

I. IDENTIFYING INFORMATION

Class Title: Wildlife Biologist IV
Position Number: 122007
Department: Land & Natural Resources
Division: Forestry and Wildlife
Branch: O'ahu Forests & Wildlife Resources Management Branch
Geographic Location: O'ahu

II. INTRODUCTION

Function of this organizational unit:

This position is located in the Department of Land and Natural Resources, Division of Forestry and Wildlife, O'ahu Forests & Wildlife Resources Management Branch, Makiki Baseyard. The Branch implements the field operations for statewide programs of management, development, maintenance, research and propagation of forests, wildlife and plant resources, and the development and management of forest reserves, wildlife sanctuaries, natural area reserves, public hunting areas, trail and access systems, endangered species conservation programs, and invasive species control programs on the respective branches within the State.

The position is located in the Wildlife Resources Management Section, which is responsible for planning, designing, and implementing research, development, maintenance, and management programs to conserve and restore the state's game and non-game wildlife resources.

Purpose of the position:

This position is a general Wildlife Biologist on the Oahu Branch staff with the primary responsibility for planning, development, restoration, and maintenance of Public Hunting Areas, Game Management Areas, and Wildlife Sanctuaries. The position is also involved in the implementation of other forest and wildlife projects, the development of new projects, and coordination with other Branch and Division staff and cooperating agencies. It also provides technical expertise on wildlife matters, field direction for specific non-game and endangered species wildlife projects, and other wildlife projects as assigned, and administrative support for all work performed. The position is a member of the wildland firefighting force for the Department.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Research and Field Studies 30%

1. Life History and Ecological Studies

Independently performs a variety of professional wildlife research, including overall planning and implementation of restoration projects involving

native/non-native fish, birds and mammals and their habitats. Conducts independent research on assigned jobs or participates in research team projects. [1,2]

a. Reviews literature, develops research design and methodology, collects, compiles and analyzes data, and writes and submits reports on the life history and ecology of selected species of wildlife such as game mammals, game birds, seabirds, water birds, and introduced or urban birds. [1,2]

b. Plans and develops new game and non-game species research, particularly those involving game mammals and game birds, as needed. [1,2]

c. Uses established and new techniques for field studies of the wildlife species and their habitats such as breeding behavior, disease and parasite factors, trapping and banding or marking of wildlife species for life history and distribution studies. [1,2]

d. Examination of specimens to collect information on identification, sex, age, general condition, disease conditions and other pertinent biological data. Advises and assists other researchers and coordinates activities among field projects. [1,2]

2. Surveys and Censuses

Independently plans, conducts and participates in field censuses and surveys of indigenous and introduced birds and mammals and their habitats. [1]

a. Conducts censuses and surveys in Game Management Areas, Wildlife Sanctuaries, Forest Reserves and Natural Area Reserves. [1]

b. Follows established methods or develops new methods to be used such as setting permanent transects through selected habitats, random strip transects or aerial surveys to obtain indices to derive population trends or estimates. [1]

c. Determines and maps habitats utilized by various wildlife species. [1]

3. Reports

a. Independently prepares progress and job completion reports including statistical and pictorial data with analyses and evaluations for assigned field studies which are submitted for approval and finalization by the Wildlife Manager. [2]

b. Independently uses existing and prepared reports for planning, designing, and implementing for management or control programs related to wildlife species [2]

B. Development and Maintenance 30%

1. Independently plans and provides field supervision for special development and maintenance projects such as building construction, management devices and habitat improvement. [1,2]

2. Independently negotiates for establishment of additional Game Management Areas and Forest Reserves throughout the District. [2]

3. Independently contracts projects; traps and transplants salvaged, injured or dead wildlife species or eggs to propagation or rehabilitation facilities; controls pestiferous species by trapping, shooting and the use of toxic bait. [1,2]

4. Assists in the development of management plans for the protection of wildlife resources on private lands. [2]

5. Independently prepares special reports on District management, development and maintenance activities. [2]

C. Management 30%

1. Independently coordinates and manages the overall planning and implementation of management projects involving game birds and mammals and the management of Game Management and Public Hunting Areas. [2]

2. Assist with the management, planning, and implantation of waterbird habitat management projects, seabird management projects, predator control projects, avian disease monitoring and control projects, and forest bird habitat management projects. [2]

