



## **DWFP-CONSERVATION SUPERVISOR**

### **CHARACTERISTICS OF WORK:**

This is supervisory law enforcement work involving responsibility for natural resources protection and conservation. Characteristic duties include the coordination and supervision of subordinates engaged in specialized enforcement and investigation; hunter and boating safety; resource management; and conservation promotional and educational activities within a designated geographic area in the Department of Wildlife, Fisheries, and Parks. Incumbents typically have the responsibility for coordinating a multi-county area (sub-district) and/or multiple wildlife management areas and state lakes; subordinates supervised may be geographically widespread. Work is performed under the general direction of an administrative superior and requires exercising considerable independent judgment in extensive contact with the public and the performance of related job duties.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Experience:**

Five (5) years of experience and training as a DWFP-Conservation Officer II or higher or equivalent directly related experience.

#### **Note:**

Applicant must also meet the agency's predefined career ladder merit criteria for promotion.

#### **Required Document(s):**

Applicant must attach a valid copy of his/her transcript or other evidence to verify completion of required course work or a copy of certificate to verify completion of the Law Enforcement Academy, when applicable.

**Special Requirements:**

Applicant must be at least twenty-one (21) years of age at time of appointment; possess and maintain a valid Mississippi Driver's License; meet any and all minimum standards of employment as set forth by the Board of Law Enforcement Officers Standards and Training; have neither a conviction nor a plea of guilty or nolo contendere for a felony or a misdemeanor involving moral turpitude; have not been discharged under conditions other than honorable from any branch of the U. S. armed forces; receive a favorable background investigation report; upon appointment and on a scheduled basis, pass a physical examination conducted by a licensed physician and meet minimum physical qualification standards; upon appointment and on a random-selection basis, pass an alcohol/drug test conducted by a certified laboratory.

**Note:**

Employment is contingent upon successful completion after appointment of the Basic Curriculum approved by the Board of Law Enforcement Officers Standards and Training and successful completion of pre-defined re-qualification standards.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

**Depth Perception:** Three dimensional vision, ability to judge distances and spatial relationships.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color:** Ability to identify and distinguish colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand; walk; and sit. The incumbent is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

#### **TECHNICAL COMPETENCIES:**

**Communication:** Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to the public, agency, co-workers, and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public, agency personnel (e.g., personnel inside agency, outside agency, and other states' agency personnel), or other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Knowledgeably refers issues to appropriate agency or other personnel. Assists in instructing hunter safety and boating safety classes. Promotes and assists in conducting educational, interpretative, and informational programs.

**Time Management:** The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Effectively manages workload to complete multiple tasks. Works independently resolving all tasks in a timely manner. Researches and finds solutions using all available informational resources. Effectively utilizes resources such as time, equipment, supplies, travel, etc. Makes appropriate choices or exercises sound judgment for a variety of circumstances. Exercises appropriate level of professional curiosity based on information obtained. Adapts appropriately to a variety of situations and surroundings. Possesses the ability to work independently.

**Professional Maturity:** Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Exhibits the attributes of confidence, assertion, tolerance, patience, and empathy at the appropriate time in stressful or high-pressure situations. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Aligns personal behavior with agency standards. Continuously assesses work unit for areas of improvements and suggest changes for continuous improvement. Responds appropriately to supervision and administrative decisions. Is able to work under and with authority and accepts decisions. Takes initiative to accomplish stated and unstated goals. Maintains appropriate standards of professionalism and only provides information within authority.

**Mentoring or Training:** Watches over and directs work of of co-workers. Utilizes appropriate methods for training.

Mentors or otherwise assists subordinates as assigned helping them to improve their knowledge, skills, and abilities. Develops subordinates' skills and encourages growth. Facilitates subordinates' learning. Fosters a positive attitude. Participates in job training programs (On the Job Training). Shares knowledge and wisdom with less experienced employees.

**Equipment Operation:** Operates and maintains equipment following proper safety guidelines.

Operates and maintains a variety of equipment, including but not limited to, motorized vehicles, all terrain vehicles, heavy equipment, winches, boats, traps, motors, predator-control equipment, firearms, etc.

**Conservation:** Maintains commitment to preserve the natural resources of Mississippi.

Coordinates with technical staff in the survey and collection of harvest, research and management data; capture and relocation of wildlife and fish for nuisance removal and restocking; habitat improvement; lake and pond management. Coordinates managerial and custodial functions for the development and maintenance of state-owned and leased lands, wildlife management areas and state lakes. Possesses the knowledge of conservation practices.

**Law Enforcement:** Maintains knowledge and enforces all state and federal laws and Commission rulings on natural resources.

