

State of Washington
Dept. of Fish and Wildlife
invites applications for the position of:

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Working for Washington State

FISH AND WILDLIFE BIOLOGIST 3 *01935W

SALARY: \$3,631.00 - \$4,770.00 Monthly

OPENING DATE: 03/07/14

CLOSING DATE: 03/23/14 11:59 PM

DESCRIPTION:



Our Mission
To preserve, protect and perpetuate fish, wildlife and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.

Vision
Conservation of Washington's fish and wildlife resources and ecosystems.

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting, and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees: field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others – manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources. Find out more about us and the important work we are a part of at www.wdfw.wa.gov.

FISH & WILDLIFE BIOLOGIST 3 (Permanent)

The Department of Fish and Wildlife is recruiting to fill one full time, permanent, Fish & Wildlife Biologist 3 position located in the Wildlife Program, Region 2. The duty station for this position is the Methow Wildlife Area, Winthrop, Okanogan County.

Reporting to the Okanogan Lands Operations Program Manager, this position provides oversight, management and direction for the Methow Wildlife Area and associated Wildlife Area units. The position assesses, designs, and implements habitat, species, and recreation projects on the wildlife areas and is the primary internal and external liaison for related issues. The incumbent develops and implements Wildlife Area management plans, and supervises appropriate staff. The incumbent will develop, maintain and interact with a Wildlife Area Advisory Group, manage facilities and real estate properties, manage budgets and contracts. Supervises and recommends hiring of staff. May conduct biological surveys on wildlife area or provide other technical assistance to program staff. Will provide at least one specialized area of expertise, e. g., range/grazing management, dry forest management, irrigated and dryland agricultural management, weed management/IPM, contracting/contract negotiation/permitting, budget development/management, GIS analysis/mapping, botany/plant taxonomy, flora/fauna monitoring/surveys/transects, planning/organizing, public speaking, grant writing, disturbance ecology, etc. to the Okanogan Lands Operations.

DUTIES:

- Implements wildlife area plan activities, including habitat and recreation management. Plans, coordinates and monitors ecosystem/habitat enhancement projects on wildlife area to benefit fish and wildlife.
- Works with other WDFW staff, Federal, State and/or local agencies, non-governmental organizations and the public to develop and implement ecosystem/habitat management and public access projects on wildlife area lands. Provides information to public, either written or via presentation, regarding wildlife species, habitat enhancement and management, and recreational opportunities.
- Writes and updates wildlife area plans that guide habitat, wildlife, and recreation management; coordinates a citizen's advisory group for wildlife area, and develops staff work plans based on the wildlife area plan.
- Financial: Develops wildlife area spending plans; and manages and monitors budgets. Identifies and develops capital improvement projects (e.g., fencing, water control structures, and facilities) on the wildlife area.
- Develops funding and grant proposals for habitat acquisition, enhancement, and management. Prepares project/grant reports.
- Maintains existing capital facilities and project equipment on wildlife area.
- Analyzes and ensures safety of facilities on wildlife area.
- Recruits and coordinates hiring of staff. Trains, mentors, direct, and evaluate staff performance.
- Implementing Wildlife Program goals associated with habitat restoration and public recreation;
- Management plan development and implementation for the Sinlahekin and Associated Wildlife Areas;
- Development and management of the operational budget and capital budget requests;
- Writes and submits weekly, monthly and annual reports;
- Manages noxious weeds and maintains weed control records;
- Monitors public use on the wildlife area and manages a network of digital car counters, ensuring access and recreational uses of the wildlife areas are consistent with wildlife and habitat goals;
- Repairs and maintains infrastructure, and maintains and operates small and large equipment;
- Conducts timber stand inventories and makes recommendations for timber management on the wildlife area;
- Supervising permanent, seasonal and volunteer staff.

QUALIFICATIONS:

A Bachelor's degree in wildlife management, range management, forestry, ecosystem management, natural resource science, or environmental science

AND

Three years of professional experience in wildlife management or wildlife research, or habitat management or habitat research. Twelve semesters or eighteen-quarter hours of specific course work is required for certain positions.

OR

A Master's degree in the applicable science will substitute one year of the required experience. A Ph.D. in the applicable science may be substituted for two years of the required experience.

OR

Two years as a Fish & Wildlife Biologist 2.

Experience is based on full time equivalency (i.e., 40 or more hours/week). Part time work is prorated (e.g., 20 hours/week for 6 years = 3 years of experience). Do not count experience that was a part of your educational requirements.

