

# Bone Box Resource Trunk Career Photo Inventory

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Environmental Education Outreach  
Coordinator

Photographer

Wildlife Aircraft Pilot / Wildlife Specialist I

Wildlife Habitat Construction Technician

Wildlife Law Enforcement Specialist



Heritage Fund



**JOB CODE TITLE: PROGRAMS PROJECTS SPECIALIST I –  
ENVIRONMENTAL EDUCATION OUTREACH COORDINATOR (EEOC)**

**CHARACTERISTICS OF THE CLASS:** Delivers educational programs, coordinates and operates informational booths, delivers educational presentations and workshops to educate the citizens, students and educators of Arizona. The EEOC delivers educational classroom presentations aligned to academic content standards to students throughout Arizona during the school year. This position assists in the design and development of programs highlighting Watchable Wildlife opportunities for the citizens of Arizona through seminars and educational programming using the education animals at the department's wildlife center. The EEOC assists in the coordination of educational programming for the public through the wildlife center and provides internal and external best practices training on how to safely transport and handle education animals during events and programs. This position works closely with educators throughout the state to promote wildlife conservation and education.

**EXAMPLES OF DUTIES:** Serve as the primary contact for the coordination and staffing of Watchable Wildlife booths at birding and nature festivals throughout the state. Delivers educational classroom presentations aligned to academic content standards to students throughout Arizona during the school year. The EEOC tabulates data from all of the events attended throughout the year and provides annual reports to the Environmental Education Manager. The EEOC assists the Environmental Education Program Manager with special projects as assigned.

**KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** subject area; currently accepted methods, techniques and practices in school or classroom teaching applicable, standards and procedures; management and procedures analysis techniques and principles.

**Ability to:** instruction of individuals or groups in given subject area; oral and written communication; interpersonal relations, as applied to interaction with specific types of students encountered in these programs; develop procedures, analyze problems and design effective plans for program improvement.

**Skill in:** oral and written communication.

**Special Selection Factors:** Bachelor's degree in a wildlife science or related field as defined by Arizona Game & Fish. Possession of and ability to maintain valid Arizona driver's license appropriate to assignment.



## **JOB CODE TITLE: PHOTOGRAPHER**

**CHARACTERISTICS OF THE CLASS:** Under general supervision, is responsible for work of considerable difficulty in still and motion picture photography and in photo reproduction; and performs related work as required.

**EXAMPLES OF DUTIES:** Prepares, adjusts and operates cameras in the taking of still photographs and motion pictures; plans, lays out and directs the work of other employees; adjusts and manipulates various cameras and camera equipment; positions and prepares subjects for satisfactory photographic results; develops, prints, enlarges, reduces and retouches photographs, makes reproductions of photographs, maps, documents and other materials using copy camera, enlarger and other reproducing equipment; may maintain negative and plate files and motion picture library; prepares solutions and equipment for performing dark room tasks.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Practices, procedures, materials and equipment used in photography work; the operation and use of photo reproduction equipment, appliances and materials.

**Skill in:** operating various still and motion picture cameras and related equipment; developing, printing, enlarging, reducing and retouching photographic prints and negatives.

**Ability to:** understand and carry out complex oral and written instructions without immediate supervision; establish and maintain effective working relationships with superiors, other employees and the general public; maintain records; prepare reports.



## **JOB CODE TITLE: WILDLIFE AIRCRAFT PILOT**

**CHARACTERISTICS OF THE JOB CODE:** Under direction, performs work of considerable difficulty in operating fixed or rotor wing aircraft during daytime and nighttime. Transports passengers, wildlife and/or equipment. Performs flights for low-level visual and telemetric wildlife surveys over variable terrain and participates in search and rescue operations. Inspects aircraft and associated equipment.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Operates single and twin-engine aircraft in adherence to regulations and procedures established by the Federal Aviation Administration (FAA) and the State of Arizona. Performs daytime and nighttime flights. Transports passengers and equipment, May transport wildlife. Performs flights for low-level visual and telemetric wildlife surveys, law enforcement, search and rescue, and other related operations. May take aerial photographs. Inspects aircraft and associated equipment. Maintains flight logs in compliance with FAA regulations. Maintains any other records and submits reports as required. May be required to perform minor maintenance and emergency field repairs on aircraft and associated equipment. May act as lead for other pilots and perform flight checks to determine proficiency. May keep the aircraft and hangar clean.

**WORK CONDITIONS:** Prolonged day and nighttime flight periods, including low level flights over variable terrain. May occasionally be exposed to wildlife during transport. While assisting law enforcement, may occasionally come in contact with persons in possession of firearms and other weapons.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

**Knowledge of:** aircraft operation, commercial flight and related policies, procedures and techniques; federal, state and agency laws, rules, regulations, policies and procedures appropriate to assignment.

