

8547
WILDLIFE MANAGER

Nature of Work

Under limited supervision of a district biologist or statewide wildlife biologist, performs technical, professional and limited administrative tasks at the advanced performance level at one or more state-owned wildlife management areas, public fishing areas or other wildlife resources facilities. Exercises wide latitude in coordinating and directing focused wildlife facilities-associated activities. Serves as an on-site manager at one or more wildlife management areas in directing subordinate staff in coordinating and conducting technical tasks such as maintaining buildings, grounds and equipment. Coordinates and conducts research and survey tasks within a limited geographic location such as restoring or creating wildlife habitat and monitoring wildlife and fish populations and maintaining easily accessible records of survey results. Serves as a team leader on specific professional activities concerned with population or habitat management both at primary area of assignment and off-site locations. Assists wildlife biologist in the purchasing of supplies and equipment, maintaining facilities infrastructure and equipment inventory, developing annual work plans and wildlife management area plans and maintaining records concerned with facility operations or other specific activities. Interacts with the public to provide information on wildlife resources section projects and programs. Work can be physically demanding and performed in varying climatic conditions. Performs related work as required.

Examples of Work

- Oversees the operation of wildlife management area(s) or other public lands or facilities.
- May supervise a wildlife management area including all planning, maintenance, operations, supervision and public relations as necessary.
- Traps, identifies and transports live animals.
- Organizes and develops an area management plan and ensures implementation.
- Maintains inventory of all equipment, materials and supplies assigned to area(s).
- Prepares annual work plans and progress reports.
- May enforce natural resources laws, rules, regulations in assigned area.
- Operates a variety of equipment necessary to maintain wildlife management area or district management program.
- Performs minor repairs and/or construction work on area of assignment using power and small hand tools.
- Conducts fish and/or game management field surveys under the general supervision of a wildlife biologist.
- Investigates nuisance and diseased wildlife complaints and provides damage control or technical assistance in removing or controlling animals.
- Provides technical habitat management assistance to landowners.
- Conducts public relations tasks related to natural resources management.

Knowledge, Skills and Abilities

- Knowledge of the basic principles of planning, organizing and conducting natural resources related programs.
- Knowledge of buildings and grounds maintenance procedures.
- Knowledge of fishery and game management practices, principles and techniques.
- Knowledge of native species of fish and wildlife and their habits and habitat requirements.
- Knowledge of first-aid procedures and standard scientific safety precautions.

8547
WILDLIFE MANAGER (cont'd)

Knowledge, Skills and Abilities (cont'd)

Knowledge of hunting, fishing and trapping.

Ability to learn state fish and game laws, rules and regulations.

Ability to utilize standard fisheries or wildlife sampling techniques.

Ability to supervise workers on assigned area and prepare work plans and personnel reports.

Ability to keep accurate records and write reports in a clear, concise form.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

Ability to carry out instruction with minimal supervision and exercise good judgment.

Ability to operate and perform minor maintenance on equipment such as: farm tractor and attachments, chain saw, four-wheel drive vehicle, dump truck, lawn mower, water pump, generator, small power tools and outboard motorboats, etc.

Physical ability to perform arduous labor for long hours under varying climatic conditions over difficult terrain.

Minimum Qualifications

Training: Bachelor of Science degree from an accredited college or university with a major in fish or wildlife management and biology, natural resources management, fish culture, agriculture, biological sciences, environmental sciences, conservation biology, animal science or related field.

Substitution: Associate of Science degree from an accredited college or university with a major in fish or wildlife management and biology, natural resources management, fish culture, agriculture, biological sciences, environmental sciences, conservation biology, animal science or related field.

AND

Four years of full time or equivalent part-time paid experience in the field of wildlife management, fishery management or related fields.

Special Requirement: A valid West Virginia's driver's license is required. May be required to obtain a commercial driver's license. May be required to successfully complete special natural resource police officer training and pistol qualification requirements as established by the Division of Natural Resources, Law Enforcement Section. Must reside at the facility, if quarters are provided.

Promotional Only

Training: High school diploma or equivalent.

Experience: Eight years of full-time or equivalent part-time paid experience in fish or wildlife management, fish culture or agriculture. Four years of the eight years of full-time or equivalent part-time paid experience must be directly associated with activities related to all aspects of fish and wildlife management on a state-owned wildlife management area; the maintenance of facilities, infrastructure and equipment on a wildlife management area; and the development of wildlife management plans.

Established: 09/16/1993

Revised: 04/20/2017; 06/02/2017

Effective: 06/02/2017