***College course work involving major study in biology, zoology, fisheries, chemistry, forestry, range, natural sciences, or closely allied field will substitute, year for year, for experience, provided course work includes at least six semester or nine quarter hours of natural science classes.**

The best qualified applicants will demonstrate **competencies** in the following areas:

- A passion for their chosen field of work both past and future
- Advanced knowledge of process-centered restoration and management of wildlife habitat
- Working knowledge of irrigation, agricultural, range practices, botany and plant identification, wildlife identification including non-traditional species such as invertebrates.
- Working knowledge of ecological principles and their application to habitat restoration and management
- Working knowledge of farm equipment and its operation
- Working knowledge of outdoor recreation management

- Basic skills and experience in writing grants
- Ability to supervise staff
- Ability to manage budgets
- Demonstrated ability to think critically

Must possess or obtain within 1 year of date of employment:

- A valid Washington State (or other state) Driver's License;
- First Aid Training certification;
- CDL endorsement would be beneficial;
- Must possess, or acquire after hiring, a valid Pesticide Applicators License;
- Must possess Red Card Certification.

Preferred/Desired Education, Training, Skills and Abilities/Competencies:

Knowledge of:

- Wildlife Area management plan development and implementation.
- Ecosystem/Habitat management activities.
- Eastern Washington dry forest and shrub-steppe habitats.
- Personal computer software and hardware (MS/Office), ArcGIS operations are beneficial.
- Wildlife and habitat survey techniques.
- Knowledge of safety procedures.
- Federal, state, and local rules and regulations concerning wildlife and land management, e.g., SEPA, NEPA, FPA, HPA
- Working knowledge of dry forest, shrub-steppe and riparian ecosystem management.
- General knowledge of Pacific Northwest dry forest, shrub-steppe and riparian fish and wildlife, their life histories, habitats and habitat dynamics.

Ability to:

- Identify wildlife and plant species, especially in eastern Washington dry forest, shrub-steppe and riparian habitats.
- Communicate, coordinate, collaborate, organize and prioritize activities.
- Manage projects and workloads, i.e., organize and prioritize work for self and others. Develop effective objectives, timelines and action plans.
- Operate computers and use a full complement of software including Microsoft Office (Word, Excel, Powerpoint), e-mail and calendar clients. Ability to operate ArcGIS software is desirable.
- Communicate effectively, i.e., clearly and concisely, both in writing and orally.
- Provide training, constructive correction, redirection and discipline of staff when needed.
- Use critical thinking in all aspects of job, e.g., collecting, recording, compiling, and summarizing data.
- Demonstrated ability to coordinate and manage activities, projects, and employee workloads.
- Demonstrated ability to work independently and collaboratively as a team member, follow prescribed protocols and procedures,

Behavioral Competencies:

- Creative and innovative thinking.
- Communication effectiveness.
- Organizational and political awareness.
- Adaptability and flexibility.
- Accountability.
- Performance leadership.
- Ethics and integrity.
- Safety awareness

The successful candidate must be willing and able to:

- Work in the field in all weather conditions, walk streams and over rugged terrain up to 50% of the time. Ability to work in inclement weather over difficult terrain, including slippery rocks, steep banks, and sticky mud.
- Ability to walk, bend, stoop, while at times carrying up to 40 pounds.
- Ability to load and transport machinery, equipment, and gear.
- Ability and knowledge to work safely and efficiently around 4-wheel drive vehicles, agricultural equipment, ATVs, and hand tools, e.g. shovels, Pulaskis, axes, box cutters.
- Ability to use critical thinking in collecting, recording, compiling, and summarizing data.
- Ability to follow oral and written directions.

- Ability to visually discriminate when identifying and distinguishing biological and physical features.
- Ability to complete required administrative paperwork in an accurate and timely manner.
- Ability to work independently and collaboratively as a team member.
- Willingness and ability to perform routine and repetitive work.
- Willingness and ability to perform in a punctual and dependable manner.
- Willingness to accept supervision.
- Occasional work hours outside of the regular 8:00 am – 5:00 pm, Monday – Friday work hours including evenings and weekends, occasional early morning, evening, and weekend duties.
- Safely operate motor vehicles.

Key Competencies -- the best qualified applicants will demonstrate abilities in the following areas:

