

TPWD TYLER NATURE CENTER VOLUNTEER FUNCTIONAL JOB DESCRIPTION (FJD)

GENERAL DESCRIPTION:

Under the direct supervision of the Wildlife Regional Manager, volunteer performs routine equipment maintenance, grounds keeping and wildlife management activities on the Tyler Nature Center and other Wildlife Management Areas (WMA) within the Northeast Texas Ecosystem Project as assigned. Work involves, collection of biological data, management of wildlife habitat, assisting with the maintenance and repair of infrastructure, and assisting with public hunting and public use on assigned area where applicable. Provides wildlife management information to hunters, land managers, general public and other groups. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Performs additional duties as assigned. Complies with all Agency, Division, and Branch rules, regulations, and procedures.

% of time	ESSENTIAL JOB FUNCTIONS: The list of essential job functions is not exhaustive and may be supplemented as necessary. A job function may be considered essential if the function is the basic reason the position exists. Generally, essential functions should take 5% or more of the employee's work time. List all essential functions below and provide an estimate of the percentage of time spent performing the function.
20	Performs wildlife habitat enhancement work.
20	Maintains and operates machinery and equipment.
20	Performs management/public use construction and maintenance functions.
15	Assists with public hunting and public use activities on assigned area where applicable.
10	Observes and collects wildlife survey and other biological data.
5	Disseminates wildlife information with presentations, phone calls, and printed materials.
5	Maintains records and reports.

% of time	MARGINAL JOB FUNCTIONS: The list of marginal job functions is not exhaustive and may be supplemented as necessary. A job function may be considered marginal if the function is not the basic reason the position exists. List all marginal functions below and provide an estimate of the percentage of time spent performing the function.
5	Performs additional duties as assigned.
	Complies with all Agency, Division, and Branch rules, regulations, and procedures.

MINIMUM QUALIFICATIONS:

Education:

- Graduation from High School or GED;

Experience:

- No experience required.

Licensure:

- Must possess or be able to obtain, within 30 days of employment, a valid class "C" Texas driver's license.
- NOTE: Retention of position contingent upon obtaining and maintaining required license.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Please place either an "E" (Essential) or an "M" (Marginal) **only in areas that may apply**; not all areas must have an E or an M indicated.

E	Driving	E	Lifting
E	Carrying	E	Pushing/Pulling
E	Sitting	E	Grasping
E	Operating a personal computer	E	Seeing
E	Walking/Standing	E	Hearing
E	Bending/Squatting	E	Kneeling
E	Climbing	E	Verbal/Written Communication
	Operating Heavy Machinery/Equipment	E	Manual tasks: Using scissors, stapler, hole punch, turning door knobs, etc.,

Other: (List and explain any additional requirements of the position NECESSARY to perform the position functions listed above). Please include extraordinary or extreme physical conditions one may encounter while performing this job.

- Required to work a minimum of 30 hours per week.
- Required to travel with possible overnight stays;
- Required to operate State vehicle;
- Required to perform work outdoors, occasionally in adverse weather conditions;
- Bunkhouse lodging is available;
- Non-smoking environment in State buildings and vehicles.

Travel:

Percentage of time spent on out of town travel < 35 %