

Position Code

1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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
VACANT	Natural Resources
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Resource Management
4. Civil Service Position Code Description	10. Division
Wildlife Technician-E (8/9/E10)	Wildlife
5. Working Title (What the agency calls the position)	11. Section
Wildlife Technician	Field Operations
6. Name and Position Code Description of Direct Supervisor	12. Unit
Parker, Michael; Natural Resource Manager-2 13	Northern Lower Peninsula Region
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Mastenbrook, Brian; Natural Resource Manager-3 15	Traverse City Customer Service Center. 970 Emerson, Traverse City, MI 49696 / Monday thru Friday 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position performs a wide variety of entry level wildlife management activities on public and private lands in Northern Lower Michigan, primarily within the Traverse City field unit. Position coordinates and implements state land wildlife openings management, grassland and wetland maintenance and management, waterfowl banding, and crop damage investigations and permit management activities. Provide professional assistance to the wildlife biologist in the implementation of wildlife programs including purchasing and contracting of materials, supplies and services using independent judgment. Coordinate and facilitate wildlife surveys, wildlife animal response, and wildlife disease sampling. Contribute to effective and efficient processes that support wildlife division programs through internal and external communication with wildlife professionals, local constituent groups, media contacts and the public, as identified in various department and division strategic plans. The incumbent is a facility manager and is responsible for ensuring wildlife division equipment and buildings are in safe operational order and supplies are adequate to accomplish assigned work.

Position will need to obtain and maintain a Commercial Driver's license and complete Firearm training and certification within one year of employment.

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 of Duty 1 **% of Time 50**_____

HABITAT IMPROVEMENT AND RESTORATION:

Assist Wildlife Biologists in implementing habitat management projects on public and private lands within assigned work area as prescribed by applicable plans.

Individual tasks related to the duty.

- Participate in planning and implementing habitat improvement activities to meet area, regional and state-wide goals on state forest land. This will include assessing existing sites and plant communities, food plot establishment and maintenance, timber management, prescribed fire, sharecropping, and grassland establishment and management.
- Participates in state forest inventory, prescription, treatment, and audit processes.
- Responsible for operation and maintenance of water control structures which provide wetland habitat and wildlife recreation activity opportunity.
- Work with the area wildlife habitat biologist and field operations manager to prepare annual and longer-term operational plans for wetland infrastructure maintenance, openings maintenance, invasive species management to help meet area, regional and state-wide goals.
- Assist with habitat improvement/restoration contracts on public and private lands, including writing contract specifications, following procurement procedures, overseeing operations to ensure compliance with contract terms, preparing completion reports, and monitoring the progress of contracted vendors.
- Provide direction, training, and technical knowledge on agricultural and forest harvesting practices to contractors, wildlife assistants, non-career wildlife assistants, and volunteers performing habitat improvement/restoration to benefit habitat on state land.
- Assist with the preparation of the annual operational work plans with cost estimates for the review of the wildlife biologist, field operations manager, and regional supervisor.
- Monitor and maintain clear, accurate records of accomplishments, expenditures, and hours.

Duty 2

General Summary of Duty 2 **% of Time 20**_____

WILDLIFE MANAGEMENT

Provide support for wildlife population management within assigned work area including wildlife population surveys, nuisance wildlife management, and wildlife disease monitoring.

Individual tasks related to the duty.

- Provide excellent customer service on wildlife matters through face-to-face interactions, telephone conversations, and/or written correspondence.
- Organize, conduct, and support wildlife population surveys including deer check stations, woodcock, and mourning dove surveys; and waterfowl trapping and banding. Submit accurate reports of surveys in a timely manner.
- Address issues related to sick and injured wildlife. Maintain certification for discharge of a firearm to euthanize sick, injured animals or for disease testing and/or necropsy.
- Maintain certification for chemically immobilizing nuisance or injured wildlife.
- Conduct deer damage investigations and provide advice on options to address deer damage.
- Respond to bear issues following Divisional and regional guidelines and practices.
- Respond to other nuisance wildlife complaints and conduct appropriate actions when necessary.
- Conduct captive cervid facility audits.

Duty 3

General Summary of Duty 3 % of Time 15 ____

FACILITY AND EQUIPMENT MAINTENANCE:

Responsible for ensuring equipment, buildings, and other facilities are in safe operational order and for ensuring supplies are adequate to accomplish the work assigned. Responsible for land administration activities on state game areas and/or state wildlife areas including boundary review, ordering land surveys, posting, and trespass resolution.

Individual tasks related to the duty.

