Fish and Wildlife Technician II (PCN 11-2167)

Salary
$16.84 Hourly
Location
Fairbanks, AK
Job Type
Seasonal
Department
Fish & Game
Job Number
19429
Closing
ATTENTION ALASKA RESIDENTS!

**This individual position is EXEMPT from the hiring restriction. Qualified applicants are encouraged to apply.**

Do you have a desire to help promote the safe and responsible use of firearms and participation in hunting and the shooting sports? Do you wish to help others be safe and proficient with firearms? Are you an advocate for wildlife conservation, hunting, and the shooting sports? Are you willing and able to work evenings and weekends, and serve the community by assisting with the operations of an indoor shooting range? Are you punctual, reliable, 18 years of age or older, and have experience safely hunting and shooting? If you answered yes to all these questions, then you might be interested in this challenging yet rewarding job with the Alaska Department of Fish and Game in Fairbanks.

The Alaska Department of Fish & Game, Division of Wildlife Conservation in Fairbanks is recruiting for a permanent-seasonal, part-time, Fish & Wildlife Technician II (Range Technician). The position is assigned to the Hunter Education Indoor Shooting Range at 1501 College Road.

The position is generally staffed October through May of each year (about eight months)
and typically is scheduled to work between 16-29 hours per week. Work hours are primarily based around walk-in public shooting hours at the range which are generally evenings (Wednesday through Friday, starting at 4 P.M. along with midday hours on Thursdays and Fridays, from 12 to 2 P.M.) and weekends (Saturday and Sunday, starting at 1 P.M.) during the majority of the season. Open hours are subject to change. The person selected for this position must be able to work weekends and a flexible schedule.

In the future, the season dates for this position may be altered based on project needs and budget allocation.

The successful applicant will provide the public with a high degree of safety, education and customer service related to firearm safety, marksmanship, and hunter education through operation of walk-in public shooting hours and support of programs and operations at the Alaska Department of Fish & Game (ADFG) Hunter Education Indoor Shooting Range (HEDR) in Fairbanks. The position deals extensively with the public and recreational shooters, with firearms and hunter education instructors and with shooting coaches and range safety officers.

**Key responsibilities of this position include, but are not limited to:**

- Supervising live-fire range use by serving as range safety officer during public hours
- Providing range orientations and safety briefings
- Assigning lanes, collecting range use fees, renting and selling shooting accessories
- Responding to public inquiries in person and on the phone
- Maintaining databases and filing documents
- Producing range ID cards, printing certificates
- Cleaning firearms and equipment
- Assisting with special shooting, instructional and educational events
- Scoring targets, completing score cards
- Producing informational and promotional materials including flyers, posters and signs
- Distributing flyers, brochures, and informational materials throughout the community
- Moving, handling, lifting, stowing and inventory of equipment and supplies, including ammunition, filters, heavy buckets of lead (Pb) for recycling, targets, etc.
- Basic facility and equipment maintenance and grounds care
- Other tasks associated with operations related to the range project

The ideal candidate will possess some or all of the following desired strengths *(All of these traits must be documented in your cover letter and applicant profile. If you do not have experience with one or more of the traits listed below, simply say so):*
• Ability to be comfortable and proficient working in a position that deals extensively with the public, specifically with hunters and shooters, from novice to very experienced
• Able to reliably work a schedule that requires working primarily evenings and weekends in order to maintain shooting hours for the public
• Able to successfully communicate with people of all ages and backgrounds about firearm safety, range procedures, hunting and shooting
• Able to safely and proficiently handle and shoot firearms including handguns, rifles and shotguns
• Able to safely operate and drive light duty highway vehicles
• Experience handling sales, cashiering and general accounting with a high degree of accuracy, including the use of cash registers, point of sales systems, and credit card verification machines
• Experience accurately and proficiently handling computer data entry, database use, spreadsheets, word processing and desktop publishing using applications like Microsoft Office (Excel, Access, Word, PowerPoint, and Publisher) in a Windows operating system environment, using a PC
• Able to perform physically demanding work involving lifting and carrying heavy objects
• Able to demonstrate knowledge of standard first aid, CPR and precautionary health and safety skills
• Has a general knowledge of hunter education and safety, hunting regulations and wildlife in Alaska
• Experience supervising live-fire shooting events as a certified range safety officer is desirable
• Experience teaching others as a certified hunter education instructor or certified firearm instructor is desirable
• Experience with hunting and shooting

**Special Requirements:**

• Applicants must be 18 years of age or older. The person selected for this position must be eligible to become certified as an NRA Firearm Instructor (minimum age of 18 for Assistant Instructor) OR as an NRA Range Safety Officer (minimum age of 21).
• This position requires the possession and use of firearms. Do not apply for this job if you are not legally able to possess firearms. Hiring for this position is conditional of the applicant passing a background and criminal history check.
• A valid Alaska Driver's License and safe driving record is required for this position. Do not apply for this job if you do not have a valid Alaska Driver's License.
Individuals with experience and interest in firearm safety, hunter education, outreach and education related to wildlife conservation, firearm instruction and marksmanship training are encouraged to apply.

Minimum Qualifications

High school graduation.
OR
Three months as an entry level fish and wildlife technician or aide. This experience is equivalent to Fish and Wildlife Technician I with the State of Alaska.
OR
Six months of work experience involving fish or wildlife, or outdoor manual labor or in a laboratory.

