



WILDLIFE TECHNICIAN INTERN

Wildlife & Ecosystems Management Program
Department of Natural Resources

Reports To: Program Manager
Salary/Hourly Range: 10
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 02/19/2019

INTRODUCTION

This position is responsible for assisting in monitoring activities and conducting surveys, of wildlife populations and habitats in support of the Wildlife & Ecosystems Management Program. The incumbent will gain valuable knowledge and experience in game and non-game projects. The work consists of duties that involve related steps, processes and methods. Incumbent will be introduced into wildlife surveys and habitat assessment on an introductory basis.

The incumbent is under general supervision and line authority of the Program Manager and the immediate field supervision of the Wildlife Technician II and Wildlife Technician I. The supervisor(s) provides guidance and direction by establishing objectives, priorities and deadlines. The supervisor(s) is available to provide assistance at the beginning of the survey and oversees progress. The incumbent work directly with the Wildlife Technician II and Wildlife Technician I and will be guided on specific methods used to perform and conduct wildlife surveys and carrying out assignments. Work in progress is reviewed for accuracy and compliance with established guidelines, regulations and procedures.

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. Assists Wildlife Technician I and Wildlife Technician II with surveys and inventories; monitors wildlife and habitats utilizing various survey techniques and compiles data relating to the surveys; identifies geographic locations of all survey areas utilizing Global Positioning Systems (GPS) equipment; collects GPS observations.
2. Provides well documented reports of wildlife observations, wildlife depredations and submit survey forms, monitored habitat and environmental conditions and submits daily monitoring activities on Hopi Lands.
3. Performs other duties as assigned and authorized to meet Program/Tribal 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

Limited time is spent in the office, unless report writing is required; the work is mostly in the field during the day and night, requiring considerable and strenuous amount of physical exertion such as long periods of sitting, standing, climbing, stooping and bending, and staying up at night to conduct work activities, and camping out in the field for one (1) to ten (10) days. The incumbent will be required to lift and carry objects in excess of 25 lbs., and traveling over uneven, rough terrain in varying weather conditions requiring the incumbent to wear protective clothing and gear. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS

Education: Currently participating in a post-high school, current college/university, Natural Resource program or related science;

AND

Experience: Six (6) months to a year preferred. Nonetheless, no experience is necessary, however must have a strong desire, determination and commitment about Natural Resources, specifically the wildlife and wildlife habitats found on Hopi is preferred;

OR

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

KNOWLEDGE, SKILLS, AND ABILITIES

- General wildlife knowledge;
- General knowledge of using GPS equipment;
- General knowledge of camping and outdoor etiquette;
- Knowledge of Hopi culture, traditions, environment and language;
- Knowledge of safe firearms use on various firearms;
- Basic computer knowledge and use of basic software;

- Good verbal and written communication skills;
- No specific wildlife skills required;
- Basic skill in operating basic office machines/equipment and computers and computer programs;
- Basic skill in operating GPS equipment;
- Basic skills in camping, camp cooking, and outdoor etiquette;
- Basic skills in operating 4x4 vehicles & ATV's (must be 18 years old to operate Tribal vehicles);
- Basic skills in tracking, field dressing, and disposition of game animals;

- Ability to work independently after instruction;
- Ability to effectively communicate with other employees and the public is necessary;
- Ability to read a compass and topographical map;
- Ability to maintain confidentiality of program information;
- Ability to establish and maintain professional working relationship with others;
- Ability to conduct surveys in compliance with established protocols;
- Ability to operate an ATV;
- Ability to safely handle and discharge firearms;
- Ability to work weekends, adjusted schedule, including night schedule, flex time, camping in the field and be on an on-call schedule;
- Ability to learn the various identification of game and non-game species, birds, flora and fauna species, and various habitats found on Hopi Lands and the Four Corners Plateau;
- Ability to attend and obtain certification of any training determined to be in the best interest of the Program's goals and objectives.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application, including any state, tribal or federal wildlife violations.
7. Must maintain strict confidentiality of program information and will be required to sign a confidentiality statement.
8. Possess and/or maintain a valid Arizona Game & Fish Department Hunters Education Safety card.
9. Attend and pass Arizona Game & Fish Department Hunter Education Instruction training class and certification.
10. Attend/Pass and/or possess a valid safety course certificate/training for ATV operation.