

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> Wildlife Area Management	<u>SERIES NUMBER</u> 2221
	<u>MAJOR AGENCIES</u> Natural Resources	<u>EFFECTIVE</u> 06/15/2014

SERIES PURPOSE
The purpose of the wildlife management occupation is to perform wildlife & habitat management activities in order to preserve & propagate wildlife.

At the lower levels, incumbents perform a variety of wildlife movement habitat management & improvement tasks & act as lead worker in a designated wildlife area. At the higher level, incumbents supervise employees & coordinate wildlife management activities on designated wildlife areas.

<u>CLASS TITLE</u> Wildlife Area Technician	<u>CLASS NUMBER</u> 22212	<u>PAY RANGE</u> 27	<u>EFFECTIVE</u> 06/15/2014
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CLASS CONCEPT
The full performance level class works under general supervision & requires considerable knowledge of wildlife & habitat management practices in order to perform variety of wildlife management tasks & assist wildlife area supervisor in planning wildlife programs on designated wildlife area(s).

<u>CLASS TITLE</u> Wildlife Area Coordinator	<u>CLASS NUMBER</u> 22213	<u>PAY RANGE</u> 28	<u>EFFECTIVE</u> 06/15/2014
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CLASS CONCEPT
The advanced level class works under direction & requires thorough knowledge of wildlife & habitat management practices in order to plan & coordinate all wildlife programs on assigned area covering 5,000 or less acres of land, without any higher supervisory staff on-site, & act as lead worker over wildlife area technicians, or coordinate various field activities for statewide research projects & prepare cooperative farm management or share crop agreements.

<u>CLASS TITLE</u> Wildlife Area Supervisor	<u>CLASS NUMBER</u> 22215	<u>PAY RANGE</u> 10	<u>EFFECTIVE</u> 06/15/2014
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CLASS CONCEPT
The first supervisory level class works under direction & requires thorough knowledge of wildlife management & habitat practices in order to plan & coordinate wildlife & habitat management programs, projects & activities for forest, upland & wetland species on area covering more than 5,000 acres of land.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Wildlife Area Technician	22212	13	06/15/2014	27

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs variety of habitat management functions (e.g., vegetation control; applies herbicides; selective cuttings; plows, disks & plants food patches; assists with planning & farming crop land), checks or builds nesting structures, assists with cover-mapping of area, traps, bands & releases wildlife for research surveys, conducts hunter bag checks & operates farm & construction machinery & equipment & shop & hand tools (e.g., tractors, mowers, seeders, sprayers, chain saws, small boats & outboard motors, bulldozer & backhoe).

Assists wildlife area supervisor in project coordination; acts as lead worker for any conservation aides &/or temporary work force at assigned wildlife area; prepares necessary reports (e.g., vehicle reports, inventory of supplies); conducts field inspections & testing.

Maintains buildings, grounds & equipment (e.g., changes oil & lubricates trucks & tractors; replaces signs; maintains den & nesting structures; cleans & paints buildings; performs minor tune-ups & carpentry work; sharpens chain saws); maintains related records.

Answers inquiries from public & distributes information; conduct tours; assists personnel from other sections (e.g., assists game protector with game violations; picks up & disposes of road kill deer; assists fish unit with netting); prepares required activity & other reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of wildlife management practices. Skill in operation of farm & construction machinery; use of hand & shop tools. Ability to apply principles to solve practical everyday problems; gather, collate & classify data; add, subtract, multiply & divide whole numbers; lift 100 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in wildlife management or related field of study; valid driver's license.

-Or 12 mos. exp. in wildlife habitat & conservation activities to include wildlife habitat evaluation, preparation & implementation of wildlife plans, capturing, tagging & collecting data from wildlife species, assisting with wildlife research activities & operation of associated equipment; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Pesticide applicator license as issued by Department of Agriculture within 1 yr. of hire; must obtain & maintain commercial driver's license to operate motorized equipment of size & type regulated by Section 4506 of Ohio Revised Code within six months of hire to remain in this classification with specific class & endorsements required pursuant to position description on file.

