The State Personnel System is an E-Verify employer. For more information click on our E-Verify website.

**OCCUPATION PROFILE**

**JOB FAMILY:** LIFE, PHYSICAL AND SOCIAL SCIENCE

**OCCUPATIONAL GROUP:** LIFE AND PHYSICAL SCIENCE

**OCCUPATION:** FISHERIES AND WILDLIFE BIOLOGIST

**Description:**

This position works within the Office of Public Access and Wildlife Viewing Services (PAWV) Planning and Design Section and is responsible for working with Florida Fish and Wildlife Conservation Commission (FWC) management area staff and stakeholders to plan, develop, and manage nature-based recreation opportunities on FWC managed areas. Assists the PAWV planning and design team in the development of recreation master plans that facilitate wildlife viewing on areas managed by the Florida Fish and Wildlife Conservation Commission (FWC). Works with the PAWV planning and design team, FWC management area staff, volunteers, and contractors to implement Recreation Master Plans. Works with recreational stakeholder groups to implement and maintain outdoor recreation opportunities on FWC lands.

**Job Duties:**

Site Assessment and Recreation Planning. Conducting inventories and assessments of natural and cultural resources and recreational facilities and planning recreational trails such as hiking, paddling, off-road cycling and equestrian trails. Drafts reports and summaries of assessments and inventories in support of recreation master plan development.

Implementing Recreation Plans. Constructing recreation amenities such as trailhead kiosks, boardwalks, and wildlife viewing structures; clearing and marking trails; installing interpretive signs and materials on trailhead and wildlife viewing structures; monitoring trail and amenity conditions and performing maintenance to ensure that trails and recreation amenities are maintained in satisfactory condition.

Managing recreation resources. Act as liaison with recreational stakeholder groups; work with stakeholders and volunteers to implement and maintain recreation opportunities; act as primary point of contact for FWC’s paddling trails and maintain paddling trail campsites and infrastructure.

Prepares required reports; maintains equipment and attends required training sessions.

**Education:**
A bachelor’s degree from an accredited college or university in biology, wildlife science, environmental science, natural resource management or related field.

**Knowledge, Skills and Abilities:**

Ability to accurately read and interpret maps and charts; accurately use a compass and datalogging GPS; ability to create maps using GIS technology; ability to perform a variety of skilled trade functions and perform physical labor using assorted hand, power and gasoline tools and scientific equipment; maintain all equipment in safe, useable condition; ability to operate powerboats and paddlecraft; ability to operate ATV’s and other off-road vehicles; ability to use standard productivity software; communicate effectively verbally and in writing; accurately prepare reports; work independently with minimal supervision; establish and maintain effective working relationships with individuals of varying backgrounds; able to lift up to 50 pounds; work in remote areas under inclement weather conditions, on difficult and hazardous terrain and under physically demanding circumstances. Frequent overnight travel and occasional primitive camping required.

**Additional Requirements:**

Courteously assists Commission constituents to resolve questions or problems they may have in matters relating to the Commission, its programs or fish and wildlife conservation in general. Seeks to garner public support for agency objectives and programs by serving Florida’s citizens in a positive and pro-active manner.

The Commission expects its employees to be courteous and respectful while assisting Commission customers and stakeholders, ensuring each encounter is as positive as possible.

Employees should promptly resolve questions or problems relating to the Commission, its programs and/or fish and wildlife resources.

Employees should seek to gain public support for agency objectives and programs by serving Florida’s citizens in a positive and proactive manner and by listening to what the customer wants and striving to meet their needs.

When appropriate, employees will explain the reasons for agency actions or decisions while communicating a consistent Fish and Wildlife Conservation Commission (FWC) point-of-view.

Work at FWC is cross-functional meaning duties may cross division/office lines. The Commission expects employees to function across FWC’s organizational structure by providing their skills and expertise wherever needed through work on teams or as directed.

Responsible for following the provisions and requirements in Section 215.422, Florida Statutes, related to the Department of Financial Services rules and FWC’s invoice processing and warrant distribution procedures.

**Pursuant to Chapter 295, Florida Statutes, applicants eligible for Veterans’ Preference will receive preference in employment and are encouraged to apply. However, applicants claiming Veterans’ Preference must attach supporting documentation with each application submission that includes character of service (for example, DD Form 214 Member Copy #4) along with any other documentation as required by Rule 55A-7, Florida Administrative Code. All documentation is due by the closing date of the vacancy announcement. For information**
on the supporting documentation required, click [here](#). Applicants may also fax their supporting documentation to People First at 1-888-403-2110.

Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-877-562-7287). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State Florida hires only U.S. citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship and or authorization to work in the United States for the hiring authority to which applications is made. E-Verify will be used to confirm work authorization.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.