3. Drafts management plans, prepares specifications and estimates for development projects including time, costs and personnel requirements and purchases materials required. [2]

4. Conducts programs for monitoring native and introduced wildlife, out-planting native vegetation, analyzing wildlife census data and prepares population estimates. [2]

5. Develops reforestation methodology and exotic plant control

techniques for application to other sanctuaries, wetlands, natural area reserves, and forest reserves. [2]

6. Evaluates development projects and their effects on game species and makes recommendations for future developments. [2]

7. Develops appropriate educational and interpretative material for the public. [2]

8. Assists in the preparation of Federal Aid grant applications and prepares progress, job completion, and other Federal reports submitted by the Branch. Assists in writing, review, and administrative processing of Cooperative agreements between the Department and other state agencies the Federal Government, and private organizations, and these cooperative agreements pertain to wildlife management and conservation. [2]

9. Maintains banding and marking records for Federal wildlife permits held by the Branch and submits regular reports of these records to the Wildlife Manager for review. [2]

D. Wildland Fires

5%

Participates in forest fire suppression activities on an on-call basis, working long, irregular hours under hazardous terrain and fire conditions. Uses water pumps and hoses, water back-packs, chain saws, axes, shovels, hoes, pulaskis and flaps, and other firefighting tools as needed. Flies in helicopters on an as-needed basis. Can be called upon to lead crews of fire fighters on fire suppression and mop-up operations, to estimate fire situations, select attack procedures, and recommend firefighting alternatives to fire boss. May serve in overhead of fire organization in resource capacities, such as operations, plans, logistics, or finance/administration, etc.

E. Other Duties 5%

1. Meets with conservation groups and school classes to explain the wildlife program and educates the public on conservation needs. Prepares news releases, articles, and information for publication in magazines and newsletters. Develops information and education materials for the public.

2. Responds accordingly to calls for the salvage of sick, injured, orphaned, or dead wildlife.

3. Participates on working groups and recovery teams as assigned and prepares and presents papers at conferences and symposiums.

4. Assists in the training and supervision of other division or departmental personnel and volunteers as may be assigned to participate in the Branch wildlife program.

5. Reviews and comments on Conservation District Use Applications, Environmental Impact Statements, and other documents concerning environmental planning, as these relate to the welfare and management wildlife resources.

6. Assists in the review, preparation, and processing of changes to departmental administrative rules and represents the Branch at meetings and public hearings.

7. Participates in such other programs or accomplishes such other duties as may be temporarily assigned.

Reason:

1. The performance of this function is the reason that the job exists.
2. The number of employees available to perform this function is limited.
3. The function is highly specialized and employee is hired for special expertise or ability to perform this function.

Supervises Position(s) No. Title

May oversee volunteers, temporary hires, student helpers, and other assigned personnel as needed.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: Position No. 02778, Wildlife Biologist V

B. Nature of Supervisory Control Exercised Over the Work.

Instructions are general and specifics are left to the individual's discretion. Guidance is general unless solicited or in unusual situations. Review is general and based on the expediency of work and quality of the end product.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available

Hawaii Revised Statutes—Chapter 183, 187, and 195
Hawaii Administrative Rules and Administrative Policies
Department, Division and Branch Administrative Policies

Department Rules: Title 13, Chapter 122, 123, and 124
Pittman-Robertson Federal Aid to Wildlife Restoration guidelines

2. Use of Guidelines

The employee is expected to know the basic provisions of all administrative rules and policies pertaining to the Department, and be familiar with Pittman- Robertson Federal Aid to Wildlife Restoration rules, procedures and documentation requirement.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Valid Hawai'i Driver's License, Class 3

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge: Refer to class specifications for the Wildlife Biologist IV class of work.

B. Skills/Abilities:

Refer to class specifications for the Wildlife Biologist IV class of work.

C. Education: Refer to class specifications for the Forestry and Wildlife Worker II class of work.

D. Experience: Refer to class specifications for the Forestry and Wildlife Worker II class of work.

VII. TOOLS, EQUIPMENT & MACHINES

Computer, calculating machines, copying machines, scanners, global positioning system (GPS), digital and film cameras, 2-way radios, compass, level, weed-eater, chainsaw, hand tools, compact track loader, 4WD tractor mowers/tiller, small engines, firearms, off-road vehicles, outboard motor boats, and other small watercraft.