- **Facilitation and negotiation skills** – The ability to serve as both as a regulator and as a non-regulatory technical expert on regional fish and wildlife issues is required. Being tactful and sensitive when dealing with people with strongly held opposing viewpoints and when addressing "politically sensitive" matters are very important qualities for this position. Exemplary social and verbal communication skills are needed to ensure requests and actions are professional, objective, and not perceived by others as adversarial or unprofessional.
- **Written Communication** – Exceptional writing skills are a requirement. Writing (letters, memos and email) should be organized, clear and concise, use principles of "plain talk", and be effective, yet tactful. Writing should be professionally written with the understanding that they are public records and as such may be read by others than the intended recipient(s).
- **Working with WDFW Management** – This position must ensure to keep management timely apprised of controversial issues in their particular geographic area of responsibility, especially politically sensitive matters, and consult with supervisor and management prior to acting on particularly sensitive or controversial matters or representing the Department on such matters so that WDFW management can participate in deciding positions or actions to be taken.
- **Creative and innovative thinking:** Develop innovative ideas that provide solutions to all types of workplace challenges.
- **Communication effectiveness:** Convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.
- **Organizational and political awareness:** Use knowledge and understanding of the organizational and political climate to make decisions and take actions that satisfy diverse interests and contribute effectively to organizational goals.
- **Adaptability and flexibility:** Adapt easily to changing business needs, conditions and work responsibilities. Adapt approach, goals and methods to achieve successful solutions and results in dynamic situations.
- **Accountability:** Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with little need for oversight.
- **Performance leadership:** Create and nurture a performance-based culture that supports efforts to accomplish the organizational mission and goals.
- **Ethics and integrity:** Earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions.

SUPPLEMENTAL INFORMATION:

Working Conditions

- This position works in an office setting that includes reading, writing, phone, and computer use and may include travel for field duties. Typical hours are 8 to 5 M-F, although duties occasionally require work in excess of 40 hours. These hours are flexible to accommodate seasonal workload or additional duties as assigned by the Okanogan Lands Operations Manager for work performed outdoors.
- Must have the ability to operate a vehicle and hold a valid driver's license. Fieldwork also requires knowledge of the operation of a GPS, compass, clinometer, and digital camera. Must be able to load and transport equipment and gear, and operate a variety of equipment, including ATVs and tractors. Must be knowledgeable about tools to and able to build fence.
- Physical, environmental, or mental demands of key work: Must be able to drive a vehicle to conduct field review of project sites. Physical capacity to work in remote forested or rangeland environments, conducting vegetation transects, wildlife surveys and other related tasks. These activities can consist of 8 to 10 hour days, for several days in a row.
- Health, Safety or Administrative Requirements: Capable of walking over rough terrain for short distances (≤ 1

(mile) regularly or occasionally over long distances (several miles). Must be able to walk over difficult terrain, lift and carry at least 40 pounds short distances.

- Willingness and ability to work extended hours as necessary to complete assignments. May include extended travel and evening or overnight trips.
- Interests: An interest in fish and wildlife habitat management and working with others in a collaborative and regulatory environment to influence sound resource management.

Union

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife and the Washington Federation of State Employees (WFSE). As a condition of employment you must either join the union and pay union dues, or pay the Union a representational or other fee within 30 days of the date you are put into pay status.

How to Apply:

To apply for this position you MUST complete your profile at www.careers.wa.gov and attach the following to your profile before completing the online application:

- A cover letter describing how you meet the qualifications of this position (generic cover letter will not be accepted)
- A current resume (please make it succinct)
- Three professional references (personal references do not count as professional)

Please note: Failure to follow the above application instructions will lead to disqualification. E-mailed documents will not be accepted in lieu of attaching your documents to the online profile.

Upon submission of your online application, you will immediately receive a confirming e-mail. You will then be notified via e-mail of your status during the process. In addition to the e-mail notifications, you can check the status of your application at any time by visiting your online profile at www.careers.wa.gov. Due to the high volume of applications that we receive, we ask your understanding and encourage you to use the online process and avoid calling for information.

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (TDD) at (800) 833-6388.

FISH AND WILDLIFE BIOLOGIST 3 *01935W Supplemental Questionnaire

- * 1. What best describes your level of education:
- Associates degree
 - Bachelor's degree
 - Master's degree
 - Ph.D.
 - None of the above
- * 2. What is your major area of study? If multiple degrees, please list each degree and major.
- * 3. What best describes your professional level experience in wildlife or habitat management? Experience is based on full time equivalency (i.e., 40 or more hours/week). Part time work is prorated (e.g., 20 hours/week for 6 years = 3 years of experience). Do not count experience that was a part of your educational requirements. Do not count experience that was a part of your educational requirements.
- I have less than 12 months of experience.
 -

