

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
JOB OPPORTUNITY  
ENVIRONMENTAL PROTECTION SAFETY REPRESENTATIVE (FIREARMS SAFETY)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Bureau of Natural Resources,  
Wildlife Division/Sessions Woods Wildlife Management Area, Burlington, CT

**Position#:** 102168

**Type of Position:** Full-time, Permanent

**Annual Salary:** \$60,593. (AR23-Step 1)

**Closing Date:** 09/04/12

**Eligibility Requirement:** Candidates on Reemployment/SEBAC lists will be given first consideration. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Description of Duties:** Performs activities involved in administering the Conservation Education/Firearms Safety Programs including advanced bow hunting and advanced trapper education courses; assist in the development of curriculum and objectives for conservation education and related courses; recruit, train and direct volunteer Conservation Education/Firearms Safety instructors; develop new initiatives for recruitment and retention and assist in long-term planning efforts; teach all aspects of CE/FS program and conduct specialized training workshops for instructors and the general public; prepare, distribute and evaluate training materials; conduct research studies on all aspects of the program; evaluate citizens' needs concerning conservation education; direct the certification of students; maintain inventory records and order program related supplies and materials; write program related articles and news releases; establish locations for course presentations; assist in planning and executing range construction and review range safety; assist in the management and supervision of public shooting ranges; performs related duties as required.

**Knowledge, Skills and Abilities:**

- Knowledge of the principles and practices of training and educational methods and techniques, including development of course curriculum, lesson plans, learning objectives, training materials and manuals.
- Experience and knowledge of a wide variety of hunting techniques and other outdoor skills.
- Experience coordinating, recruiting, training and motivating volunteers.
- Knowledge of the principles and practices of wildlife management.
- Considerable written and oral communication skills, including the ability to utilize computer software in a variety of applications.
- Ability to organize, conduct and evaluate training programs.
- Considerable interpersonal skills.

**General Experience:**

Six years experience providing professional training in the areas of hunter education, parks and recreation and wildlife biology.

**Special Experience:**

Experience as a current hunter education instructor.

**Substitution Allowed:**

- College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to the maximum of four years for a Bachelor's degree.
- A Masters degree in Education, Biology, Natural or Environmental Science may be substituted for one additional year of the General Experience.

**Special Requirement:**

- Incumbents in this class must possess current certification as a hunter education instructor in order to apply.
- Incumbent will be required to obtain a hunter education instructor certificate from the Department of Energy and Environmental Protection.
- Incumbent in this class may be required to travel.
- Incumbents in this class will be required to possess and retain a valid Motor Vehicle Operator's license.
- Incumbents in this class may be exposed to some risk of injury from handling firearms.

**Preferred candidate must have:**

- Excellent organizational skills.
- Excellent public relations skills.
- Substantial previous experience with curriculum development, including both online and offline training programs.
- Advanced skills with use of computer software, including Microsoft Word, PowerPoint, Outlook and Excel.
- Previous experience with managing and accounting for large inventories of firearms.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a Copy of license/certification: (Hunter Education Instructor Certificate), cover letter, a resume, and a [CT-HR-12](#) Application for Employment to:

**Department of Energy and Environmental Protection**  
**Human Resources Division**  
**79 Elm Street**  
**Hartford, CT 06106-5127**  
**Attn: Jacqueline Arronson, HR Specialist**  
**Telephone: (860) 424-3006**  
**Fax: (860) 424-3896**  
**[DEEP.HumanResources@ct.gov](mailto:DEEP.HumanResources@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to requirements of the Americans with Disabilities Act. Any person with a disability who may need information in an alternative format may contact the agency's ADA Coordinator at 860-424-3194, or email [deep.hrmed@ct.gov](mailto:deep.hrmed@ct.gov). Any person with a hearing impairment may call the State of Connecticut relay number 711.