**Skill in:** aircraft operation.

**Ability to:** apply aircraft operation, commercial flight and related policies, procedures and techniques; **apply federal, state and agency laws, rules,** regulations, policies and procedures appropriate to assignment; safely fly single and twin-engine aircraft during daytime and nighttime; adhere to flight plan in VFR and IFR conditions; maneuver aircraft in prolonged low-level visual and telemetric wildlife survey; perform minor maintenance and emergency field repairs on aircraft and associated equipment; communicate orally and in writing sufficient to perform assigned duties; work irregular hours including weekends and holidays; identify and work with wildlife.

KSAs are typically obtained through experience and/or education in: commercial flight.

**Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.**

**Special Selection Factors:** Possession of and ability to maintain FAA **Commercial Pilot's License** appropriate to assignment.

## **JOB CODE TITLE: WILDLIFE SPECIALIST I**

**CHARACTERISTICS OF THE JOB CODE:** Initially works under direct supervision, and gradually learns to exercise independent judgment within established guidelines. Learns to organize, analyze, conduct and coordinate wildlife research, management or environmental studies in the field or laboratory. Learns to prepare reports of wildlife surveys, habitat evaluations, special studies and/or environmental inventories and estimates. May administer on-going wildlife project(s). May coordinate work of interns and/or volunteers. This is the entry level of the specialist series. At this level, **employees are professional biologists** but learn the practical application of scientific wildlife knowledge.

**EXAMPLES OF DUTIES:** Learns to organize, analyze, conduct and coordinate wildlife research projects. Learns to prepare reports of wildlife surveys, habitat evaluations, special studies, environmental inventories and estimates. Assists in developing and recommending policies and procedures. Operates and maintains a variety of specialized equipment common to wildlife work. Prepares **graphs, charts and maps**; may use photography and drafting equipment. Uses statistical methods and automated data processing techniques in compiling and **analyzing data** collected. Participates in outreach efforts and/or responds to information requests. **Reviews popular and technical publications** to maintain proficiency in specialty field. May assist with or conduct surveys, including low level aerial wildlife surveys.

**WORK CONDITIONS:** Work irregular hours, including weekends, holidays, and/or at night. Work indoors and outdoors. Percentage of time spent indoors and outdoors depends on assignment and/or seasons. Indoor work generally performed in an office and/or laboratory and may require long periods of concentration on details. Outdoor work may be in any part of the state with its geographic and weather extremes. Generally outdoor work includes hiking, backpacking, and using various transportation modes (e.g., boat, plane, ATV, horse, mule, on foot). Outdoor work can involve exposure to animal and wilderness dangers. May require other activities such as camping out for extended periods, climbing trees or dams and/or entering mines. May require lifting and carrying 50 pounds or more, sometimes for extended periods.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

**Knowledge of:** Wildlife science and wildlife management techniques. Job-related federal, state and agency rules, regulations, policies and procedures. Scientific data collection procedures and report writing techniques

**Skill in / Ability to:** Apply wildlife science as appropriate to assignment, e.g., habitat evaluations, field investigation, species identification, species requirements, ecological support systems, etc. Apply federal, state and agency rules, regulations, policies and procedures, Learn best practices and perform various wildlife-related duties, e.g., wildlife surveys and tagging wildlife. Apply scientific data collection procedures and report writing techniques. Develop working relationships with the public and various governmental and special interest groups. Provide appropriate customer service within and outside the agency to a variety of individuals and private and public groups. **Communicate orally and in writing.** Work irregular hours, including on weekends and holidays and at night. Learn and use agency radio system, GIS, GPS locator, computers, cameras and specialized equipment common to wildlife work. Learn and apply basic survival and first response (medical assistance) skills. Work outdoors in extreme weather and/or isolated conditions. Use various modes of transportation, such as horses, mules, boats, four-wheel drive, ATVs.

KSAs are typically obtained through experience and/or education in: **Wildlife science or related field.**

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

**Special Selection Factors:** **Bachelor's degree in a wildlife science** or related field as defined by Arizona Game & Fish. Possession of and ability to maintain valid Arizona driver's license appropriate to assignment. Must pass post-offer medical/physical examination. Specialty area will be announced during the recruitment process.



## **JOB CODE TITLE: WILDLIFE HABITAT CONSTRUCTION TECHNICIAN**

**CHARACTERISTICS OF THE JOB CODE:** Generally works under direct supervision of crew leader at work site. Performs a wide variety of construction tasks requiring technical skills in use of tools and equipment to construct, maintain and/or repair wildlife habitat structures, devices or areas, working as a member of a construction crew.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties.

- Operates a variety of vehicles and equipment needed in habitat construction, maintenance and repair, e.g., water trucks, trenchers, post hole diggers, etc.
- Builds forms for concrete sidewalks and other structures. Repairs instruments, machinery and equipment.
- Installs pipe water systems from blueprints or precise instructions, (digs trenches, fits pipe, applies glue and pipe sealer). Installs and repairs plumbing equipment and plumbing fixtures.
- Digs and uncovers leaking or damaged irrigation lines and makes repairs on old lines or replaces with new lines.
- Builds and maintains windmills.
- Performs simple welding.
- Builds fencing or assists landowners in fencing in crop land or haystacks to protect crops from depredation by deer or other wildlife.
- Performs minor plumbing and electrical adjustments and repairs in buildings.
- Confers with supervisor on a regular basis, discussing work processes, purchasing materials and equipment, incidents, problems and plans, and receiving advice, counseling and instruction.
- Makes **basic mathematical calculations** for outdoor construction projects.
- Provides assistance in habitat management, monitoring and improvement projects. Cultivates wildlife food for area.

