

**NATURAL RESOURCES TECHNICIAN**  
Humboldt Bay National Wildlife Refuge  
Duty Station: Lanphere Dunes



**MAJOR DUTIES AND RESPONSIBILITIES**

Performs the following and similar kinds of routine tasks on a wildlife refuge or for field data gathering for the United States Fish and Wildlife Service biological programs.

Conducts surveys, observing and recording a wide variety of basic data on habitat conditions and vegetation.

Computes, compiles, and summarizes data in tabular, graphic, or narrative form, reporting unusual results in detail, and prepares area maps.

Conducts invasive plant surveys, maps occurrences, and carries out removal of invasive plants using hand tools such as axes, pulaskis, shovels. Lead work crews such as California Conservation Corps.

May conduct guided tours on the topics of natural resources and management.

Assists Ecologist by reviewing, cataloguing, and filing technical publications and material, extracting and synthesizing data as needed for report preparation.

**FACTORS**

**Factor 1. Knowledge Required by the Position**

A specialized technical knowledge of standard methods, techniques, tools, and equipment used in beach and dune profiles and plant surveys, including GPS. GIS experience and RTK GPS experience preferred but not required. A Bachelor's degree or higher in sciences including Geology, Biology, or Natural Resources is preferred.

Knowledge of plant species found in designated survey areas sufficient to observe and report on status of plant species.

Ability to record, compile, and organize data using arithmetical and standard statistical procedures.

Knowledge of the records, forms, and terminology of ecological management in order to keep accurate records and prepare detailed reports of work done.

**Factor 2. Supervisory Controls**

The supervisor provides specific instructions on methods and procedures to be followed on non-routine assignments. Incumbent is responsible for planning daily work schedules and for carrying out assignments with minimal supervision. Work is reviewed by supervisor or designated staff member

upon completion of assignments.

### **Factor 3. Guidelines**

Standard methods are provided for data gathering and reporting. Guidelines include files on past practices, technical reference sources and oral guidance from the supervisor. Little interpretation of guidelines is required; however, incumbent uses judgment in applying procedures in varying circumstances.

### **Factor 4. Complexity**

Incumbent provides technical assistance needed for studies and programs. The work to be done to accomplish objectives is clearly identified; however, incumbent is expected to use judgment in adjusting methods and techniques slightly to accommodate environmental variations, such as weather, and is expected to make suggestions for improvements in standard methods and techniques.

### **Factor 5. Scope and Effect**

The purpose of the work is to assist in the collection, storage, and retrieval of biological information to be utilized in the preparation of detailed reports, and/or to perform technical functions of refuge operations. The accuracy of data is critical to study validity.

### **Factor 6 Personal Contacts**

Contacts are with employees in the immediate office, with other Federal, state and private agencies and organizations, and with the visiting public.

### **Factor 7. Purpose of Contacts**

Contacts are for collecting and verifying data, to discuss projects, carry out field investigations, and to exchange or provide information.

### **Factor 8. Physical Demands**

The work involves standing, bending, walking and a moderate amount of physical exertion. The incumbent may be required to lift containers weighing up to 25 pounds in performance of assigned duties.

### **Factor 9. Work Environment**

Most work is performed outdoors where the incumbent may encounter variable weather conditions and exposure to insects. Some work carried out in tidal areas where incumbent may need to travel by canoe or kayak, or wear boots or mudders. Work performed indoors is in an office or workshop setting.

**Work Schedule, Salary and Term: 30-35 hours per week, from approximately Dec. 1, 2011 through Sept. 30, 2012, at \$17/hour. Extension beyond this date at 20 hrs/week may be possible.**