



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

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

### SUMMARY OF ESSENTIAL JOB DUTIES

Under supervision of a wildlife biologist, assist in conducting surveys, investigations and developments to enhance wildlife. Maintain buildings, grounds and equipment and/or implement assigned programs. Provide information and assistance to sportsmen on assigned areas. Periodically inspect and coordinate work of contractors on assigned areas. Maintain complete and accurate daily records and prepares required reports. Assist in management of more than one wildlife area or program with multi-management objectives.

### JOB DUTIES

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 perform other periodic duties 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:** 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.