



Glenn Hegar Texas Comptroller of Public Accounts

Job Description

TPWD - Intern Clerk I - II - III (Wildlife Field Intern - Freeport) (00020911)

Organization: PARKS AND WILDLIFE DEPARTMENT

Primary Location Texas-Bay City

Work Locations:
2200 7th St 3rd Floor
Bay City 77414

Job Office and Administrative Support

Employee Status Temporary

Schedule Full-time

Standard Hours Per Week: 40.00

Travel Yes, 5 % of the Time

State Job Code: 0055 0057, 0059

Salary Admin Plan: A

Grade: 07 , 09, 11

Salary (Pay Basis) 12.00 - 13.50 (Hourly)

Number of Openings 1

Overtime Status: Non-exempt

Posting Date Feb 14, 2022

Closing Date Mar 31, 2022

Description

TPWD MISSION

To manage and conserve the natural and cultural resources of Texas and to provide hunting, fishing and outdoor recreation opportunities for the use and enjoyment of present and future generations.

PLEASE NOTE: All applications must contain complete job histories, which includes job title, dates of employment (month/year) and hours worked per week, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application will be considered incomplete. Applications with "See attached" or "See resume" will not be accepted in lieu of a completed application. Omission of data can be the basis for disqualification; you may state 'unknown' for any incomplete fields.

TRANSCRIPT REQUIREMENT: A copy of a current college transcript, issued from the registrar, must be attached to the application at time of submission. Omission of a transcript will be the basis for disqualification.

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS: Work in Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. To complete the supplemental questions, go to CAPPs Recruit to register or login. CAPPs Recruit, <https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en>

MILITARY OCCUPATIONAL SPECIALTY CODES can be found at <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

VETERAN'S PREFERENCE: If you choose to claim veteran's employment preference including surviving spouse or orphan of a veteran as outlined by the State of Texas, you must attach a DD214 at the time your application is submitted. If you have questions regarding this requirement, please visit our Veteran's Hiring Reference page at <https://tpwd.texas.gov/job/veterans/>

FOR NEW HIRES/REHIRES: Health insurance is available the 1st of the following month after a 60-day waiting period.

TO APPLY: Application must be completed at: <https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en>

HIRING CONTACT: David Butler, (979) 323-9553

PHYSICAL WORK ADDRESS: 6233 Hwy 36, Freeport, TX 77541

GENERAL DESCRIPTION:

Under the direct supervision of the Area Manager/Assistant Area Manager, the Intern is responsible for assisting staff in all facets of operations on the Justin Hurst Wildlife Management Area (WMA). Field work will be associated with banding activities for mottled ducks and doves, including rocket netting, airboat capture, live trapping, and data entry. Assists with vegetation management activities including, but not limited to, maintenance of wetland management infrastructure, noxious vegetation control and brush management, and monitoring wetland habitat projects. May provide support with alligator spotlight surveys, vegetation surveys and data entry, and other tasks as assigned. Assists WMA staff in installation of WMA markers and signs, maintenance of equipment, facilities, buildings, and public use facilities. Performs work activities at night and under harsh field conditions in hot and humid climate with biting insects. Performs additional duties as assigned. Complies with all Agency, Division and Branch rules, regulations and procedures.

Qualifications

MINIMUM QUALIFICATIONS:**Education:**

Current enrollment as an undergraduate or graduate student in an accredited college or university or recent graduate within the last 6 months;

Minimum of 18 completed semester credit hours from an accredited college or university at the time of application;

Must have an overall grade point average (GPA) of 2.5 or higher on a 4.0 grade point scale or "Pass" on a Pass/Fail system.

Experience:

None required.

Licensure:

Must possess or be able to obtain, within 30 days of employment, a class "C" Texas driver's license..

NOTE: Retention of internship contingent upon maintaining required license.

PREFERRED QUALIFICATIONS:**Education:**

Current undergraduate or graduate student enrolled in an accredited college or university in a Wildlife Science or closely related Bachelor's or Master's degree program.

Experience:

Experience in wildlife research and field biology techniques;

Experience in safe equipment operation and maintenance (including but not limited to tractors and associated implements; ATVs/UTVs; four-wheel drive and off-road vehicles, etc.).

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of safe equipment operation and maintenance (including but not limited to tractors and associated implements; ATVs/UTVs; four-wheel drive and off-road vehicles, etc.);

Skill in effective verbal and written communication;

Skill in effective interaction with others;

Skill with personal computers;

Skill with MS Word, Excel and Outlook;

Ability to work independently with little or no supervision;

Ability to safely operate four-wheeled drive trucks; ATV's; tractor/implements and other vehicles as assigned;

Ability to operate boats and boat trailers as assigned;

Ability to safely operate powered and non-powered hand-tools; compass; GPS and other equipment as assigned;

Ability to collect and analyze scientific data;

Ability to perform manual labor including, lifting supplies and materials up to 50 lbs.;

Ability to conduct work activities in accordance with TPWD safety program.

WORKING CONDITIONS:

Required to work from 8:00 a.m. to 5:00 p.m., Monday through Friday;

Required to work on holidays, weekends and hours other than 8:00 a.m. to 5:00 p.m. as necessary;

Required to perform work outdoors, occasionally in adverse weather conditions;

Required to perform manual labor including, lifting supplies and materials up to 50 lbs.;

Required to walk and work in soft unstable soils;

Lodging may be available;

Required to travel 5% with possible overnight stays;

Must conform to TPWD dress and grooming standards, work rules, and safety procedures;

Non-smoking environment in State buildings and vehicles.

TPWD IS AN EQUAL OPPORTUNITY EMPLOYER

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