**WORK CONDITIONS:** Considerable exposure to extreme weather conditions and hazardous conditions. Includes travel to remote work areas in a variety of vehicles. Work involves heavy lifting, walking and climbing over rugged terrain and camping out for extended periods in wilderness area, sometimes in inclement weather conditions.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

**Knowledge of:** safe and effective use and skill in using a variety of tools and equipment, used in outdoor construction; operation and minor maintenance of a variety of automotive equipment; techniques used in construction of wildlife habitats and associated structures, devices and areas, including rough carpentry, plumbing and cement pouring and finishing, fence building and maintenance and rough carpentry; **mathematics** sufficient to perform duties;

**Skill in:** using a variety of tools and equipment, used in outdoor construction, applying techniques used in construction of wildlife habitats and associated structures, devices and areas, including rough carpentry, plumbing and cement pouring and finishing, fence building and maintenance and rough carpentry;

**Ability to:** **apply mathematics** to compute job layout, distance and angle calculations, and to determine amount and size of materials required for a work project; **use calculators, computers** and other office equipment; hike, backpack and lift and carry over 50 pounds for extended periods over rough terrain; camp and survive in isolated areas in Arizona's geographic and weather extremes; obtain needed certifications; **learn and apply federal, state and agency rules**, regulations, policies and procedures appropriate to assignment; work irregular hours including weekends and holidays.

KSAs are typically obtained through experience and/or education in: outdoor construction and/or maintenance work involving operation of a variety of construction equipment. **Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.**

**Special Selection Factors:** Possession of and ability to maintain a valid Arizona **commercial driver's license**.



## **JOB CODE TITLE: WILDLIFE LAW ENFORCEMENT SPECIALIST**

**CHARACTERISTICS OF THE JOB CODE:** Under close supervision (with increased experience and skill moving to a more general level of supervision) performs patrol and investigative entry level work of a routine nature involving less complex cases in the Off Highway Vehicle (OHV) and Water Craft (WC) programs. Enforces OHV/WC related environmental laws to public. Assists other departmental law enforcement personnel with investigations as needed and to improve their skill level and knowledge. Enforces all state statutes as a fully certified peace officer with assignment in the OHV/WC program. This is an entry level position in the Wildlife Law Enforcement series and distinguished from the next higher classification, Wildlife Law Enforcement Specialist 2, by the latter's increased experience and having completed the Agency's promotional requirements.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Patrols lakes, streams and off-road areas as necessary, enforcing OHV/WC rules and regulations. Patrols, collects evidence and conducts surveillance of OHV/WC areas that are identified as geographic locations for illegal activity. Participates in special OHV/WC enforcement operations (Operating Under the Influence OUI check points, OHV Wolf pack patrols, etc). Files criminal complaints and serves arrest and search warrants. Works with other law enforcement agencies. Use computer software programs for reports. May provide OHV/WC education and perform other outreach activities. May testify in court.

**WORK CONDITIONS:** Generally, work alone in potentially dangerous conditions. Work involves use of various transportation modes, e.g., boat, plane, horse, foot, ATV, and requires the ability to hike, backpack, climb and camp. Requires lifting and carrying more than 50 pounds, sometimes for extended periods. Exposure to wildlife and wilderness dangers. Duties involve face-to-face contact with persons in possession of firearms or other weapons. May be exposed to chemicals.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

**Knowledge of:** Knowledge ability to learn, enforce, interpret and apply: Game and Fish Wildlife Laws and Commission Rules; Arizona OHV/WC Laws and Commission Rules; State and Federal environmental laws; Arizona Criminal Laws and Arizona Rules of Criminal Procedure; and State and Federal laws and case law relative to search and seizure

**Skill in / Ability to:** Effectively work with and through people both internal and external to the agency; administer programs and implement, monitor and evaluate law enforcement projects and activities; evaluate results and interpret data; operate equipment including OHV's/WC, and four-wheel drive vehicles (under a variety of weather and stress inducing conditions); **communicate effectively in writing and verbally**, with the public as a presenter of information or figure of authority, as a team member with other Department employees and the public, and with representatives from other entities; enforce laws and defend public and self in a lawful and effective manner; properly effect arrests of law violators; manage time and stress; effectively resolve conflicts.

KSAs are typically obtained through experience and/or education in: AZPOST certification

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

**Special Selection Factors: Bachelor's degree in a wildlife science** or related field as defined by Arizona Game & Fish. Prior to being granted permanent status, must have Arizona Peace Officer Standards and Training Board (AZPOST) certification. Must maintain AZPOST certification. Possession of and ability to maintain valid Arizona driver's license appropriate to assignment.