

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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	DNR-Natural Resources
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	Resource Management
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Wildlife Technician- E (8-10)	Wildlife
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Wildlife Technician	Field Resource Management
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Karen Sexton – Field Operations Manager Natural Resource Manager 14	Northern Michigan Region – Mackinac Central Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
David Lemmien - Region Supervisor State Administrative Manager 15	Newberry DNR Customer Service Center, 5666 State Hwy M-123, Newberry, MI 4986 Mon - Fri 40 hrs / week
<b>14. General Summary of Function/Purpose of Position</b>	
<p>The Wildlife Technician, stationed within a specified work unit, assists the area Wildlife Biologist with wildlife population management and public service efforts. The technician is responsible for implementation of wildlife habitat management on state forest lands. The technician performs a range of wildlife management support activities using considerable independent judgment in interpretation and application of methods and guidelines. The position coordinates conservation partners to manage wildlife resources including habitat work and wildlife population surveys. The duties of this position must require the employee to handle firearms, controlled substances, and dangerous machinery including chainsaws and equipment with a GVWR of 26,001+ lbs. The purpose of this position is to collaborate with the area Wildlife Biologist with implementation of Wildlife Division's Guiding Principles and Strategies (GPS). The GPS will be the basis for setting strategic direction in planning efforts and in setting work priorities.</p>	

**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** 25

Connect people to wildlife, wildlife-compatible recreation opportunities, and public land while protecting wildlife resources and contributing positively to the local economy.

**Individual tasks related to the duty.**

- Provide presentations on wildlife management and Wildlife Division programs to school classes and clubs, and occasionally participate in outreach programs.
- Host public engagement meetings and meet with various wildlife-compatible recreation organizations to foster information exchange and build relationships.
- Actively engage with the wildlife organizations in the work area, including government and non-government organizations such as - hunting organizations, local wildlife organizations, federal partners, non-motorized trail groups for project collaboration and embrace offers of volunteer help.
- Coordinate with FOM to work with 1836 ceded territory tribes on division approved projects.
- Respond to phone calls and office visits by the public regarding various wildlife issues with an emphasis on increasing public understanding of human-wildlife interactions
- Diversify opportunities for people to engage in wildlife-compatible recreation, including hunting and trapping on public and private lands including provide information to hunters and other recreationists who are seeking advice on where and how to pursue their activities.

Duty 2

**General Summary of Duty 2**                      **% of Time** 30

Operationalize a program of healthy and sustainable wildlife populations in the work area. This involves monitoring the size, trend, and health of wildlife populations on public and private land and preparing recommendations for public enjoyment of wildlife resources.

**Individual tasks related to the duty.**

- Implement policies, species plans, and regulations to manage wildlife and human-wildlife interactions.
- Provide advice to the public regarding nuisance bear problems, and trap/relocate bears when necessary.
- Respond to incidental captured wolves and depredation reports.
- Investigate livestock depredation incidents caused by wolves and coyotes.
- Provide assistance to public who are experiencing problems with other types of nuisance, overabundant, or depredating wildlife.
- Investigate sick, injured, or emergency wildlife reports, and as necessary to include chemical immobilization of wildlife and/or euthanizing of wildlife with a state firearm.
- Oversee implementation of wildlife surveys in work unit including examples such as woodcock singing ground survey, waterfowl banding, wildlife disease sampling, deer surveys, elk surveys, moose surveys, and deer-bear-furbearer check stations and others as assigned.
- Maintain and develop relationships with area cooperators for the purpose of collecting wildlife data like bear check cooperators, disease sampling cooperators.

Duty 3

**General Summary of Duty 3**

**% of Time** \_\_\_\_ **30**

Implement the protection, management, and enhancement of lands for sustainable wildlife populations and wildlife-compatible recreation.

**Individual tasks related to the duty.**

- Maintain qualifications and certifications including, but not limited to pesticide applicator's license to implement various wildlife habitat management techniques, including water-level manipulations, opening maintenance, herbaceous plantings, tree and shrub plantings, brush cutting, and invasive species control.
- Prepare bid invitations, field requisitions, and contracts, including job specifications, for wildlife habitat projects to be performed by outside contractors, seasonal personnel, and volunteers.
- Operate tractors, farm implements, backhoes, bulldozers, dump trucks, trailers, and other heavy equipment with a combined GVWR of 26,001+ lbs to personally conduct habitat treatments. Requires maintenance of a Commercial Drivers License.
- Transport and operate light equipment such as snowmobiles, ORVs, motor boats, and canoes when needed.
- Performs work activities requiring safe operation of hand power tools such as but not limited to chainsaws, saws, drills, weedwhip, brushsaw, etcProvide direction to non-career wildlife assistants regarding implementation of habitat management projects.
- Collaborate with the area biologist in prescribing habitat treatments on state owned land in collaboration with partner Divisions and in coordination with the State Forest Management Plan. Activities including but not limited to; GIS-based evaluations of habitat conditions, development of forest treatment proposals, monitor habitat treatments, draft wildlife comments within the forest record system, and participate in all aspects of compartment review process.
- Implement habitat projects and public recreation amenities to reach goals associated with State Wildlife Manage Area plans, Wildlife Action Plan, and various species plans.
- Collaborate with the area biologist on reviews for land use applications for events, land purchase, disposal, trades, and other uses and provide input to consistently protect lands for wildlife values.
- Ensure project areas are promoted via signs, maps, website information, and publications.

