



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> HABITAT COORDINATOR	<b>Grade:</b> 14a
<b>Division:</b> Wildlife	<b>Job Code:</b> 6974
<b>Reports To:</b> Regional Supervisor	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Regional Supervisor, is responsible for planning, developing, coordinating, supervising, and implementing habitat enhancement projects on Wildlife Management Area (WMA). Actual activities may include seeding, planting trees, managing wetland units, fence repair, hunt management and other routine WMA duties, etc. Coordinate and supervise volunteer labor and/or subordinates. Maintain adequate, accurate records on activities for Department and Federal Aid reporting purposes.

### JOB DUTIES

Plans, directs and supervises daily work schedules for subordinates and volunteers.

Work cooperatively with cities, counties, clubs, state and federal agencies, etc.

Determine type and/or quantities of equipment, supplies, materials, and permit needed to accomplish assigned work and ascertain that it is available when needed.

Maintain records of monies and time spent on state and federal jobs.

Maintain a daily work activity record. Prepare and submits a monthly progress report. Prepare and submits an annual report covering all work accomplished during the year with copies for the state and federal office.

Assist in and supervises the care and maintenance of all vehicles and equipment.

Maybe required to perform other duties as assigned.

### 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 and 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 and Experience:**

Requires a high school diploma or equivalent. Preference will be given for post-secondary education with course work in fisheries biology or biological sciences from an accredited college or university.

Requires three (3) years prior related experience.

### **Knowledge and Skills:**

Knowledge and background in personnel supervision, operation and maintenance of heavy equipment such as dump trucks, tractors, compressors, front-end loader, and mowing equipment. Must be able to demonstrate skills with welding and cutting torch operation, backing and transporting equipment on flatbed trailer, and operating and transporting a boat and outboard motor.