UNUSUAL WORKING CONDITIONS:

Exposed to inclement weather; pesticides & herbicides; diseased or dead animals.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Wildlife Area Coordinator	22213	13	06/15/2014	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans & coordinates wildlife programs on area consisting of 5,000 acres or less, with no higher supervisory personnel on site, & acts as lead worker (i.e., provides work direction & training) over personnel (e.g., wildlife area technicians) engaged in maintenance & care of land & wildlife, or coordinates various field activities for statewide wildlife research projects & prepares cooperative farm management or share crop agreements, prepares budgets, reports, habitat management plans & work schedules & performs some wildlife management tasks.

Monitors &/or participates in maintenance & repair of buildings, automotive equipment (e.g., tractors & trucks), power tools & all farming implements.

Traps bands & surveys wildlife population; maintains animal control; prepares vegetative cover maps; records weather data for project area; issues waterfowl hunting permits.

Conducts hikes & tours of area; holds waterfowl identification clinics; assists personnel of other sections (e.g., assists game protectors with violations); attends meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of wildlife management practices; budgeting*; employee training & development*. Skill in operation of farm machinery; use of hand & shop tools. Ability to apply principles to solve practical, everyday problems; gather, collate & classify data; add, subtract, multiply & divide whole numbers; lift 100 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in wildlife management or related field of study; valid driver's license.

-Or 12 mos. exp. as Wildlife Area Technician, 22212, or similar position which involved performance of wildlife management & conservation activities; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Pesticide applicator license as issued by Department of Agriculture within 1 yr. of hire; must obtain & maintain commercial driver's license to operate motorized equipment of size & type regulated by Section 4506 of Ohio Revised Code within six months of hire to remain in this classification with specific class & endorsements required pursuant to position description on file.

UNUSUAL WORKING CONDITIONS:

Exposed to inclement weather; pesticides & herbicides; diseased or dead animals.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Wildlife Area Supervisor	22215	EX	06/15/2014	10

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans & coordinates overall wildlife & habitat management programs, projects & activities for forest, upland & wetland wildlife species on assigned area covering more than 5,000 acres of land, develops & writes short & long range technical management policies & procedures, plans & implements habitat management techniques (e.g., controlled burning, timber stand improvement, wetland construction), prepares annual operating budget, cost projections & purchase requests.

Coordinates & implements research projects; evaluates habitat using aerial photographs, global satellite imagery, cover maps, soil maps &/or vegetative analysis; monitors & protects areas inhabited by state & federally designated endangered species; coordinates & monitors research on wildlife populations by collecting data (e.g., visual surveys, trapping & banding, hunter questionnaires & radio telemetry tracking); supervises assigned staff.

Coordinates inspection & maintenance of equipment & facilities; inventories & maintains detailed records of all equipment & facilities to include meeting public safety standards; operates, maintains & repairs heavy equipment (e.g., bulldozers, backhoes); maintains public facilities (e.g., roads, bridges parking lots, shooting ranges).

Represents department to general public & government officials to explain programs, policies & procedures; prepares & presents speeches, seminars & training to general public & school groups; meets with landowners & government officials to resolve wildlife-related issues.

MAJOR WORKER CHARACTERISTICS:

Knowledge of wildlife management practices; budgeting; supervisory principles/techniques; public relations. Skill in operation of heavy machinery (e.g., backhoe, front end loader); use of hand & shop tools. Ability to apply principles to solve practical, everyday problems; prepare concise, meaningful & accurate reports; gather, collate & classify data; lift 100 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in wildlife management or related field of study; 36 mos. exp. in wildlife management.

-Or 24 mos. exp. as Wildlife Area Coordinator, 22213.

-Or 36 mos. exp. as Wildlife Area Technician, 22212.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Pesticide applicator license as issued by Department of Agriculture within 1 yr. of hire; must obtain & maintain commercial driver's license to operate motorized equipment of size & type regulated by Section 4506 of Ohio Revised Code within six months of hire to remain in this classification with specific class & endorsements required pursuant to position description on file.

UNUSUAL WORKING CONDITIONS:

Exposed to inclement weather; pesticides & herbicides; diseased or dead animals.