



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

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

SUMMARY OF ESSENTIAL JOB DUTIES:

Under general supervision of the Regional/Program 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. Biologists perform a variety of duties depending on the specific program or area they are assigned to and may be responsible for the supervision of a technician and seasonal interns. Below is a short summary of each type of Biologist position:

Regional Management Biologist – Proactively manages aquatic resources within one of 7 fisheries management regions by developing and providing annual updates to 5-year regional management plans, monitoring regional lakes and reservoirs, and conducting fisheries surveys. Provides annual fish stocking requests and assists hatchery personnel with fish stockings. Additional duties include coordinating the development of regional boating and fishing access projects, and the maintenance of equipment, buildings, roadways, campsites, restrooms, signs, fences, and other infrastructure. Promotes public use and awareness of regional resources via news releases, interviews, presentations, and social media.

Aquatic Nuisance Species Program and Fish Kill Program Coordinator - Implement various aspects of the Oklahoma ANS Management Plan, which may include conducting ANS species monitoring for early detection and occurrence data, reporting any new ANS findings to the USGS NAS national database, conducting education and outreach efforts regarding ANS in Oklahoma, oversee any ODWC funded projects on ANS, and serve as the agency representative on the Oklahoma Invasive Plant Council, Mississippi River Basin Panel, Western Regional Panel, and ANS Task Force. Additional duties include serving as the ODWC representative for the Oklahoma Kill Response Management Team and implementing various aspects of the ODWC Fish Kill Program. These duties include serving as point of contact for ODWC for the fish kill and environmental spill events coordinate with field staff for field investigations regarding fish kill events in public waters maintain records of all fish kill, maintain the database for any field investigation data and prepare claims for potential legal action regarding fish kill events that include a responsible party, and oversee fish kill program grant.

Research Biologist – Develops, plans, and conducts scientific research on projects using currently approved fisheries research methodology including accurately collecting and analyzing data, formulating conclusions, presenting findings to stakeholders and at technical meetings, and disseminating research through the peer-review process. Furthermore, provide management recommendations obtained from research/survey project outcomes to be implemented by the fisheries division. Other duties include a review of federal aid grants project statements, section 7, and NEPA compliance checklist, which includes developing budgets for projects and maintaining an accurate ledger of expenditures.

Paddlefish Biologist - conducting surveys for adult and juvenile paddlefish, tagging and collecting paddlefish biological data both in the field and at the PRC, analyzing data and maintaining biological databases, reviewing

and revising the ODWC paddlefish management, identifying and conducting paddlefish research projects, as well as disseminating research through program reports and the peer-review process, participating in technical committees relating to paddlefish, and making recommendations on paddlefish regulations and stocking needs. In addition, the biologist serves a critical role in the PRC's food safety program and along with the PRC supervisor is responsible for ensuring all required food production and sanitation policies are followed, maintaining Marel/Innova fillet and caviar database, servers, makes recommendations on HACCP and PRC Food Safety Manual revisions, works with fillet and roe processors to resolve food safety or equipment issues, maintains and repairs PRC facility and all associated equipment, and assists with caviar invoicing and shipping.

Streams Biologist - has statewide responsibilities and focuses on ecologically driven fisheries management and research. Activities include annual sport fish sampling and stream fish community monitoring surveys. Additional responsibilities include identifying, planning, and conducting streams related research projects. This position will serve as the agency contact for streams-related pass-through research grants, which requires overseeing projects to ensure objectives are met. Additional duties include review of federal aid grants project statements, section 7, and NEPA compliance checklist, and maintaining an accurate ledger of expenditures, and reviewing and approving scientific collector permits. Applicants will need to have knowledge of fisheries management principles, research study design, statistical analyses, scientific writing skills, and experience with software like R, ArcGIS, and Microsoft Office applications. Weekly overnight travel is required depending on the sampling season and survey location.

Blue River Biologist – Proactively manages fish and wildlife resources within the BRPFHA by providing annual updates to the Blue PFHA Management Plan, monitoring regional watershed and groundwater issues, utilizing prescriptive burns, and conducting wildlife and fisheries surveys. Provides annual fish stocking requests and assists hatchery personnel with trout and catfish stocking within the BRPFHA. Conducts frequent monitoring of the Area to understand public use patterns and associated activities and provides oversight to internal and external special projects/request originating on the Area. Additional duties include coordinates construction and/or development of activities on the Area as well as maintenance of equipment, buildings, roadways, campsites, restrooms, signs, fences, and other infrastructure. Promotes public use and awareness of BRPFHA and regional resources via news releases, interviews, presentations, and social media.

JOB DUTIES MAY INCLUDE:

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.