping conditions and provide reports.
- Maintain data files, prepare reports and summaries and conduct data analysis.
- Input field data into Geographical Information Systems (GIS).
- Map cover types using aerial photos and GIS programming.
- Conduct wildlife surveys.
- Collect biological samples for statewide disease monitoring efforts. This will include obtaining a firearms certification for collecting targeted wildlife species as directed.
- Assist in trapping and banding of waterfowl
- Issue and/or monitor permits as delegated including but not limited to Out of Season Deer Damage Control Permits, Nuisance Animal Permits, Land Use Permits, etc.

Duty 2

**General Summary of Duty 2**

**% of Time 50**

Protect, manage and enhance lands for sustainable wildlife populations and wildlife-compatible recreation:

GPS Objective 2.1 through 2.5

Assist Wildlife Biologists in implementing all phases of the wildlife habitat programs throughout the assigned area and/or Management Unit.

**Individual tasks related to the duty.**

- Performs and/or conduct vegetation control and planting activities, within these SGAs and SRAs. Projects include farming operations completed by sharecroppers and/or contractors and volunteer groups, by season state workers and full time staff.
- Determines and maps forest-type boundaries for timber inventory sales and forest treatments (GIS & GPS knowledge).
- Under the guidance of the habitat biologist to prepare maps for the Habitat Biologist for Master Plans and Compartment Plans.
- Participates in habitat development and implementation of improvement activities in game areas and recreation areas, including planning and assessing existing sites and plant communities, water manipulation, prescribed burning, timber sales, food plots, herbaceous plantings, opening maintenance and forest treatment proposals.
- Prepares bid invitations, field requisitions, contracts, including job specifications for wildlife habitat projects to be performed by outside contractors, seasonal personnel, volunteers, prison crews, and others. Monitors and certifies project completions.
- Assists private landowners on wildlife management procedures in accordance with the wildlife management program.
- Prepare short-term work plans and work item proposals and design maintenance and development projects for areas assigned.
- Performs maintenance and development projects on all assigned state game areas located in 5 counties within the Southeast Region.
- Prepare requisitions for numerous maintenance contracts. Write specific work to be done, estimate costs and materials, consult with and oversee work done by contractors. Examples include dike and water control structure maintenance.
- Have knowledge of SESC (Soil Erosion and Sedimentation Control) permitting requirements and ensure that a SESC plan is in place prior to any project requiring this permit. To obtain this certification through training within 1 years of hire date.
- Obtain Commercial Pesticide Applicators license within 1 year of hire date.
- Under the guidance of the habitat biologist, maintain water level control and operation and maintenance plans for all areas mentioned above. Apply any and all permits to draw down marshes or maintain wetland areas. Be in compliance with all laws and policies.
- Direct the daily activities of Wildlife Assistants (and/or any other Wildlife Assistants assigned to the Holly office) and part time help to maintain these public lands. Examples include scheduling mowing and spraying of food plots, agricultural fields, habitat plantings, and dikes, routine maintenance of overflow spillways and water control structures, placement of signs, parking lot maintenance, trail maintenance, ORV barricades, equipment maintenance schedules, building maintenance, etc.
- Assist the Wildlife Assistants and Non Career Wildlife Assitants in the implementation of Wildlife projects including maintenance and development as needed.
- Under the guidance of the habitat biologist, work with outside agencies such as N.R.C.S., Ducks Unlimited, National Wild Turkey Federation, Pheasants Forever, Michigan Operation Freedom Outdoors, USFWS and other partners to plan and develop upland and wetland restoration projects on state land and to review and inspect projects on private lands.
- Know State land boundary lines and how to read surveys to resolve trespass disputes and prevent poor public relations.
- Maintain and protect public lands from illegal use.
- Ensure State Game areas are clearly posted and identified, including having parking lots identified, for safe public use.

Duty 3

**General Summary of Duty 3**

**% of Time 10**

Connect people to wildlife, wildlife-compatible recreation, and public lands:

GPS Objective 3.1 through 3.3

**Individual tasks related to the duty.**

- Enhance wildlife-based recreation access and opportunity through habitat and infrastructure development and improvements on public lands.
- Maintain target shooting opportunities.
- To understand human-wildlife interactions and promoting positive outcomes.

- Work with organizations (like Pheasants Forever, National Wild Turkey Federation, Ducks Unlimited and other partners), to achieve Wildlife Division goals
- To look for, develop, and foster groups and areas where the Wildlife Division can gain new partnerships to achieve division goals

Duty 4

**General Summary of Duty 4**                      **% of Time 20**

Provide, manage and align a diverse set of resources to support division priorities:

GPS Objective 4.1 through 4.3, 4.5

Administrative Duties. Performs and tracks the spending of money allotted for projects for the area, including Work Item Proposals (WIP), follows purchasing guidelines and uses mandatory contracts for purchases. Records all invoices, maintains inventory of buildings and equipment, oversees purchases for facility operations, keeps record of individual project hours and hours of part time help, maintains necessary logs, inspections, and training as the Facility Manager.

