

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

NATURAL RESOURCES TECHNICIAN SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise Fisheries Technicians or Wildlife Technicians in management support activities in order to protect, develop, and maintain the state's natural resources. The employee works within general methods and procedures, exercises considerable independent judgment to select the proper course of action, and is required to review the work of subordinate technicians, and/or lower-level supervisors, to ensure conformance with established guidelines, methods, procedures, and policies.

There is one classification in this job.

Position Code Title - Natural Resources Tech Spv-1

Natural Resources Technician Supervisor 12

The employee serves as a first-line supervisor directing the work of subordinate employees.

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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates specialized technical activities by scheduling work assignments, setting priorities and directing the work of other technicians.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Prepares progress reports, time reports, and conducts in-service training programs for employees.

Applies equal employment opportunity policies and procedures to personnel situations.

Reviews resumes of job candidates, prepares and conducts hiring interviews, and selects the most qualified candidate.

Supervises the taking of spawn from brood stock, hatching eggs, rearing fish to planting size, transporting fish, and planting them in designated locations.

Supervises the construction and maintenance of dams, dikes, roads, and pipelines.

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

Supervises the application of chemicals and fertilizers.

Directs the conduct of various surveys to obtain biological data through trapping and tagging animals and waterfowl, making hunter use and game bag checks, waterfowl counts, fish surveys, and the conduct of other related surveys.

Directs the care and feeding of wildlife used for research.

Trains technicians in natural resource research activities and in the operation and maintenance of equipment.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices as applied in the specific and related areas of specialization.

Thorough knowledge of training and supervisory techniques and employee policies and procedures.

Thorough knowledge of the identifiable characteristics of fish commonly found in Michigan waters concerning general appearance and habitats.

Thorough knowledge of conservation rules and regulations pertaining to fishing and wildlife.

Thorough knowledge of fish disease and of the methods of care and protection of fish.

Thorough knowledge of wildlife cover requirements, wildlife species, crop raising methods, and land development and soil conservation practices.

Some knowledge of equal employment opportunity policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to communicate with others and to maintain favorable public relations.

Ability to organize and coordinate the activities of a specific work area.

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

Ability to guide crews of correctional prisoners in phases of the work.

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

Ability to determine seed and fertilizer requirements and to conduct wildlife surveys.

### Working Conditions

Work is performed outdoors within a state game, recreation, or forest area and an employee may be exposed to inclement weather conditions.

Some jobs require direct contact with prisoners.

### Physical Requirements

The job duties may require an employee to lift and/or move heavy objects.

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

### Education

Possession of an associate's degree in a biological science.

Experience

Natural Resources Technician Supervisor 12

Four years of experience equivalent to a Fisheries Technician or Wildlife Technician, including two years equivalent to a Fisheries Technician E10 or Wildlife Technician E10, or one year equivalent to a Fisheries Technician 11 or Wildlife Technician 11.

Special Requirements, Licenses, and Certifications

Some positions in this job may be assigned duties that require the application of pesticides, which may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

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

<u>Job Code</u>	<u>Job Code Description</u>	
NATRESSPV	NATURAL RESOURCES TECHNICAN SUPERVISOR	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Natural Resources Tech Spv-1	NATRSPV1	NERE-098

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