

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

WILDLIFE ASSISTANT

JOB DESCRIPTION

Employees in this job participate in a variety of wildlife management support activities in the Wildlife Division, Department of Natural Resources. Employees assist the staff in the Wildlife Division with the maintenance of wildlife areas and facilities, and management of wildlife habitats, species and related recreation activities. Tasks may vary from collecting biological data and other information necessary for habitat, facility, and wildlife population management, to operating hand tools, to the operation of agriculture and construction equipment.

There are four classifications in this job.

Position Code Title - Wildlife Assistant-E

Wildlife Assistant 6

This is the entry level. The employee performs a wide range of assignments while receiving on-the-job training to learn the work methods, processes and procedures and develop knowledge and skill.

Wildlife Assistant 7

This is the intermediate level. The employee, with increased responsibility, performs a limited range of assignments using good judgement and safe working skills while completing assignments.

Wildlife Assistant E8

This is the experienced level. The employee, with increased responsibility, performs the full range of assignments using judgement in making decisions where alternatives are determined by established procedures, methods, practices, and safe working skills while completing assignments.

Position Code Title - Wildlife Assistant-A

Wildlife Assistant 9

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of lower-level staff or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Traps, tags bands, captures, and/or relocates wildlife such as geese, turkeys, deer, waterfowl, gray wolves, waterfowl, pine marten, or other wildlife species.

Collects biological data such as pellet, grouse, woodcock, deer, quail, and pheasant surveys. Helps monitor telemetered wildlife.

Develops and maintains wildlife facilities sites, trails, and areas for recreation.

Assists with prescribed burns for wildlife.

Assists with running survey lines or establishing property boundaries or boundaries of timber sales or other habitat improvement projects.

Creates and maintains wildlife habitats and structures, by mowing, plowing, disking and planting crops, and controlling water levels on wetlands.

Operates and maintains light duty equipment such as shovels, rakes, saws, lawnmowers, and other hand tools.

Operates and maintains farm implements such as seeders, grain drills, disks, plows, mowers, and farm tractors.

Operates and maintains light-duty trucks and other equipment such as front-end loaders and backhoes.

Operates and maintains power equipment and tools such as chain saws, powered posthole diggers, pumps, and brush saws.

Operates and maintains heavy equipment such as bulldozers, excavators, large power mowers, skidder, tractors, dump trucks, and semi tractor/trailers.

Applies pesticides.

Maintains wildlife equipment, buildings, and related structures.

Transports equipment such as farm tractors and implements, bulldozers and backhoes, portable pumps, goose crates, and turkey boxes.

May assist with major repairs of equipment, structures, and facilities.

May provide general wildlife information to the public.

Performs related work as assigned.

Additional Job Duties

Wildlife Assistant 9 (Lead Worker)

Oversees the work of lower-level Wildlife Assistants by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Wildlife Assistant 9 (Senior Worker)

Performs on a regular basis assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

Operates, services, and maintains drag lines, bulldozer, earthmovers, truck tractors, lowboy trailers, and tractors to develop and maintain state-owned lands.

Operates semi-tractor and tandem trailers in combination.

Sets-up, operates, maintains, and repairs specialized construction equipment such as skidders, excavators, cranes, draglines, pile drivers, heavy dozers equipped with timber rakes and rock rakes, KG blades, hydro-axe, hydro-mower, and other equipment.

Conducts special projects in conjunction with private land work.

Operates excavators, large equipment needed for special projects, dams, dikes, bridges, cherry pickers, or lift cranes for repair or construction of buildings.

Reviews construction design and blueprints.

Provides training to others on equipment operation, maintenance, and safety.

Reviews and assigns tasks to seasonal employees, prison crews, or others.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of wildlife and wildlife habitat management.

Knowledge of general farming and crop raising methods; including soil conservation practices.

Knowledge of the operation of motorized equipment, such as tractors, trucks bulldozers, and front-end loaders.

Knowledge of occupational hazards and safety precautions required in the line of the work.

Ability to conduct wildlife surveys.

Ability to operate and maintain mechanical equipment, construction tools, and general shop tools.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to work in adverse weather conditions.

Ability to perform job assignments in a timely manner and keep appropriate records.

Ability to trap animals or operate specialized equipment, as needed.

Additional Knowledge, Skills, and Abilities

Wildlife Assistant 9 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to others.

Working Conditions

Duties may be outdoors in a variety of weather conditions at a state game, recreation or forest area during weather extremes.

Physical Requirements

The job requires long periods of walking and standing, and carrying equipment and supplies in the field.

Education

Education typically acquired through completion of high school.

Experience

Wildlife Assistant 6

No specific type or amount is required.

Wildlife Assistant 7

One year of experience in the construction trades or equivalent to a Wildlife Assistant 6.

Wildlife Assistant E8

Two years of experience equivalent to a Wildlife Assistant, including one year equivalent to a Wildlife Assistant 7.

Wildlife Assistant 9

Three years of experience equivalent to a Wildlife Assistant, including one year equivalent to a Wildlife Assistant E8.

Alternate Education and Experience

Wildlife Assistant 7

Completion of vocational training that included practical experience in the operation of heavy equipment may be substituted for six months of experience at the Wildlife Assistant 7 level.

Special Requirements, Licenses, and Certifications

Some positions within this class series are assigned job duties that may require possession of 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.

Some positions within this class series are assigned job duties that may require possession of a commercial Pesticide Applicators license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

WILDFAST

Job Code Description

WILDLIFE ASSISTANT

Position Title

Wildlife Assistant-E

Wildlife Assistant-A

Position Code

WLDLASTE

WLDLASTA

Pay Schedule

A31-005

A31-011

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02/15/2015