

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NE	Job Code:	ACV36110
Job Class Code:	030	Salary Schedule:	ASRRWILD
EEO Category:	07	Grade:	19
Workers Comp Code:	6217		
Job Code Established:	07/01/06	Effective Date:	07/01/06
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Game & Fish Wildlife Management and Development

JOB CODE TITLE: WILDLIFE AREA MANAGER

HRIS Title: WILDLIFE AREA MGR

CHARACTERISTICS OF THE JOB CODE: Under general direction, exercises supervision over inmates and general laborers performing a wide variety of outdoor construction, maintenance and repair tasks on wildlife habitat structures or employees deploying and maintaining aids to navigation systems. Lives and works on an isolated game range or ranch property or works on interior lakes and waterways. Directs the development and maintenance of a protected wildlife area and game range or navigation systems on Arizona lakes and waterways. Maintains and operates farm equipment or watercraft. May cultivate and direct the cultivation of wildlife food for the area. At this level, employees have the authority to make decisions on: daily manpower assignments; vehicle and equipment distribution and use; on-site decisions regarding operational priorities and methods within the limits of policy and approved planning; scheduling and leave approval of subordinates; purchase of routine operational supplies and services and initiation of procurement requests.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Conducts day-to-day operation and maintenance of assigned wildlife areas located on agency owned or controlled lands. Serves as resident host for all activities on the assigned areas. Provides field supervision for navigational aids program on interior lakes and waterways of the lower Colorado River. Monitors wildlife populations and habitats. Cultivates and directs cultivation of wildlife food areas; plants and maintains wildlife food crops. Maintains habitat features. Maintains the residence, work shop and other out-buildings located in assigned area. Maintains roads, fences, water delivery systems, etc. Ensures proper use and maintenance of various watercraft and specialized equipment, including navigational aids supplies and materials. Orders, warehouses and acts as steward for supplies, equipment and materials needed for day-to-day operations and project functions. Monitors expenditures and budgets; submits accounts payables and ensures timely payments. Serves as principal figure in identification of project needs and enhancement opportunities; prepares work, wildlife area management and enhancement activity plans, grant applications or proposals and similar documents. Prepares planting schedules, equipment maintenance records, inventories, water use records, and/or project performance records. Serves as a member of wildlife area's project staff, planning the allocation of project resources and cooperating to achieve project goals and objectives. Assists in the preparation of budget requests, developing lists of expenditures and prioritizing purchases. Prepares project proposals, conducting research for costing, supplies, equipment and personnel needed, preparing departmental environmental assessment checklists and preparing grant proposals for project funding. Provides informational outreach (written, verbal and media) on departmental and/or project activities and functions to wildlife area visitors, classrooms, event participants, professional organizations, government agencies and community groups. Assists in conducting wildlife surveys and reports findings and provides input on hunt recommendations. Coordinates habitat monitoring and improvement projects.

WORK CONDITIONS: Work irregular hours, including weekends and holidays indoors and outdoors in Arizona's geographic and weather extremes. Work involves considerable exposure to extreme weather conditions and hazardous conditions. Includes travel to remote land and/or water work areas in a variety of vehicles. Outdoor work involves heavy lifting, walking and climbing over rugged terrain and camping out for extended periods in wilderness area, sometimes in inclement weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Crops, soils and husbandry techniques; methods and equipment used in irrigation type agriculture. Local plants and animals and their habits, habitat relationships and predator control techniques. Federal, state and agency rules, regulations, policies and procedures appropriate to assignment, including game and fish and/or boating laws. Federal and state navigation aids standards, criteria, methodologies and techniques. Topographic and navigational charts and plotting equipment. Legal procedures involved in the investigation, apprehension and prosecution of law violators. Grant proposals; budget controls. Basic project planning and personnel supervision. Fence construction and repair; basic carpentry; cement and masonry work; construction and repair of water pipelines, gate and float valves, etc. Vehicle and miscellaneous heavy and other equipment operation and maintenance, including torches, tractors, backhoes, pipe cutters, pipe wrenches, vises and threaders. Proper safety precautions and procedures for: transporting, handling and application of potentially hazardous and toxic materials; welding and cutting of metals; and working with sharp, heavy hand and power tools.

First Aid

Skill in / Ability to: Work under general direction, with very little or no on-site supervision. Apply ranch or farm operation and management principles and techniques and/or hunting, fishing and wildlife management techniques. Apply methods and techniques of animal husbandry or methods and techniques that pertain to specific animals under care. Apply navigation aids standards, criteria, methodologies and techniques to varying placement situations. Assess waterway hazards to determine appropriate marker to ensure boaters' safety. Safely operate watercraft in varying weather conditions and in close proximity to hazards. Safely use sharp, heavy hand and power tools, various vehicles and/or heavy equipment. Weld and cut metals; perform cement and masonry work. Camp and survive outdoors in Arizona's geographic and weather extremes. Schedule, assign, direct, and review the daily work activities of project employees. Complete assignments to acceptable standards in a timely manner and ensure the safe completion of all work assigned personally and to subordinate employees. Ensure that materials, equipment, and procedures used comply with agency and other standards. Perform basic maintenance and/or repairs on vehicles and/or equipment. Learn, understand and apply state and federal laws, as well as, state and agency rules, procedures and policies. Oral and written communication. Project planning. Interpersonal relations, including with the public. Respond to a wide range of inquiries and situations with accuracy and diplomacy.

KSAs are typically obtained through experience and/or education in:

- Wildlife and/or game management
- Farm or ranching, particularly management
- Building and/or construction trades and managing construction projects
- Working with navigational aids

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

Special Selection Factors: Possession of and ability to maintain a valid Arizona commercial driver's license. Must pass post-offer medical/physical examination. Specialty area announced during the recruitment process