- Responsible for routine and non-routine maintenance of gates, parking lots, signs, water control structures, ORV barriers and trash pickup. This position is responsible for understanding facility and equipment maintenance options and acting in emergency repair situations for the safety of people, wildlife, and property.
- Maintain inventory for all equipment and maintenance records for major equipment to insure optimum operating condition and safety. Dispose of equipment properly when no longer needed, broken beyond repair or send to another location through Property Transaction Notices, State surplus or landfill.
- Maintain a working knowledge of farm tractors/implements, truck/trailer, chainsaws, and power hand tools to assure work tasks on the area are completed and equipment is well cared for and safe to use.
- Coordinate equipment needs, repairs, and safety training with non-career wildlife assistants and state workers regarding equipment operation, maintenance schedules and safety.
- Oversee and inspect equipment logs, vehicle logs, MIOSHA forms, OSHA forms, fire extinguisher tags, safety boards and others as directed by the field operations manager, safety officer, MIOSHA, or OSHA.
- Maintain annual certifications including Wildlife firearm exemption and Certified Pesticide Applicator.

Duty 4

General Summary of Duty 4 % of Time 15 ____

OTHER DUTIES AS ASSIGNED:

Address requests by the public for information related to wildlife issues and the state game areas and forest in assigned counties.

Individual tasks related to the duty.

- Handle daily public contact through walk-ins, telephone requests or requests in writing and provide information on topics such as hunting regulations, species management, policies, nuisance animals, sick and injured animals, and others.
- Cooperate with other DNR divisions, state and federal agencies, and private organizations to coordinate joint programs and projects for natural resource management.
- Work with Design, Outreach and Communications unit to provide information for public awareness of wildlife habitat projects, diseases, species population management and wildlife viewing opportunities to interested groups.
- Serve on department or division work groups as assigned.
- Attend professional development training and training related to the restoration, protection and management of our natural resources as required.

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

Independent decisions will include prioritizing work and assigning job duties for wildlife assistant, non-career wildlife assistant, and state workers. Identifying wildlife habitat treatment alternatives including; area, type of treatment, and costs. Identifying safety training needs and choose the proper equipment to accomplish work tasks. Monitoring unit budget and make appropriate purchases necessary to meet identified objectives. Interviewing and recommending hiring state workers and non-career wildlife assistants as the interview chair for the field unit. All of these affect the function of the work group and their ability to complete tasks and goals identified for the unit and for the region. Resource users, other Wildlife Division employees and other Department employees are all affected by these decisions.

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

Public requests for state land uses and deviating from Pittman Robertson Act funding require Field Operations Manager guidance for decision that might have statewide ramifications. These include organized events that might conflict with management objectives. Change of work schedule for self or other employees, overtime, compensatory time, and large expenditures. Complex issues that affect multiple user groups that may have conflicting views.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is performed outdoors in hot or cold conditions. This job may require an employee to traverse rough terrain. Heavy lifting and exposure to farm machinery is also required. Exposure to dead, diseased, and sometimes decomposed animals is normal. Travel throughout the assigned work area is part of the regular duties of this position, there will be occasional travel to other locations throughout the state.

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. (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>

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. |

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

NA

23. What are the essential functions of this position?

Employees in this job perform a range of wildlife management support activities to protect, develop, and maintain the state's natural wildlife population for environmental and recreational purposes.

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

The position is being downgraded to a Wildlife Technician-E (8/9/E10) from a Wildlife Technician-A (11) by removing senior level regional responsibilities including wildlife surveys, habitat restoration, and serving as the Privately Owned Cervidae (POC) program regional field coordinator.

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

This position will assure implementation of the Wildlife Division programs, policies, mission and goals and will help provide viable populations of all wildlife species of the area and the habitat needed to support game and non-game species.

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, or agriculture.

EXPERIENCE:

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

Wildlife Technician 9: One year experience performing technical wildlife management support activities equivalent to a wildlife Technician 8.

Wildlife Technician E10: Two years' experience performing technical wildlife management support activities equivalent to a Wildlife Technician, including one year equivalent to a Wildlife Technician 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of wildlife management techniques, silvicultural techniques, and operation of machinery.
- Must be skilled in computer software for word processing, spreadsheets, databases and GIS.
- Must be able to work independently and lead others.
- Must be willing to take DNR firearm 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 as assigned.
- Must be able to communicate effectively with co-workers, partners, and the public.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Driver's License.
- Within one year of employment obtain and maintain the commercial driver's license issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.
- Within one year of employment this position requires a medical's examiner's certificate (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 as part of the CDL acquisition process.
- Within one year of employment obtain and maintain Commercial Pesticide Applicator's license.
- Certified Firearm training and certification within one year of employment, for nuisance control.
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NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.