- I have 12 - 23 months of experience.
 - I have 24 - 35 months of experience.
 - I have 36 or more months of experience.
 - I do not have this type of experience.
- * 4. Do you have 5 years or more of wildlife land/habitat management or related experience?
 Yes No
- * 5. If the answer to Question #4 is "YES", please briefly describe how you gained this knowledge and experience. If your answer is "NO" please describe your willingness to learn.
- * 6. Have you successfully completed, at the minimum, S-190; S-130; L-180 and I-100 courses and have signed and dated certificates to verify successful completion?
 Yes No
- * 7. Do you have at least 2 years of on-the-job fire ecology education or experience?
 Yes No
- * 8. If the answer to Question #7 is "YES", please briefly describe how you gained this knowledge and experience. If your answer is "NO" please describe your willingness to learn.
 Yes No
- * 9. Do you have 5 years or more of supervisory experience?
 Yes No
- * 10. If the answer to Question #9 is "Yes", please briefly describe how many employees you supervised and how you gained this knowledge and experience.
- * 11. What best describes your experience training staff?
 I have been a leadworker.
 I have been a supervisor.
 I have been both a leadworker and a supervisor.
 None of the above.
- * 12. Are you willing and able to transport equipment weighing up to 40 pounds over uneven terrain?
 Yes No
- * 13. Are you willing and able to work in the field in all weather conditions, walk streams and over rugged terrain up to 40% of the time?
 Yes No
- * 14. Do you have weed control experience?
 Yes No

- * 15. If you answered "YES" to question #14, please briefly describe your experience in planning and conducting weed control activities. Include the amount of experience and where you obtained the experience. If you answered "NO" to question #14, please describe your willingness to learn.
- * 16. Do you have a Washington State Department of Agriculture Public Pesticide Applicators license?
 Yes No
- * 17. Please describe your experience maintaining vehicles, tools and equipment. List the type and how you obtained your experience.
- * 18. Please describe your experience in operating heavy equipment, pickup trucks, tractors, farm implements, ATV's, and pulling and maneuvering small trailers. List the type of equipment, the amount of experience you have, and how the equipment was used.
- * 19. Please briefly describe your experience in managing budgets. Include experience purchasing goods and services, soliciting bids and submitting purchasing documents. Include the amount of experience, the size of the budget, and where you obtained the experience.
- * 20. What best describes your professional level experience in negotiating and administering sharecropping agreements? Experience is based on full time equivalency (i.e., 40 or more hours/week). Part time work is prorated (e.g., 20 hours/week for 6 years = 3 years of experience). Do not count experience that was a part of your educational requirements.
 I have less than 12 months of experience.
 I have 12 - 23 months of experience.
 I have 24 - 35 months of experience.
 I have 36 or more months of experience.
 I do not have this type of experience.
- * 21. What best describes your professional level experience in negotiating and administering livestock grazing permits? Experience is based on full time equivalency (i.e., 40 or more hours/week). Part time work is prorated (e.g., 20 hours/week for 6 years = 3 years of experience). Do not count experience that was a part of your educational requirements.
 I have less than 12 months of experience.
 I have 12 - 23 months of experience.
 I have 24 - 35 months of experience.
 I have 36 or more months of experience.
 I do not have this type of experience.
- * 22. What best describes your professional level of prescribed fire experience? Experience is based on full time equivalency (i.e., 40 or more hours/week). Part time work is prorated (e.g., 20 hours/week for 6 years = 3 years of experience). Do not count experience that was a part of your educational requirements.
 I have less than 12 months of experience.
 I have 12 - 23 months of experience.
 I have 24 - 35 months of experience.
 I have 36 or more months of experience.
 I do not have this type of experience.

- * 23. What best describes your professional level of public speaking experience? Experience is based on full time equivalency (i.e., 40 or more hours/week). Part time work is prorated (e.g., 20 hours/week for 6 years = 3 years of experience). Do not count experience that was a part of your educational requirements.
 - I have less than 12 months of experience.
 - I have 12 - 23 months of experience.
 - I have 24 - 35 months of experience.
 - I have 36 or more months of experience.
 - I do not have this type of experience.

- * 24. Select the answer below that best describes your technical knowledge and skill using ArcGIS software.
 - Beginner (little or no experience, but interested and willing to learn)
 - Developing (working knowledge)
 - Skilled (working knowledge, uses software frequently)
 - Expert (exceptional knowledge, recognized as expert user)

- * 25. Describe or indicate proficiency with each listed software application using Microsoft software, i.e Word- Expert PowerPoint- Skilled Access- Beginner Excel- Developing, Publisher- Skilled.

- * 26. Are you willing and able to travel up to 100 miles round trip each day as necessary to address land management issues?
 - Yes No

- * 27. Do you have a valid Washington State, or other state, driver's license? (If selected for an interview, you may be asked to furnish your license and driving record.)
 - Yes No

- * 28. Have you been convicted of a misdemeanor or felony within the last 10 years? (Answering yes will not automatically bar you from employment).
 - Yes No

- * 29. Please verify that you have included the following information in your online application:
1) A chronological resume OR a completed online profile that includes education and employment history 2) A detailed cover letter describing how you meet the qualifications for this position. 3) Detailed responses to all supplemental questions. 4) Three professional references.
 - Yes No

- * Required Question