



**NON CAREER WILDLIFE ASSISTANT
POSITIONS AVAILABLE**
Michigan Department of Natural Resources – Wildlife Division
Southwest Region
Summer 2019

Posting date: February 8, 2019 Deadline for Response: March 1, 2019

Four positions (3 public land focus, 1 private land focus):

Located at Crane Pond State Game Area, 60887 M-40, Jones, MI 49061

Employment Dates (some flexibility on start and end dates):

Private Land Temporary Wildlife Assistant: (719 hours) May 6, 2019-September 30, 2019

Public Land Temporary Wildlife Assistants: (600 hours each) May 6, 2019-September 30, 2019

Work Hours:

Generally 8:00 a.m. to 4:30 p.m. (some variability by office location; may include some evening/weekend work)

Pay Rate: \$17.06 per hour

Brief Job Description:

Public Land Temporary Wildlife Assistants (TWA) will assist game area staff with habitat management and restoration work on State game lands. This will involve using tractors and implements to prepare soil and plant seeds, invasive species control, cutting trees and brush, and planting trees and shrubs. The TWA may deal with dead or diseased animals. The TWA may assist with wildlife and plant surveys. The TWA will help game area staff with building or equipment maintenance. The TWA may be required to obtain a MDARD Commercial Pesticide Applicator license and medical examiner's card.

Private Land Temporary Wildlife Assistant (TWA) will assist the private lands biologist and private landowners with habitat management and restoration work. This will involve using tractors and implements to prepare soil and plant seeds or trees, controlling invasive plants, and cutting trees and brush. The assistant will also deliver seed and equipment to private landowners. The TWA may assist with wildlife surveys throughout the region including surveys for birds and reptiles such as eastern massasauga rattlesnake. The TWA may implement GPS-technology to create basic shapefiles of restoration sites and features. The TWA may create showcase documents of restoration sites to be used for reporting and outreach. The TWA may be required to obtain a MDARD Commercial Pesticide Applicator license and medical examiner's card.

Selection Criteria:

Required

- Education: Educational level typically acquired through completion of high school.
- Experience: No specific amount or type is required.
- Possess a valid driver's license.
- May be required to have a medical examiner's certification (health card) as an employee that will operate a vehicle with a Gross Vehicle Weight rating (GVWR) of 10,001 pounds or more, or a

combination vehicle with a Gross Combination weight rating (GCWr) of 10,001 pounds or more. The cost of the medical examination will be covered by the State of Michigan.

Desired

- Education: Possession of or working towards a degree in Wildlife Management, Wildlife Biology, or a related field.
- Ability to identify common wildlife species and trees
- Ability to handle difficult outdoor working conditions and to physically handle implements and trailers.
- Ability to read a map and navigate to work locations.
- Knowledge and experience using hand and power tools.
- Knowledge and experience operating agriculture equipment; ability to back up trailers.
- Flexibility to work various hours and dates, up to 10 hours per day and 40 hours per week, including some evenings and weekends.
- Ability to work independently.
- Ability to communicate well with co-workers and the public
- Knowledge or experience relating to wildlife or DNR programs.
- Possess a Michigan Commercial Pesticide Applicator license.
- Good verbal communication skills.
- Ability to do general office work, including basic computer knowledge, photocopying, answering telephones, etc.

Screening Criteria

- Possess a high school diploma or GED certificate.
- Possess a valid driver's license.
- Experience interacting with customers or the public.
- Experience operating field equipment.
- Possession of or working towards a degree in Wildlife Management, Wildlife Biology, or a related field.
- Experience working for any wildlife-related agency.

How to Apply:

Submit a resume **and** completed Michigan Department of Natural Resources (MDNR) application form (Form PR-7123e) to the Department of Natural Resources, Crane Pond Field Office, P.O. Box 158, Jones, MI 49061 no later than March 1, 2019. ATTENTION: Nate DeVries or email to devriesn@michigan.gov. A MDNR application can be found by linking to the following web site:

http://www.michigan.gov/documents/dnr/PR7123e_DNR_NON-CAREER_EMPLOYMENT_APPLICATION_423655_7.dotx

Note: Civil Service Rule 2-7 requires that all newly hired state employees submit to and pass a pre-employment drug test prior to their actual start. MDNR is an equal opportunity employer.

If you have any questions, please call or email Nate DeVries at (269) 244-5928 or devriesn@michigan.gov.