Special Requirements: Exposure to animals, insects and inclement weather, low level flying, travel by boat or skiff, or contact with drugs and chemicals may occur. Housing may consist of bunkhouses, vessels or wall tents. Some duties may be restricted for employees under the age of 18 in accordance with State and federal child labor laws. Positions are seasonal or temporary.

Additional Required Information

COVER LETTER
A cover letter is required for this position. The cover letter should highlight your knowledge, skills, abilities, and experience as they pertain to the key responsibilities and desired strengths listed in the job description. Please attach the cover letter to your application before submitting it online or, if unable to attach to your application, fax it to the contact number provided in the job posting. Your cover letter will be used to help determine which applicants will advance to the interview phase of the recruitment and selection process.

Your cover letter will be used as a writing sample.

MULTIPLE VACANCIES
This recruitment may be used for more than one (1) vacancy. The applicant pool acquired during this recruitment may be used for future vacancies for up to ninety (90) days after this recruitment closes. Interested applicants are encouraged to apply to each recruitment notice to ensure consideration for all vacancies.

EDUCATION
If post-secondary education is required to meet the minimum qualifications, you must fill in the Education section of the application. If you have not obtained a degree, please indicate the number of units completed. Copies of transcripts are required to verify educational credentials if used to meet the minimum qualifications for a position. Transcripts can be attached at the time of application or within 48 hours of the close of this recruitment to the contact person listed below.
WORK EXPERIENCE
If using work experience not already documented in your application, also provide the employer name, your job title, dates of employment, and whether full-or part-time. Applications will be reviewed to determine if the responses are supported and minimum qualifications are clearly met. If they are not, the applicant may not advance to the interview and selection phase of the recruitment.

NOTICE
Questions regarding the application process can be directed to the Workplace Alaska hotline at 800-587-0430 (toll free) or (907) 465-4095. If you choose to be contacted by email, please ensure your email address is correct on your application and that the spam filter will permit email from the 'governmentjobs.com' domains. For information on allowing emails from the 'governmentjobs.com' domains, visit the Lost Password Help page located at https://www.governmentjobs.com/js_lostpswd.cfm?&topheader=alaska.

EEO STATEMENT
The State of Alaska complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, auxiliary aides or services, or alternative communication formats, please call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-3412 (TTY) or correspond with the Division of Personnel & Labor Relations at: P.O. Box 110201, Juneau, AK 99811-0201. The State of Alaska is an equal opportunity employer.

FIREARMS
This position requires the use or possession of a firearm or ammunition. In accordance with the federal Omnibus Consolidated Appropriations Act of 1997 (PL 104-208), if you have been convicted of a misdemeanor crime of domestic violence, you may not hold this position.

A "misdemeanor crime of domestic violence" is an offense that is (1) a misdemeanor under Federal or state law; and (2) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

If you have ever been convicted of a misdemeanor crime of domestic violence, do not apply for this position. If you have ever been convicted of a felony, you may not hold this position.

BACKGROUND CHECK
Hiring for this position is conditional of the final applicant having a satisfactory criminal history report from the Alaska State Troopers. The employer will coordinate with the final candidate to obtain the required report and will pay for or reimburse the cost.
BLOOD TEST
Hiring for this position is conditional of the final applicant having a satisfactory Blood Lead (Pb) Level (BLL) test (below 10 mcg/dL). The employer will coordinate with the final candidate, to obtain the required test and will pay for or reimburse the cost.

NOTICE
CPR and First-Aid certification is required for this position. CPR and First-Aid certification can be obtained after hire, at the employer's expense.

THIS RECRUITMENT IS FOR ALASKA RESIDENTS ONLY
This recruitment is open to Alaska Residents only. Applicants must meet Alaska Residency Requirements in order to be considered for employment at this time.

Applicants who are advanced to the interview phase of this recruitment must provide the following at the time of interview:

1. A list of three (3) personal references with contact phone numbers;
2. Copies of any supporting credentials/certifications, if applicable (Range Safety Officer (RSO), NRA Instructor (Certified or Assistant), current CPR/First Aid certification, etc.); and
3. A legible copy of the applicant's valid Alaska Driver's License.

SPECIAL ACCOMMODATION
The interview may include a job duties assessment exercise. Applicants requiring a special accommodation need to contact the person listed below prior to their scheduled interview.

Contact Information

WORKPLACE ALASKA APPLICATION QUESTIONS & ASSISTANCE
Questions regarding application submission or system operation errors should be directed to the Workplace Alaska hotline at 1-800-587-0430 (toll free) or (907) 465-4095 if you are located in the Juneau area. Requests for information may also be emailed to recruitment.services@alaska.gov.

For applicant password assistance please visit:
https://www.governmentjobs.com/js_lostpswd.cfm?topheader=alaska

For specific information in reference to the position please contact the hiring manager:
Name: John M. Wyman
Phone: 907-459-7292
Fax: 907-459-7332
Email: john.wyman@alaska.gov
State of Alaska

Address

PO Box 110201

Juneau, Alaska, 99811

Phone

(800) 587-0430 (Statewide toll-free number)
(907) 465-4095 (Juneau and out-of-state callers)

Website

http://workplace.alaska.gov/