

TEMPORARY WILDLIFE ASSISTANT POSITIONS AVAILABLE
Michigan Department of Natural Resources
DNR - Wildlife Division
Planning and Adaptation Section
Invasive Species Response Team



Posting Date: March 8, 2016

Deadline for Response: 11 p.m. Monday, March 21, 2016

Location: Lansing Customer Service Center, 4166 Legacy Parkway, Lansing, MI, with one position located in the Saginaw Bay area (Nayanquing Point Wildlife Area, 1570 Tower Beach Rd., Pinconning, MI or Bay City Customer Service Center, 3580 State Park Dr., Bay City, MI).

Employment Dates: May, 2016 – September, 2016; not to exceed 719 hours

Number of Positions: 3

Work Hours: 7:30 am - 5:30 pm, Monday - Friday, 40 hours/week, hours may vary

Pay Rate: \$16.08 per hour

Brief Job Description:

The Wildlife Division Invasive Species Program is hiring for 3 Invasive Species Response Team positions. Successful candidates will conduct field based survey and mapping, treatment, and monitoring of aquatic and terrestrial invasive plants across the State of Michigan on both public and private land. The positions will be based out of Lansing, but daily travel to work locations will be required (with State-owned vehicles). Overnight travel will be required on a several occasions.

Under the direction and supervision of the Wildlife Division Invasive Species Coordinators, the Response Team will work to accomplish survey and treatment goals, work with other State and Federal agencies to obtain proper permits, and acquire materials and resources. Individuals will work with other DNR field staff to coordinate surveys, treatments, and monitoring activities. A large portion of field work will be dedicated to treating aquatic invasive plants. Treatments include manual removal and herbicide applications. Successful candidates will be required to obtain pesticide applicator certification upon hire.

Individuals will work with landowners and land managers to discuss projects and secure permission for surveys and treatments. Work will often be conducted from a boat or kayak, wading in shallow water, or by land. Previous experience with small watercraft is required, and operating watercraft in inclement weather can be expected. Data will be collected using handheld GPS units, digital cameras, and through the use of data sheets. Additional duties include data entry and data management using MS Excel and Access, maintaining accurate and detailed records, maintaining equipment, reporting on data, submitting plant specimens to university herbariums, and staffing outreach and education events. Plant identification training will be provided but prior experience is desired.

We are seeking self-directed, responsible, and highly motivated individuals who have the ability to work independent of supervision. Individuals with the ability to communicate effectively with co-workers and the public in a professional manner, strong organizational and computer skills and a background or interest in wildlife management or a related field are preferred. Opportunities are possible to assist with other Wildlife Division activities.

Selection Criteria:

Required

- Education: A high school diploma or GED certificate
- Possess a valid driver's license
- Boating or kayaking experience

Desired

- Education: Possession of or working toward a degree in Wildlife Management, Botany, Ecology, or a related natural resource field
- Ability to work and solve problems independent of supervisors
- Ability to communicate well with co-workers and the public
- Experience with aquatic and terrestrial plant identification
- Experience applying herbicides to control invasive species
- Experience working as part of a field crew
- Knowledge or experience relating to wildlife or DNR programs
- Ability to accurately read a map
- Flexibility to work various hours, up to 40 hours per week, including early mornings, late evenings and occasional weekends or overnight travel
- Experience with general office work, including basic computer knowledge, data entry, filing and organizing paperwork, scheduling, reporting on daily activities, etc.

Screening Criteria:

- Possess a high school diploma or GED certificate
- Possession of or working toward a degree in Wildlife Management, Botany, Ecology, or a related natural resource field
- Possess a valid driver's license
- Experience with data collection, record keeping, data entry and management
- Experience interacting with the public
- Experience working for any wildlife or natural resources related agency
- If not already certified, candidate will be required to obtain pesticide applicator certification

How to Apply

Submit a cover letter, resume with 4 references, and completed [MDNR employment application](#) (Form PR-7123) to the Department of Natural Resources, Wildlife Division, P.O. Box 30444, 525 W. Allegan, Lansing, MI 48909-7944, ATTENTION: Jason Lyons, or email application and resume to Jason at LyonsJ4@michigan.gov by 11 p.m. on Monday March 21, 2016. Electronic submissions preferred.

DNR application can be found at the following web site:

http://www.michigan.gov/documents/dnr/PR7123e_DNR_NON-CAREER_EMPLOYMENT_APPLICATION_423655_7.dotx

If you have any questions, please call Kile Kucher at (517) 641-4903 ext. 243

Note: Civil Service Rule 2-7 requires that all newly hired state employees submit to and pass a pre-employment drug test prior to official offer of employment.

The Department of Natural Resources is an equal opportunity employer.