Duty 4

**General Summary of Duty 4**

**% of Time** 15 \_\_\_\_

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

**Individual tasks related to the duty.**

- Oversee the equipment and facility inventory for the work area including but not limited to respond to equipment and facility inventory requests, maintain equipment and buildings, update technology equipment.
- Formulate a career development plan in preparation for annual performance reviews and provide input to the supervisor regarding training needs and desires.
- Enroll in courses offered by the State of Michigan Learning Center, attend workshops and conferences, and seek out other sources of knowledge to enhance job performance.
- In accordance with Division and Region guidance, assist area biologist in draft work plans and prepare annual budget requests.
- Manage work area budget by initiating and reviewing purchases, tracking expenditures, and adjusting coding of invoices and purchase logs.
- Track accomplishments related to work plan objectives and report these metrics when requested.
- Foster an inclusive environment across the department through effective internal engagement and relationship building.
- Collaborate across work units, Wildlife Division Sections/Regions/Units, and across the Department to implement and achieve Division and Department goals.

Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

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Duty 6

**General Summary of Duty 6**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

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

Determine daily work priorities and time schedules. Accurate prioritization of the workload and timely completion of duties impact Wildlife Division and other divisions to accomplish their objectives. Managing work area budget and making purchases are an independent decision. These decisions impact the effectiveness of local staff in carrying out their duties and the status of the Wildlife Division budget.

Provide direct lead work daily guidance to several career and non-career employees and/or NCWA's.

Review, approve or disapprove permits associated with damage, nuisance, human safety. Individuals interfacing with wildlife are most affected.

Provide presentations for wildlife and public outreach and education opportunities. Content and delivery of the information can affect the public's view of Wildlife Division and department programs.

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

Finalization of work plans and work area budgets, including large expenditures.

Decisions which are administratively or politically sensitive, decisions involving long-term commitments of division resources (either monetary or personnel), and decisions that have the potential to change the Division's mission, goals, or priorities.

Annual leave requests and substantial work schedule adjustments.

Accrual of compensatory time and over time.

Enrollment in training sessions or conferences.

Acceptance of special assignments

Any decision that requires exceptions to Division or Department policies or guidelines, capital expenditures or issues that involve multiple work units or regions and anything that requires guidance at the regional or statewide level, including acceptance of special assignments (work groups, hiring teams, etc.). Purchases that exceed \$5000.

**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.**

Much of the work will be in an office environment and involve prolonged computer use and stationary for long periods of time at workstation or in meetings.

A portion of work will be conducted in the field setting which includes exposure to extreme weather conditions and requires the ability to traverse uneven terrain, snowshoeing, snowmobiling, etc.

Requires occasional travel throughout the assigned work area as part of the regular duties and through hazardous driving conditions. Occasional early morning or late-night work or meeting attendance can be expected as well as occasional overnight travel to other locations throughout the state.

Requires handling a broad range of wildlife and when sick, injured, live and/or dead.

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.      |

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?

There are 4 essential duties for the wildlife technician position. The Wildlife Technician, stationed within a specified work unit, assists the Area Wildlife Biologist with wildlife population management and public service efforts. The technician is responsible for implementation of wildlife habitat management on state forest lands. The technician performs a range of wildlife management support activities using considerable independent judgment in interpretation and application of methods and guidelines. The duties of this position may require the employee to handle explosive devices, firearms, or controlled substances. The purpose of this position is to assist the Area Wildlife Biologist with implementation of Wildlife Division's Guiding principles and Strategies (GPS). The GPS will be the basis for setting strategic direction in planning efforts and in setting work priorities.

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

Increase in overall time spent working on duty 2 – wildlife monitoring and duty 3 wildlife habitat work from 20% to 30%. Absorbed duty 5 and 6 into duties 3 and 4. Boxes 14, 15, and 26 updated to reflect CDL requirements and safety sensitive duties.

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

This work area includes portions of Luce and Mackinac counties in the eastern portion of Mackinac Southcentral Unit. It is within Wildlife Division's Northern Michigan Region. The technician implements Division and Department goals on public and private lands within the specified work area.

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

**EDUCATION:**

Possession of an associate 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 of experience performing technical wildlife management support activities, equivalent to a Wildlife Technician 8.

Wildlife Technician E10: Two years of 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 cover requirements and wildlife species.

Knowledge of general farming and construction methods.

Knowledge of the care and handling of wildlife species.

Ability to use construction tools.

Ability to follow written plans and maps and interpret map symbols and legal descriptions.

Ability to conduct wildlife surveys.

Ability to maintain buildings and equipment.

Ability to maintain records, prepare reports and correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possess a valid Michigan's driver's license.

DART Test Designation for Chemical Immobilization, Firearm Certification, and explosive devices.

Chemical Immobilization Certification provided by Division.

Firearm Certification provided by Division.

Obtain Commercial Driver's License (CDL) within 6 months of hire issued by the Secretary of State as required by Public Act 346 of 1988, including medical certification to operate a designated state vehicle, if assigned.

Within first year of employment obtain Certified Pesticide Applicator's License and/or a Soil Erosion and Sedimentation Control Certification.

Acquire associated trainings and/or certification for safe operating of: boats, snowmobiles, ATV/UTV, as assigned.

***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.**