



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> BIOLOGIST	<b>Grade:</b> 14
<b>Division:</b> Fisheries	<b>Job Code:</b> 5623
<b>Reports To:</b> Regional Supervisor	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES:

Under general supervision of the Regional Supervisor, participate in the development of both short and long range fish and wildlife management and research projects. Is responsible for planning, organizing, and directing the successful completion of assigned projects within predetermined guidelines. Must be familiar with the principles and procedures of fish and wildlife management and research. Use scientific methods to gather data regarding fish/wildlife populations and/or habitat. Collect fish/wildlife samples, specimens, and data. Record and analyze scientific data and prepare and submit detailed reports. Supervise both full time and temporary employees. Serve as advisor or Department representative in areas of special expertise. May have extensive contact with a variety of public and private individuals and groups.

### JOB DUTIES:

Participate in the planning, development, coordination and implementation of fish and wildlife research and management projects. Assist in establishing project goals and participate in the development of the Division objectives. Submit grant proposals and partnerships to corporate foundations, public and tribal entities.

Interpret policies to subordinates and interested public. Develop or implement existing procedures for accomplishing assigned projects.

Coordinate work with Hatcheries, other Biologists, other Divisions and state, federal and municipal agencies. Assist with the development of management or research plans which include definition of proposed projects, specifications, time schedules, expenses, equipment, supplies and personnel needed to complete the projects; i.e.; creel and economic analysis surveys.

Prepare and submit annual project budgets and reports including salaries, equipment, supplies, maintenance, etc. for assigned projects. Submit claims for expenditures, and maintain expenditure ledger(s), equipment inventory and equipment maintenance logs.

Schedule work to be completed by contractors, cooperators or subordinates during appropriate time of year to meet project objectives.

Assist in conducting public hearings on seasons, regulations and other Department actions.

Present programs to local civic, educational, youth, professional, sportsmen and environmental groups. Conduct fish population surveys to determine distribution of species, age and growth, condition, food habits, population enumeration and management recommendations.

Apply limnologic techniques to determine characteristics such as areas, depth, and temperature and water chemistry to various waters.

Apply standard creel census techniques to determine fishing pressure, harvest and characteristics of a fishery. Apply fish culture techniques in transporting fish, collecting eggs, transporting fry, and introduction of fish into varied habitats.

Furnish technical advice and assistance to private pond owners and municipalities.

Investigate pollution caused fish kills to identify cause and determine loss. Findings subject to use as court evidence.

Review professional and non-professional fishery and wildlife literature to keep up to date with current fish and wildlife management fields.

May be required to perform other duties, management or non-management, as assigned by Supervisor.

**Must have the ability to:**

- Operate boats, motor vehicles, lawn mowers, tractors, and ATVs with various attachments.
- Operate and use firearms, cutting torch, and welding equipment.
- Lift and carry a minimum of 50 pounds for a distance of 100 yards.
- Ability to push / pull a minimum of 50 pounds to hook up trailers, load boats, and various other equipment.
- Walk and jog over rough terrain for extended periods of time.
- Must be able to swim.
- Work alone in remote areas.
- Endure various extremes of outdoor weather conditions.
- Work extended hours, weekends, and stay overnight out of town.
- Handle wild animals in live and dead condition, including field dressing wild game.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Operate and use small and hand held equipment and supplies.
- Use personal computer and various office equipment.
- Operate and use field traps, survey gear, and lab equipment.
- Conduct day / night audio and visual surveys.

**REQUIREMENTS:**

**EDUCATION:**

Requires a Bachelor's Degree or higher in Aquatic Resource Management or closely related field from an accredited college or university.

**EXPERIENCE:** No previous experience is required. Experience with GIS applications is preferred.

**KNOWLEDGE AND SKILLS:**

Must have knowledge of principles, practices and techniques of fish and wildlife management. Understand basic farming operations and equipment use and basic supervision principles. Must have skills in exercising good judgment in analyzing situations and making decisions. Collect, evaluate and present information clearly and concisely, both orally and in writing.