

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

WILDLIFE ASSISTANT

JOB DESCRIPTION

Employees in this job participate in a variety of wildlife management support activities.

Position Code Title - Wildlife Assistant-E

Wildlife Assistant 6

This is the entry level. The employee performs a range of wildlife assistant assignments while learning the methods of the work.

Wildlife Assistant 7

This is the intermediate level. The employee performs an expanding range of wildlife assistant assignments in a developing capacity.

Wildlife Assistant E8

This is the experienced level. The employee performs the full range of wildlife assistant assignments and uses independent judgement to make decisions in specific work situations.

Position Code Title - Wildlife Assistant-A

Wildlife Assistant 9

This is the advanced level. The employee functions as a crew leader overseeing the work of lower-level Wildlife Assistants and/or others and performing experienced level wildlife assistant assignments; or as a senior worker performing the most complex assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing 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 relocates wildlife.

Collects biological data and helps monitor telemetered wildlife.

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

Assists with prescribed burns.

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; controls water levels on wetlands.

Operates and maintains hand and power tools, light duty equipment, and vehicles such as mowers, chain saws, powered posthole diggers, pumps, brush saws, seeders, grain drills, disks, plows, tractors, trucks, front-end loaders, and backhoes.

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

Applies pesticides, herbicides, and other substances typically used in wildlife management.

Assists with repairs to equipment, structures, and facilities.

Provides general wildlife information to the public.

Performs related work and other tasks as assigned.

Additional Job Duties

Wildlife Assistant 9 (Crew Leader)

Assigns work to crew members.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

Wildlife Assistant 9 (Senior Worker)

Regularly performs the most complex and difficult assignments in the work area.

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 various motorized equipment as described above.

Knowledge of occupational hazards and safety precautions applicable to the work.

Ability to conduct wildlife surveys.

Ability to operate and maintain mechanical equipment and tools.

Ability to communicate effectively with others.

Ability to maintain records related to the work.

Additional Knowledge, Skills, and Abilities

Wildlife Assistant 9 (Crew Leader)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

Working Conditions

The job duties require an employee to be exposed to inclement weather and environmental conditions.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

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

See individual position descriptions.

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

WDLASTE

WDLASTA

Pay Schedule

A31-005

A31-011

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02/04/2024