Possesses knowledge of wildlife, fisheries, forestry, lands, and parks. Possesses knowledge of game and fish laws and various applicable policies and procedures. Possesses knowledge of plans and programs that are administered by the Department of Wildlife, Fisheries, and Parks. Directs an assigned geographic area or physical location by land, water or air by supervising inspections for violations of hunting, fishing, seafood, boating, safety, littering or pollution laws and agency regulations. Directs the following: Inspection of licenses, permits and equipment of hunters, fishermen, trappers and boaters; Inspection of vessels, registration, numbering and safety equipment of watercraft for compliance with state and federal laws and regulations; Collection of appropriate fees; Issuance of usage permits and licenses; Issuance of citations and apprehension of violators; Interview of witnesses; Collection of and preservation of evidence of violations; Seizure of equipment used illegally. Interprets and enforces laws, rules and regulations for the protection, conservation and management of wildlife, fisheries, marine and natural resources. Testifies in hearings and court proceedings. Assists other agencies.

**Problem Solving:** Possesses the ability to gather necessary information to resolve problems.

Ability to conduct enforcement and non-enforcement investigations, self-initiated or in response to complaints/inquiries, to gather necessary information and evidence, decide appropriate response, formulate and then implement the plan. Ability to accurately identify issues, concerns or problems, consider various

options and determine and implement an appropriate course of action. Ability to apply conflict resolution skills and appropriate enforcement techniques with people who display resistant, aggressive or violent behaviors in order to ensure the safety of self and others and achieve a satisfactory resolution.

**Budgeting and Forecasting:** Understands state government spending and purchasing regulations; develops recommendations and justification for budget enhancements or modifications.

Identifies resources required to reach a result. Strives to accomplish the desired result cost effectively. Monitors the budget for program area, using cost-benefit thinking to set priorities and accomplish results. Takes necessary steps to maximize the utilization of financial and other agency resources in alignment with agency objectives and plans.

#### **MANAGEMENT COMPETENCIES:**

**Emotional Maturity:** Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

**Macro Oriented:** Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

**Working Through Others:** Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

**Results Oriented:** Plans effectively to achieve or exceed goals; sets and meets deadlines.

#### **ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Enforces all state and federal laws and Commission rulings on game and wildlife.
2. Presents various safety programs to groups and provides information and assistance to other organizations.
3. Performs duties of arresting officer including serving warrants, making arrests, and preparing and presenting evidence in court.
4. Participates in search and rescue and other law enforcement efforts.
5. Performs technical functions and operates various equipment on state owned and leased lands, wildlife management areas, and state lakes.
6. Supervises lower-level workers.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Interprets, enforces, and recommends laws, rules, and regulations for the protection, conservation, and management of wildlife, fisheries, marine, and natural resources; enforcement powers conferred by statute are utilized in the execution of assigned duties and responsibilities.

Directs and supervises the enforcement of hunting, fishing, seafood, boating, safety, littering or pollution laws, and agency regulations; organizes and participates in non-routine or special enforcement and surveillance activities and legal proceedings.

Directs and supervises the investigation of reported or suspected violations of conservation laws and regulations, hunting and boating accidents, and reported damage to or pollution of resources; organizes and participates in special detail operations or complex investigations and legal proceedings.

Provides assistance to federal, state, and local officials in matters involving natural disasters, civil disturbances, hunting and boating accidents, drownings, rescue operations, and apprehension of criminals.

Instructs and informs subordinates on conservation laws and regulations and state/departmental policies and procedures; reviews subordinates' activities and reports for compliance with established policies and procedures.

Assists in training subordinates in conservation and resource management methods; enforcement and investigative techniques; and, apprehension, prosecution, and court procedures.

Conducts and coordinates educational, interpretative, and informational programs; maintains cooperative relationships with schools, clubs, civic and community groups and other organizations.

Determines work priorities and duty assignments within assigned area in accordance with established goals and objectives; coordinates and approves work, holiday, and leave schedules; participates in strategic planning to develop long-range objectives and priorities.

Implements technical conservation projects/programs related to wildlife, fisheries, marine, and natural resources management.

Reviews and evaluates subordinates' job performance; recommends performance improvement plans and supplemental training to ensure performance standards are met.

Makes personnel-related recommendations through the chain-of-command, to include staff development, employment, promotion, termination, and disciplinary action.

Assists in preparation of budget requests; approves purchases of equipment, commodities, and services; monitors expenditures of allocated funds by project and budget category.

Compiles information and prepares reports related to subordinates' time, attendance, and activities; vehicle usage, expenses, and repairs; facilities usage; accidents; violations, arrests, and prosecutions.

Maintains property inventory for assigned area; conducts periodic inspections of the operational condition and maintenance of subordinates' vehicles and equipment.

Operates and maintains a variety of equipment, including but not limited to: motorized vehicles, all-terrain vehicles, tractors, winches, marine vessels (up to 36 feet); boats, motors, firearms, audio-visual equipment, and two-way radio and communications equipment.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.