

# **Title: Resource Management Technician (Hourly)**

## **Description:**

**Requisition Id: 3785**

**Hourly Pay Rate: \$16.06**

**Hourly Pay Grade: H4**

**Expected Work Schedule:**

**Job Location: Reed Shop (LEESS1)**

**Closing Date: March 18, 2025**

**Our Culture: The Missouri Department of Conservation supports a culture of trusted professionals that is dedicated to our mission, responsible stewards, and believe in One MDC.**

To learn more about this exciting opportunity, please email the hiring supervisor, Richard E Bredesen , at [Rick.Bredesen@mdc.mo.gov](mailto:Rick.Bredesen@mdc.mo.gov) or call 816-525-0300 ext. 1210 , Monday through Friday 8am - 5pm.

## **Summary/Objective**

Provide assistance in wildlife management activities.

## **Essential Job Duties**

- Perform assigned duties associated with habitat and other wildlife management, including prescribed burns, eradication efforts, maintenance and cleaning.
- Monitor general supply, timber and fire suppression inventory, maintenance and administration.
- Oversee maintenance on assigned work areas, roads, public areas and equipment.
- Conduct wildfire detection, pre-suppression, and suppression duties.
- Educate the public on natural resource management objectives through surveys, site visits, etc.
- Prepare and present reports.
- Administrative duties, such as rentals, bid management, activity reporting and invoice processing.
- Perform mowing, lawn maintenance, debris removal and cleaning in public areas.
- Operates and maintains tractors, skid loaders and other equipment.
- Conducts Mourning Dove banding efforts

## **Ancillary Job Duties**

- Other duties, as assigned.

## **Education and Experience**

- High school diploma or equivalent.
- At least one (1) year of related experience
- Must maintain a valid, current driver's license.

- Commercial Pesticide Applicator's License helpful.
- Experience with prescribed burns, certification helpful.

### **Knowledge, Skills and Abilities**

- Ability to operate tools and equipment for building and land management.
- Ability to use office equipment, such as computer, calculator, camera, scanner and printer.
- Basic plant identification and wildlife habitat knowledge.
- Time management and organizational skills.
- Attention to detail.
- Excellent oral and written communication skills.

### **Work Environment**

- Frequently work in outdoor weather.
- Occasionally exposed to loud noises which may require the use of hearing protection.

### **Physical Abilities**

- Move about grounds, both inside and outside of buildings.
- Operate a computer and other office productivity machinery.
- Frequently communicate and exchange accurate information.
- Clarity of vision at 20 inches or less and 20 feet or more, and three-dimensional vision
- Regularly lift up to 5 pounds, correctly lift up to 50 pounds.
- Concentrated attention is required at all times.
- Regular attendance is a necessary and essential function.

### **Disclaimer**

*This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. The Missouri Department of Conservation reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.*

### **Exemption Status/Special Notes**

This position has been determined to be **Nonexempt** according to the Fair Labor Standards Act. Employees must agree to accept compensatory time in lieu of cash payments in accordance with the Department's Compensatory Time Off and Overtime Policy.

Salaried and hourly employees are expected to use a mobile device-cellular phone for Department business, as needed.

MDC promotes a Tobacco-Free (smoke and smokeless) working environment.

The Department of Conservation will only hire United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment.

Candidates seeking initial employment or re-employment must submit to a drug screen following offer of employment.

All persons employed with the state of Missouri shall file all state income tax forms and pay all state income taxes owed.