



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WILDLIFE AREA SUPERVISOR II	36	B	1.770
WILDLIFE AREA SUPERVISOR I	34	B	1.771

SERIES CONCEPT

Wildlife Area Supervisors manage one or more Wildlife Management Areas by planning, budgeting, supervising, and performing maintenance and development activities to provide for an efficient operation and preserve wildlife resources and associated habitat.

Prepare budgets and control expenditures; develop estimates of labor, materials, supplies and equipment for projects; purchase needed items; negotiate contracts, leases and vendor services; complete reports and compile statistics; set priorities; oversee maintenance of wildlife habitat, buildings and facilities; modify work programs to meet stated objectives; develop goals and objectives; and resolve problems to provide for an efficient operation and completion of projects.

Supervise staff by developing work schedules and delegating assignments; prepare work programs including estimates of personnel, materials, supplies and operating expenses; develop and modify work performance standards; counsel, discipline, and train employees to accomplish objectives.

Supervise or perform a variety of operational tasks; monitor status of all projects and programs; operate, maintain and repair equipment; construct buildings or other needed structures; improve and maintain land and water conditions; provide biological expertise; inventory supplies and equipment; survey wildlife; net, trap or band wildlife; identify and treat diseases to provide for the implementation and completion of projects.

Perform security duties by patrolling, observing and providing information about fishing, hunting, boating and trapping laws to management area visitors; note wildlife violations and report to appropriate authorities; and implement and maintain a security plan to protect wildlife resources, equipment and facilities.

Respond to questions from the public and provide information regarding wildlife management area resources; explain procedures, rules and regulations; and give tours to enhance public awareness and education, and to maintain good public relations.

Perform related duties as assigned.

CLASS CONCEPTS

Wildlife Area Supervisor II: Under direction, incumbents manage multiple wildlife management areas in addition to performing the full range of duties outlined in the series concept for each wildlife management area in the complex.

Wildlife Area Supervisor I: Under limited supervision, incumbents manage one wildlife management area and perform the full range of duties outlined in the series concept.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * A pre-employment criminal history check and fingerprinting is required.
- * Pursuant to NRS 284.4006, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

INFORMATIONAL NOTES:

- * Restricted use Pesticide Applicator's Certificate is required within one year of appointment and as an ongoing condition of employment.
- * Positions in this series are required to obtain and maintain a valid Nevada commercial driver's license with tanker endorsement and air brake certification within six months of appointment.

WILDLIFE AREA SUPERVISOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, wildlife management or closely related field and three years of experience in wildlife management such as establishing and maintaining quality wildlife habitat to meet the needs of a variety of wildlife species; operating equipment to maintain suitable habitats for wildlife, surveying and inventory of wildlife and associated habitat; netting, trapping and banding of wildlife; and providing for security of wildlife management areas. One year of the above experience must have been in a leadworker capacity; **OR** graduation from high school or equivalent education and five years of experience in wildlife management such as installing and maintaining structures, operating equipment to maintain suitable habitats for wildlife, surveying and inventory of wildlife and associated habitat; netting, trapping and banding of wildlife; and providing for security of wildlife management areas. One year of the above experience must have been in a leadworker capacity; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Wildlife Area Supervisor I in Nevada State service; **OR** two years of experience as a Wildlife Technician III in Nevada State service. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: operation and maintenance of a wide range of light and heavy equipment; water conservation and water management techniques used to develop and maintain habitat for wildlife including waterfowl wetland areas and primary fishery impoundments; appropriate use and application of herbicides, insecticides, fertilizers and plant foods to maintain growth of desirable plants for wildlife. **Ability to:** coordinate personnel, work activities, time and assignments in assigned wildlife management areas; speak effectively in public at meetings and workshops; develop work programs and work performance standards; maintain budget and expenditure accounts; analyze and project budget expenditures relating to completion of annual work program; organize and schedule equipment and personnel to prevent loss of money and waste of time and effort; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal and State laws and regulations and Department policies and procedures related to management of the State's wildlife; agency accounting and budgetary process required to prepare budget estimates; supervisory practices and techniques. **Ability to:** train, supervise and evaluate the performance of assigned personnel; organize and schedule equipment and personnel in various locations efficiently and effectively.

WILDLIFE AREA SUPERVISOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, wildlife management or closely related field and two year of experience such as establishing and maintaining

MINIMUM QUALIFICATIONS (cont'd)

WILDLIFE AREA SUPERVISOR I (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

quality wildlife habitat to meet the needs of a variety of wildlife species; operating equipment to maintain suitable habitats for wildlife; conducting surveys and inventory of wildlife and associated habitats; netting, trapping and banding of wildlife; and providing for security of wildlife management areas. One year of the above experience must have been in a leadworker capacity; **OR** graduation from high school or equivalent education and four years of experience in wildlife management such as installing and maintaining wildlife structures; operating equipment to maintain suitable habitats for wildlife; conducting surveys and inventory of wildlife and associated habitat; netting, trapping and banding of wildlife; and providing for security of wildlife management areas; one year of the above experience must have been in a leadworker capacity; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Wildlife Area Technician III in Nevada State service;. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: farming methods and techniques conducive to sustaining and encouraging wildlife populations; operation and maintenance of light and heavy equipment; water conservation and water management techniques used to influence habitat for wildlife and to discourage undesirable vegetative growth in waterfowl wetland areas and in primary fishery impoundments; habitat management techniques; names, identification, life histories, habits and life requirements of wildlife species; common plant species related to particular species of wildlife and their requirements for stable populations; mathematics used in calculating water flows, surveying, estimating wildlife populations, and mixing commercial fertilizers and herbicides; safety standards, requirements and precautions when operating light and heavy equipment in construction or farming; use of herbicides, insecticides, fertilizers and plant foods to maintain growth of desirable plants for wildlife; safe and proficient use of firearms in hunting. **General knowledge of:** basic supervisory techniques and practices. **Ability to:** coordinate personnel, work activities, time and assignments; communicate effectively both orally and in writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State and federal laws and regulations and agency policies and procedures related to wildlife and its organized management; agency accounting and budgeting processes required to prepare budget estimates; supervisory principles and practices. **Ability to:** develop work performance standards; train, supervise and evaluate the performance of assigned personnel; maintain budget and expenditure accounts; analyze and project budget expenditures relating to completion of annual work program; organize and schedule equipment and personnel efficiently and effectively.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>1.770</u>	<u>1.771</u>
ESTABLISHED:	7/1/87P 10/17/86PC	7/1/87P 10/17/86PC
REVISED:	7/1/97P 6/4/96PC	7/1/97P 6/4/96PC
REVISED:	5/18/12PC	5/18/12PC