**Individual tasks related to the duty.**

- To be knowledgeable about the Federal Aid programs and related policies affecting FA administered lands. This will include having an understanding of the Pittman-Robertson program.
- Record Work Item Proposal expenditures in a budget database.
- Record all invoices in a budget database and submit invoices in a timely manner for payment.
- Follow all DNR policies and procedures for purchasing materials and obtaining contract labor.
- Oversees supplies of office needs, safety needs including first aid kits, storage containers, etc.
- Maintain building and equipment inventories and submits annually or biannually as requested. Replace broken and hazardous equipment immediately. Maintain and have ready, all needed safety equipment for all tasks for all employees.
- Attend professional development training as required.
- Attend training related to the restoration, protection, and management of our natural resources.
- Record hours worked in SIGMA using proper coding. Verify hours worked for part-time employees using proper coding and forward to timekeeper for entry into SIGMA and for supervisory approval.
- Inspect equipment logs, vehicle logs, MIOSHA forms, OSHA forms, fire extinguisher tags, safety boards, and others as directed by the Management Unit Supervisor, the Safety Officer, OSHA or MIOSHA.
- Keep files orderly and up to date, as needed, to operate the facility (including the site emergency plans), and to provide information to others as needed.
- Identify special training needs with supervisor and schedule training events to meet those needs.
- Knowledge of the State Historical Preservation Act and the Archeological Survey policies and procedures.

**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 work assignments for Wildlife Assistants, seasonal help and volunteers. Those individuals are affected by having a set schedule for daily tasks. Determine best methods and techniques for implementing projects and use budgets wisely to meet project goals. Monitor water levels and adjust as needed. Provide planting schedules and field locations for annual habitat projects. Analyze sharecropping needs and use if applicable for desired habitat needs. All habitats will benefit as will the wildlife using the habitat and the public who use the State land. Purchasing of needed equipment, safety supplies, office supplies and equipment. Prepare needed WIP's for upcoming project's needs. Prepare budget requests and staffing requests to complete tasks. Ensures that purchases are towards projects identified in the work plans.

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

Hiring of part time help. Issuance of contracts and use permits. Purchasing non-routine items. Change of work schedule for self or other employees.

When assigned tasks require knowledge of State, Department and/or Bureau procedures or of a unique nature. When advice and/or clarification of Department and/or Division policy and/or philosophy is needed with respect to wildlife management. When state policy requires it, e.g., purchasing policy, etc.

**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.**

The Wildlife Technician is required to assist on most work projects as needed which often require heavy lifting, strenuous labor, stooping, walking on uneven terrain through various habitat types, standing, sitting, climbing, balancing, kneeling, crouching, crawling, reaching, carrying, running, bending and working outdoors in inclement weather for long periods of time, etc. Travel throughout the assigned work area is part of the regular duties of this position, with occasional travel to other locations throughout the state.

**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>
	Seasonal Employees		

**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 checked="" type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input checked="" 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?**  
All are responsibilities of the Wildlife Technician at various times of the year.

- 23. What are the essential duties of this position?**

Implement planned habitat improvements, maintenance and enhancements on State Game Area lands, State Recreation lands as determined, and some private lands as determined. Responsible for data collection, recording, analyzing and to use the data for planning. Responsible for monitoring wildlife responses, public responses, and environmental responses to habitat manipulations. Responsible for administering contracts, developing field requisitions, preparing purchase orders, keeping office files and budget up-to-date, and recording hours and activities. Map vegetative communities and recommend prescriptions for management. Conduct all Facility Manager responsibilities. Possesses computer knowledge to assist in accurate recording of all activities. Displays professionalism with public contacts.

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

Downgraded position to entry level position.

Knowledge of computer hardware, software and accessories is essential to maximize efficient functions of the job, time and budget.

Ability to work with other groups from various socioeconomic backgrounds, increase positive interactions and partnerships, foster good business practices.

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

The work area is Wildlife administered lands in Oakland, Lapeer, Genesee, and parts of Livingston and Tuscola Counties or other areas as assigned. This position will ensure implementation of the Wildlife Division programs, policies, mission, and goals for the unit's area, with the support of personnel and budget allotments. Providing viable populations of all wildlife species of the area and the habitat needed to support the game and non-game species. Unique colonies of plants, and threatened or endangered species of any kind, will have utmost consideration while planning for the benefit of the species, the habitat, and the citizens and guests who use the State land.

**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 wildlife biology, wildlife technology, wildlife management, or agriculture.

ALTERNATE EDUCATION and EXPERIENCE (E10 level): 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.

**EXPERIENCE:**

Wildlife Technician 8: no specific amount or type is required.

Wildlife Technician 9: one year of experience performing technical wildlife management support activities.

Wildlife Technician E10: one year of experience as a Wildlife Technician 9.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Candidate must demonstrate the ability to learn identification and knowledge of Michigan wildlife species and their habitats, upland and wetland plant identification, general forest management techniques, soil conservation practices, normal farming practices and acceptable crops for State land, chemical use for habitat maintenance and/or enhancement. Knowledge of the care and handling of wildlife species. Computer skills including knowledge of programs such as Microsoft PowerPoint, Excel and Word, ArcGIS, and the Internet, use of a PDA, GPS and cell phone, ability to learn about various equipment types such as tractors, mowers, and plows and how to maintain them, hunting seasons and limits, general hunting and trapping laws, Michigan Right To Know Law, public relations and safety. Ability to learn to conduct wildlife surveys and communicate effectively with fellow employees and public. Ability to acquire knowledge and utilize a state-owned firearm on approved assignments is required. 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

Certified Pesticide Applicator's License or agrees to acquire one within one year of hire date

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 or agrees to acquire one within one year from date of hire.

Soil Erosion and Sedimentation Control certification (SESC) within one year 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