



JOB VACANCY ANNOUNCEMENT

TITLE: Fish and Wildlife Development Operations Technician

LOCATION: South Kingstown, Rhode Island

CLASSIFICATION: Limited Term (37.5 hours per week)

SALARY: \$ 35,100 – 36,855

START DATE: October 18, 2021

DURATION: Five Years

APPLICATION DEADLINE : October 1, 2021

OVERVIEW: The successful candidate will work in a joint capacity with the Wildlife Management Institute (WMI) and the Rhode Island Department of Environmental Management's (RIDEM) Division of Fish & Wildlife (DFW) to assist DFW development staff with the general operation and maintenance of facilities including buildings and grounds, hunting and fishing accesses, boat ramps, fishways, hunter check stations, equipment, and other DFW owned and operated areas and infrastructure.

The incumbent will work out of the RIDEM-DFW headquarters in South Kingstown, Rhode Island. The work area will be statewide. This position will be classified as a limited term employee of the WMI. Direct supervision of day-to-day activities will be provided by RIDEM.

Limited-term employees are defined as employees of WMI retained to provide a specific scope of services as defined within one or more grants or contracts awarded to WMI. WMI bases your employment upon your skills and knowledge and ability to achieve desired outcomes defined by RIDEM.

As a limited term employee:

- You will be expected to work no more than an average of 37.5 hours per week in any 12-month period.
- You will be eligible for WMI 401(k) retirement benefits and WMI will provide workers' compensation, general liability protection, professional liability protection and unemployment insurance benefits. WMI will withhold taxes including social security.
- The total annual compensation will reflect your base salary plus the amount contributed to your 401(k) by WMI. In addition to the annual salary, a healthcare stipend will be provided by the

The WMI is an equal opportunity employer

RIDEM. In addition to salary but contingent upon the funding available within the contract or grant that defines your scope of services, WMI will reimburse you for any travel expenses that are necessary and reasonable to perform the duties assigned to you.

- Your employment will be “at-will,” which means that either you or WMI can end the employment relationship at any time, for any reason or no reason, with or without notice.

DUTIES REQUIRED:

- To assist DFW development staff with infrastructure construction, maintenance, and repair, including buildings, grounds, roads, trails, culverts, dams, hunting and freshwater/marine fishing accesses and boat ramps, fishways, eel ramps, fences, gates, guardrails, and signs. Duties will include but are not limited to groundskeeping (mowing, trimming, raking), cutting/removal of vegetation, painting, basic carpentry, installing/removing signage, refuse cleanup, general cleaning and maintenance of areas, facilities and related infrastructure, maintenance of dams/water control structures, and other manual labor tasks as required. Candidate must be able to operate applicable equipment including lawnmowers, weedwhackers, saws, tractors, hand tools, and 4-wheel drive pickup trucks.
- To assist DFW biological staff, as required, with the implementation of various projects including those related to habitat development, restoration, and improvement, and the operation of hunter check stations.
- To operate and perform simple maintenance on vehicles and equipment, and transport vehicles to vendor repair locations,
- To perform landscaping duties of mowing, trimming, shrub and small tree removal, transport and placement of stone, gravel, etc.
- To perform site assessments to determine status and conditions of signage, parking lots, trails, kiosks, gates and report status to supervisors.
- To assist with inventory of equipment, signage, and preparation of monthly vehicle trip logs.
- To assist with operations and maintenance tasks at state fish passage facilities, including assisting with seasonal adjustments on state fishways and eel ramps, removing debris from trash racks, changing weir boards, installing fish counters, performing weekly maintenance of water pumps used to operate eel ramps throughout the state, and assisting with fish stocking programs.
- To assist with boat maintenance and repairs including proper storage and preparation for field seasons.
- To assist seasonal employees at boat ramp facilities and access gates as needed.
- To work weekends and holidays as needed.
- To serve as a manual laborer.
- To do related work as required.

QUALIFICATIONS:

- Required: High school diploma or equivalent.
- Required: the ability to follow directions, plan and organize work assignments, and work independently.

- Required: must possess skills in using hand tools such as hammers, screwdrivers, pliers, wrenches, saws, as well as hand power tools, gas chain saw, gas tree trimmers, gasoline hand mowers, brush cutters, riding mowers, zero-turn mowers, and other tractors.
- Required: ability to operate 4-wheel drive pickup truck and trailer.
- Required: experience performing the required duties for a fish and wildlife agency.
- Preferred: ability to use personal computers and other technologies such as GPS and smartphones/tablets.

CONDITIONS FOR APPOINTMENT:

- Ability to operate outdoors under inclement weather conditions.
- Ability to frequently push, pull and/or carry more than 50 pounds.
- Candidate must be physically qualified to perform assigned duties, as evidenced by a physician's certificate.
- Candidate must possess and maintain a valid Motor Vehicle Operator's License.

TO APPLY:

Applications must be postmarked on or before the application deadline to be considered. Send a cover letter outlining your interest and qualifications and a resume to:

Leland Mello
Supervising Biologist
RIDEM Division of Fish and Wildlife
277 Great Neck Rd.
West Kingston, RI 02892
401-789-0281
leland.mello@dem.ri.gov

For questions about WMI Limited Term Employee terms, contact:

Scot Williamson, VP
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