

CLASSIFICATION: CONSERVATION OFFICER LIEUTENANT

Class Code: 2135-23

Date Established: 07-01-50

Occupational Code: 3-3-2

Date of Last Revision: 4-14-15

Exempt Status: Exempt

BASIC PURPOSE: To perform administrative, supervisory and field work in an assigned geographic area with responsibility for supervising the development and maintenance of good wildlife conditions through the enforcement, investigation and review of fish and game laws and regulations, and contribute to the on-going mission of the agency.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises a working unit of Conservation Officers and Deputy Conservation Officers within a geographic area with responsibility for employee performance appraisal.
- Reviews work performance of subordinate Conservation Officers and Deputy Conservation Officers on an annual basis; enforces discipline and develops work methods and procedures; makes recommendation to increase efficiency and productivity.
- Investigates complaints and violations in a geographic area to supervise the enforcement of fish and game laws, rules and regulations.
- Monitors and participates in law enforcement operations including investigations, surveillances, evidence retrieval, and preservation.
- Testifies at criminal court proceedings and prosecutes cases in court as necessary.
- Conducts staff meetings and trains subordinate Conservation Officers and Deputy Conservation Officers relative to fish and game laws, investigation methods, operational procedures and search and rescue techniques.
- Reviews summaries and reports of subordinate law enforcement staff and make management decisions to solve problems and achieve work objectives.
- Addresses public and private groups in order to explain and gain public awareness of departmental programs.
- Coordinates and develops plans with other divisions, state, local and federal agencies.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job assignments in an adverse working environment involving a variety of unpredictable elements or hazards, including exposure to injuries or hazardous materials which result in partial disability.

Physical Demands: Requires medium to heavy work, including continuous physical exertion such as frequent bending, lifting or climbing.

Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Associate's degree or 60 credit hours from a recognized college or technical institute.

Experience: Six years' experience as a Conservation Officer above the Trainee level. Two years of full time employment as a certified police officer in a recognized jurisdiction, or two years of experience in the military on full time active duty with an honorable discharge, may be substituted for up to two years of required formal education.

License/Certification: Must be certified as a full-time law enforcement officer by the New Hampshire Police Standards and Training Council. Must possess a valid driver's license.

SPECIAL REQUIREMENTS:

1. For appointment consideration, Conservation Officer Lieutenant candidates must pass a Level II Conservation Officer promotional written examination. This written examination measures the knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification.
2. Successful completion of a minimum of thirty-two (32) hours of department approved supervisory training prior to the conclusion of the 12-month probationary period.
3. Review of the past three (3) years of work performance by the Fish and Game Agency Review Board. This Board will also interview the candidates to determine comprehension of material, laws, rules and policy changes since the date of written examination.
4. Any Conservation Officer hired on or after January 1, 2001 will, as a condition of employment, participate in and pass no less frequently than every three (3) years the physical performance test administered in accordance with Police Standards and Training Council requirements.
5. Must be willing to work days, nights, weekends and holidays as well as being called to return to work for various Search and Rescue Missions and/or as needed.
6. Must be able to lift a minimum of 50 pounds as well as drag 175 pounds through brush, woods, and dense forest.

RECOMMENDED WORK TRAITS: Considerable knowledge of federal and state statutes and departmental regulations relative to Fish and Game, OHRV enforcement, the Criminal Code and the function of county attorneys and medical referees. Considerable knowledge of rescue methods and equipment. Considerable knowledge of investigative/evidence gathering techniques and court procedures. Knowledge of game taking techniques and equipment used in hunting, fishing, trapping and ice fishing. Knowledge of state wild animals, fish and birds. Knowledge of environmental problems, diseases, management and stocking techniques. Knowledge of New Hampshire geography and highway systems. Knowledge of boats and boating regulations. Knowledge of basic mathematics. Knowledge of instructional methods. Ability to read and comprehend written materials such as reports, memos, laws and related. Ability to communicate effectively in oral or written form. Ability to supervise other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.