



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> GAME WARDEN SUPERVISOR	<b>Grade:</b> 16
<b>Division:</b> Law Enforcement	<b>Job Code:</b> 7131
<b>Reports To:</b> District Chief	<b>FLSA Status:</b> Exempt

### SUMMARY OF JOB DUTIES

Under the supervision of the District Chief, assist in planning, organizing, motivating and supervising Game Wardens within the assigned district. In addition, this position will retain all county Game Warden's responsibility in the assigned county. For a list of retained specific duties, refer to the Game Warden Job Description. During absence of the District Chief, supervisor will have assigned District responsibility as prescribed by the District Chief, Division Assistant Chief, or Chief.

### JOB DUTIES

Plan daily, weekly, monthly, and annual work schedules for Game Wardens in assigned district.

Make individual task assignments and ensure individual responsibility of Game Wardens. Plan and coordinate temporary assignments to solve specific enforcement or personnel problems.

Plan meetings for personnel in assigned district.

Assist in development and implementation of Departmental policies, changes in laws and directives. Coordinate and instruct Game Wardens in such changes.

Appraise job performance, personal appearance, care, condition and maintenance of equipment of Game Wardens, through the use of performance management process. Make periodic visits to other counties and Game Wardens in the District.

Direct the activities of Game Wardens in assigned district in all aspects of their enforcement and other duties.

Orient and/or train Game Wardens within the District to keep personnel current in all phases of law enforcement work. Communicate departmental policies, directives, and law changes to subordinates, and is responsible for the compliance by Game Wardens. Train and/or counsel Game Wardens.

Conduct problem-solving conferences with Game Wardens.

Counsel subordinates on all job-related problems. Recommend personnel action to District Chief such as probation, suspension and dismissal.

Coordinate with other state and local law enforcement agencies on procedures for handling mutual law enforcement problems.

Compile *Law Enforcement Monthly Report, Arrest and other records*, programs, inventories, news releases, and conduct performance evaluations to be forwarded through their chain of command.

Coordinate work effort and performance in wildlife enforcement with other Game Wardens in the District or with other supervisors or other Department employees as directed by their chain of command. This may include law enforcement, game or fish management, wildlife research work, public relations, education and information, distribution of Department literature and special permits.

Recommend and/or initiate corrective actions when necessary to alter unsatisfactory conditions and unsatisfactory personnel performance.

Will be available to be contacted by their employees at any time except while on approved leave.

Enforce all Oklahoma laws as well as resolutions and policies of the Oklahoma Wildlife Conservation Commission.

Make presentations and give technical advice to sportsmen clubs, and various civic, youth and farm groups.

May be required to perform other duties, including supervisory duties, as assigned by their chain of command .

**MUST HAVE THE ABILITY TO:**

- Make split second decisions, including life and death of both the officer and the public.
- Be able to utilize the use of force that is objectively reasonable, necessary and proportionate to effectively bring a person or an incident under control, while protecting themselves or others from imminent harm.
- Will still be required to work with their employees in law enforcement activities throughout the year.
- Conduct problem-solving conferences with Game Wardens.
- Must have the ability to walk along creeks, lake banks, through brush or over rip rap.
- Drive over rough back roads for extensive periods.
- Operate boats, motor vehicles, lawn mowers, tractors, and ATVs with various attachments.
- Operate and use Department issued firearms (shotgun, rifle and handgun).
- Lift and carry a minimum of 50 pounds for a distance of 100 yards.
- Lift, push and pull at least 50 pounds in all directions including overhead.
- 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, some holidays and stay overnight out of town.
- 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.
- Conduct day / night audio and visual surveys.
- Assigned work days will include nights, all weekends and holidays.

**REQUIREMENTS:**

**EDUCATION:** Bachelor's Degree in Wildlife or Fisheries Management, or equivalent field of study from an accredited college or university. For degrees other than wildlife or fisheries a minimum of twelve (12) credit hours in a wildlife related field is required. Must be CLEET certified officer and maintain certification through yearly training. Must also complete yearly supervisor training as mandated by the State of Oklahoma.

If hired prior to 1995, eight years of experience as a Game Warden may substitute for the education requirement.

**EXPERIENCE:** Requires nine years of previous related experience. Six years must be as a Game Warden.

**KNOWLEDGE AND SKILLS:** Must have basic computer skills and knowledge of word processing. Must be able to work well with others, and demonstrate good communication skills. Must be able to meet physical ability standards which include taking subjects into custody, sometimes against their will.