



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> Technician	<b>Grade:</b> 12
<b>Division:</b> Wildlife	<b>Job Code:</b> 7045
<b>Reports To:</b> Biologist or Senior Biologist	<b>FLSA Status:</b> Non-Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under supervision of a wildlife biologist or Senior Biologist, the Wildlife Technician may assist in conducting surveys, investigations and developments to enhance wildlife. Technicians perform a variety of duties depending on the specific program or area they are assigned to. Below is a short summary of each type of Technician position.

**Wildlife Management Area (WMA) Technician** - Maintain buildings, grounds and equipment and/or implement assigned programs. Provide information and assistance to users on assigned areas. Periodically inspect and coordinate work of contractors on assigned areas. Assist in management of more than one wildlife area or program with multi-management objectives.

**Oklahoma Land Access Program (OLAP) Technician** – Set up, periodically inspect, and maintain OLAP Walk-in Areas, equipment, and signage. Assist OLAP Biologist with maintaining and expanding the OLAP. Monitor and document habitat of prospective and enrolled areas. Execute lease agreements with private landowners.

**Big Game Technician** - With minimal supervision conduct animal surveys on foot, UTV, watercraft or aircraft, and gather, analyze, and report biological data. Assist/lead wildlife necropsies of cervids with unknown mortality causes, maintaining sample integrity and personnel safety. Coordinate and direct work of multiple inter-division staff and volunteers on various programs and activities. Ideal candidate needs proficiency in big game identification, biology and management, and will lead responsibilities with DCAP, Herd Health Evaluation (will require the collection of cervids via firearms), and other ODWC programs.

**Waterfowl / Migratory Bird Technician** - Assume lead responsibility for western NWCO and other ODWC programs and conducting the eastern portion of annual aerial mid-winter survey. Assist/lead necropsies of migratory birds with unknown mortality causes, maintaining sample integrity and personnel safety. Gather, analyze, and report biological data through bird banding activities and other research. Coordinate and conduct ODWC sponsored youth waterfowl hunts. Periodically coordinate work of multiple inter-divisional staff and volunteers on various programs and activities. Ideal candidate needs proficiency in migratory bird identification, biology, diseases, and management.

**Wetland Technician** - Act independently or with others to assess, design, bid, and install/repair wetland management infrastructure, remain current on infrastructure innovations and suppliers, and provide onsite direction and approval of contracted or Departmental work. Travel to all parts of the state to coordinate and oversee projects. Periodically coordinate the work of biologists, technicians, and contractors as wetlands subject matter expert. Assist in prioritizing program budgeting needs and manage extensive purchases. Assume lead responsibilities with eastern NWCO and other ODWC programs. Haul and operate various heavy equipment. Ideal candidate needs proficiency in wetlands management.

### JOB DUTIES MAY INCLUDE:

Post boundary and highway signs to denote Wildlife Management Area lands.

Assist in completion of wildlife surveys and inventories.

Supplies information to sportsmen and general public.

Maintain buildings, grounds and equipment performing tasks such as carpentry, masonry, painting, litter removal, welding, mowing and general equipment repair and maintenance. Maintain and repair roads. Construct and maintains fences in assigned areas

Develop and prepare food plots and performs other necessary farming operations.

Assist in monitoring the performance of contract work and agreements.

May be required to occasionally supervise a small group of hourly employees by assigning daily duties and checking to maintain flow of work.

May be required to make needed purchases according to state purchasing guidelines and accounting policy.

Maintain complete and accurate daily records and prepares required reports.

May be required to perform other periodic duties as assigned by Supervisor.

### **Must have the ability to**

- Operate boats, motor vehicles, lawn mowers, UTVs/ATVs and tractors 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.
- 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 handheld 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:** Associates Degree or a minimum two years college to include course work in Wildlife Management or closely related field. Four years' experience in a Wildlife Conservation Technician position may substitute for education requirements.

**EXPERIENCE:** One year related experience. A total of five years' experience is required in lieu of education requirement. A completed Bachelor's degree in Natural Resource Management with an emphasis in Wildlife Management or related field may substitute for the experience requirement.

**KNOWLEDGE AND SKILLS:** Thorough knowledge of capabilities and use of medium to heavy contractual and farming equipment. Have knowledge and competence in use of small hand tools and carpentry tools. Knowledge of techniques used in wildlife surveys and inventories and all aspects of agriculture practices. Skill in exercising good judgment in analyzing situations and making decisions and in establishing effective working relationships with other employees and with the general public. Be proficient in use of computers and various software applications.