



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

GAME AND FISH WARDEN SUPERVISOR

Class Title	Class Code	Pay Band	Alt Pay Band*
Game and Fish Warden Supervisor	M3031S	70	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Patrol assigned area to prevent fish and game law violations. Investigate reports of damage to crops or property by wildlife. Compile biological data.

Nature of Work

The Game and Fish Warden Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and gathers facts and collects evidence for criminal cases. They enforce hunting, fishing, trapping and boating laws. Their main goal is to protect wildlife; duties include patrolling assigned fishing and hunting areas, collecting data, investigating complaints and prosecuting violations. When animal or human safety is threatened, they conduct search and rescue operations. They also respond to automobile collisions with deer, elk and bears.

Game and Fish Warden Supervisors pursue and apprehend individuals who break the law and then issue citations or give warnings. A proportion of their time is spent writing reports and maintaining records of incidents they encounter. Most Game and Fish Warden Supervisors also patrol their jurisdictions and investigate any suspicious activity they notice.

The daily activities of Game and Fish Warden Supervisors vary with their occupational specialty such as police officer, game warden, or detective and whether they are working for a local, State, or Federal agency. Duties also differ substantially among various Federal agencies, which enforce different aspects of the law. Regardless of job duties or location, Game and Fish Warden Supervisors at all levels must write reports and maintain meticulous records that will be needed if they testify in court.

Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

GAME AND FISH WARDEN SUPERVISOR

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees**. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- Directs investigations, coordinates law enforcement activities and patrols assigned areas to prevent game and fish law violations, investigate damage to crops or property by wildlife and compile data.
- Develops work unit objectives and action plans; define fiscal, human, information, or physical resources needed; establish measurable quality and quantity standards for work unit.
- Recommends and initiates changes to improve efficiency; enforces wildlife regulations and laws; participates in wildlife management, address groups, and teaches classes on hunter safety and wildlife management.

Recommended Education and Experience for Full Performance

Bachelor's Degree from an accredited college or university in Biology, Fisheries Science/Management, Wildlife Science/Management, Animal Science, Forestry, Forestry Management, Range Science/Management, Agricultural Science, Environmental Science, Wildlife Law Enforcement, Resource Economics, Ecology, Natural Resource Management, Zoology or Criminal Justice; and five (5) years of experience in wildlife law enforcement, wildlife investigations, two (2) years of which must be supervisory. Must be a Certified NM Peace Officer. Successful completion of NM Dept. of Game and Fish Conservation School and Successful completion of the 13 week Field Training Program with a Field Training Officer.

Minimum Qualifications

Bachelor's Degree from an accredited college or university Biology, Fisheries Science/Management, Wildlife Science/Management, Animal Science, Forestry, Forestry Management, Range Science/Management, Agricultural Science, Environmental Science, Wildlife Law Enforcement, Resource Economics, Ecology, Natural Resource Management, Zoology or Criminal Justice; and three (3) years of experience in wildlife law enforcement, wildlife investigations. Must be a Certified NM Peace Officer. Successful completion of NM Dept.

GAME AND FISH WARDEN SUPERVISOR

of Game and Fish Conservation School and Successful completion of the 13 week Field Training Program with a Field Training Officer.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

Active Listening — Giving full attention to what other people are saying, taking time to

GAME AND FISH WARDEN SUPERVISOR

understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Speaking — Talking to others to convey information effectively.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Persuasion — Persuading others to change their minds or behavior.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Coordination — Adjusting actions in relation to others' actions.

Time Management — Managing one's own time and the time of others.

Statutory Requirements: Physical Fitness, Psychological and Medical screenings are required as part of the recruitment process. Pre-Employment drug testing is required. New Mexico Peace Officer Certification (requires graduation from Law Enforcement Academy Basic Training Class).

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Must possess a valid drivers license.

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: N/A

Established: 06/22/2012

Revised:

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.