



Job Title: WILDLIFE TECHNICIAN

Department /Office: WILDLIFE & ECOSYSTEMS MANAGEMENT PROGRAM (WEMP)

Reports to Whom (title): Director

Salary / Hourly Range: 24

Job Classification Code: 7720

Level of Background Check: 1B

FLSA Status: NON Exempt; Full-time

Driving Required: Yes, As Required

Revision Date: 11/06/2012

JOB DESCRIPTION:

The work consists of duties that involve related steps, processes and methods. Decisions regarding what needs to be done involve choices requiring the employee to recognize the existence of differences among several alternatives.

SCOPE:

This position is responsible for monitoring, conducting surveys and maintaining a database for wildlife populations and habitats in support of the Wildlife & Ecosystem Management Program. The incumbent performs duties of complexity and difficulty, requiring knowledge in game and non-game projects.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Inventories and monitors wildlife and habitats utilizing various survey techniques. Compiles and manages databases relating to surveys; maintains and records usage of all field equipment.
2. Identifies geographic locations of all survey areas using Global Positioning Systems (GPS) equipment. Collects GPS observations, downloads features and attributes into the Hopi Land Information System (LIS) database system.
3. Analyzes field information collected; prepares maps using Arc GIS and other computer programs.
4. Monitors environmental conditions on Hopi Lands to assure the ecosystem health is maintained.
5. Assists in providing Arizona Game & Fish Department approved Hunter Education courses to Tribal members and public.
6. Provides well documented reports of wildlife observations and surveys, environmental conditions and daily monitoring activities on Hopi Lands.
7. Conduct wildlife depredation investigations, submit reports and make recommendations; if warranted dispatch animals causing depredation.
8. Performs other duties as assigned and authorized by the Supervisor to meet program goals & objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work areas, technical/professional consultants, state and federal wildlife representatives, and the general public. The purpose of these contacts is to exchange factual information and to foster a network of services for the benefit of the Hopi Tribe.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work requires considerable and strenuous physical exertion such as long periods of standing, climbing, lifting and carrying objects in excess of 25 lbs. and traveling over rough, unusual uneven terrain. Minimal time is spent in the office, unless managing a database, download data and report writing is required. The incumbent will be exposed to varying weather conditions requiring protective clothing and gear. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: Two (2) years post high school emphasis in Wildlife Biology, Zoology or related science field;

AND

B. Experience: Two (2) years work experience collecting, analyzing, and recording data with computers; preparing reports and operating GPS equipment, and knowledge of Hopi Lands boundaries & land base

OR

C. Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. **Required Knowledge, Skills and Abilities:**

A. **Knowledge:**

- Knowledge of operating field instruments and equipment.
- Knowledge of collecting, analyzing and compiling data/information using GPS equipment and Arc GIS software and other related software
- Knowledge of Ordinances, particularly Ordinance #48, that directly or indirectly affects wildlife and their habitat on the Reservation
- Proficient knowledge in the use of Microsoft Word, Excel, and PowerPoint
- Knowledge of safe firearms use on various firearms
- Knowledge of Hopi traditions, language, culture and lands

B. **Skills:**

- Good verbal and written communication skills, technical report writing skills and public relations skills
- Skill in operating computers and GPS equipment; reading and interpreting recorded data and maintaining equipment
- Skilled in preparing maps, operating 4X4 vehicles
- Skilled in the use of chainsaws, weed eaters, clippers and maintenance logs for all field equipment
- Skilled in wildlife, birds, and fish identification
- Skilled in the use of a small watercraft
- Skilled in tracking, field dressing and disposition of game animals

C. **Abilities:**

- Ability to conduct surveys in compliance with established protocols
- Ability to identify flora and fauna, wildlife as it pertains to the Reservation
- Ability to read a compass and topographical map
- Ability to navigate small engine watercraft
- Ability to identify wildlife, birds, and fish
- Ability to operate an ATV
- Ability to work independently and unsupervised
- Ability to conduct aerial surveys
- Ability to safely handle and discharge firearms
- Ability to work weekends, adjusted schedule, flex time and be on an on-call schedule
- Ability to establish and maintain professional working relationship with others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy. All offers of employment is contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.
2. Depending on the needs of the position, some incumbents of this class may be required to possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
3. Possess and maintain valid Arizona Game & Fish Department Hunters Education Safety card and complete/ pass Arizona Game & Fish Department Hunters Safety Education Instructor course.
4. Possess valid safety course certificate/training for ATV operation.