

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

WILDLIFE TECHNICIAN

JOB DESCRIPTION

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.

There are five classifications in this job.

Position Code Title – Wildlife Technician-E

Wildlife Technician 8

This is the entry level. The employee works in a learning capacity performing a range of wildlife technician assignments under close supervision.

Wildlife Technician 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of wildlife technician assignments.

Wildlife Technician E10

This is the experienced level. The employee performs a full range of wildlife technician assignments, and uses considerable independent judgment to interpret and apply guidelines with considerable latitude to specific work situations.

Position Code Title – Wildlife Technician-A

Wildlife Technician 11

This is the advanced level. The employee serves either as a lead worker responsible for overseeing the work activities of lower-level Wildlife Technicians or as a senior worker performing the most complex wildlife technician assignments. Senior-level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

Position Code Title – Wildlife Technician–SS

Wildlife Technician 12

This is the staff specialist level. The employee uses specialized technical knowledge to perform highly complex wildlife technician assignments involving authority for an assigned program. Staff specialist positions have sole and full time responsibility for their assigned program area, and are recognized through approval by Civil Service.

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

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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.

Participates in habitat development and improvement activities in game areas and other state lands, including planning and assessing existing sites and plant communities.

Obtains wildlife biological data through trapping and tagging animals and waterfowl, making hunter-use and game-bag checks, waterfowl counts, and by conducting related surveys.

Determines seed and fertilizer requirements in order to provide food and cover for wildlife species.

Plows, seeds, and cultivates herbaceous food and cover crops, plants, trees and shrubs, or oversees others performing this work.

Constructs and manages water impoundment. Controls water levels and maintains and improves wetlands.

Participates in game area surveys to determine variety of fauna and the number of individuals of each species.

Determines and maps forest-type boundaries for timber inventory sales and forest treatments.

Inspects hunting conditions in the game area.

Cares for and feeds animals used in experiments.

Weighs and measures experimental animals and takes blood and urine samples.

Participates in wildlife necropsies.

Constructs blinds, nesting sites, traps, shelters, and other special equipment.

Recommends and assists in the development and maintenance of sites, trails, and areas for recreational development.

Participates in the maintenance of buildings, improves or removes fences, and maintains trails and roads.

Builds brush shelters and manages vegetation in food patches.

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Coordinates crews of correctional residents in various phases of game area work.

Prepares bid invitations, including job specifications, for wildlife habitat projects to be performed by outside contractors, and monitors for compliance.

Maintains farm equipment, including tractors, plows, trailers, trucks, bulldozers, loaders, and construction equipment.

Represents the department before local sports and recreation groups, and visitors.

Assists private landowners on wildlife management procedures in accordance with the wildlife management program.

Maintains records, prepares reports, and conducts correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Wildlife Technician 11 (Lead Worker)

Coordinates work by scheduling assignments and overseeing the work of lower-level Wildlife Technicians.

Oversees and assures the quantity and quality of the work by requiring strict adherence to established methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

Trains employees in wildlife technician activities.

Wildlife Technician 11 (Senior Worker)

Performs on a regular basis wildlife technician assignments which are recognized as the most complex.

Wildlife Technician 12

Performs technician assignments involving responsibility for coordinating an assigned program department area.

Serves as the recognized expert within a program area and provides technical assistance to other departmental staff.

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, thorough knowledge is required at the advanced level, and extensive knowledge is required at the specialist level.

Knowledge of wildlife cover requirements and wildlife species.

Knowledge of crop raising methods.

Knowledge of general farming and construction methods.

Knowledge of soil conservation practices.

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 determine seed and fertilizer requirements.

Ability to conduct wildlife surveys.

Ability to maintain farm equipment used in the work.

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.

Additional Knowledge, Skills, and Abilities

Wildlife Technician 11 (Lead Worker)

Ability to explain instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to prioritize and assign work to lower-level Wildlife Technicians.

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Wildlife Technician 11 (Senior Worker)

Knowledge of Michigan flora and fauna communities and their environmental requirements.

Ability to perform the most complex wildlife technician assignments.

Wildlife Technician 12

Ability to organize and carry out assigned program.

Ability to adapt new technology and methods to increase program effectiveness.

Working Conditions

Work is normally performed outdoors within a state game, recreation, or forest area in hot or cold weather conditions.

Job duties require employee to guide crews of correctional prisoners.

Physical Requirements

The job duties may require an employee to traverse rough terrain.

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

Wildlife Technician E 10

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

Wildlife Technician 11

Three years of experience performing technical wildlife management support activities equivalent to a Wildlife Technician, including one year equivalent to a Wildlife Technician E10.

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Wildlife Technician 12

Four years of experience performing technical wildlife management support activities equivalent to a Wildlife Technician, including two years equivalent to a Wildlife Technician E10 or one year equivalent to a Wildlife Technician 11.

Alternate Education and Experience

Wildlife Technician 8

Completion of the Department of Natural Resource's Wildlife Division in-service Wildlife Technician Training Program **and** three years of experience as a Farmer, Equipment Operator, or Laborer in the Wildlife Division, including one year of post, in-service training experience may be substituted for the education and experience requirements.

Wildlife Technician 9

Completion of the Department of Natural Resource's Wildlife Division in-service Wildlife Technician Training Program **and** four years of experience as a Farmer, Equipment Operator, or Laborer in the Wildlife Division, including two years of post, in-service training experience may be substituted for the education and experience requirements.

Wildlife Technician E10

Completion of the Department of Natural Resource's Wildlife Division in-service Wildlife Technician Training Program **and** five years of experience as a Farmer, Equipment Operator, or Laborer in the Wildlife Division, including three years of post, in-service training experience may be substituted for the education and experience requirements.

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.

Wildlife Technician 11

Completion of the Department of Natural Resource's Wildlife Division in-service Wildlife Technician Training Program **and** one year of experience as a Wildlife Technician E10 may be substituted for the education and experience requirements.

Wildlife Technician 12

Completion of the Department of Natural Resource's Wildlife Division in-service Wildlife Technician Training Program **and** two years of experience as a Wildlife Technician E10 or one year of experience as a Wildlife Technician 11 may be substituted for the education and experience requirements.

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 (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

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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

WILDLFTCH

Job Code Description

Wildlife Technician

Position Title

Wildlife Technician-E
Wildlife Technician-A
Wildlife Technician-SS

Position Code

WILDTCHE
WILDTCHEA
WILTCHSS

Pay Schedule

L32-006
L32-012
L32-013

ECP Group 1
Revised 6/1/06
TeamLeaders