Job Class Profile:

Conservation Officer I

Pay Level:

CG-27

Point Band:

534-577

						Accountability		Development	Environmental	
		Interpersonal				& Decision		and	Working	Total
Factor	Knowledge	Skills	Physical Effort	Concentration	Complexity	Making	Impact	Leadership	Conditions	Points
Rating	4	3	5	5	2	3	3	2	5	
Points	187	50	32	24	60	65	62	43	54	577

JOB SUMMARY

The Conservation Officer I performs entry level technical work related to the province's integrated resource management programs. Completes specialized training and acquires experience, enabling the performance of more responsible technical and compliance duties if assigned. Activities range from enforcing and administering, within precise guidelines, provisions of Departmental Acts and Regulations, participating in surveys relating to resource management and performing surveillance and monitoring activities.

Key and Periodic Activities

Depending on assignment, activities may include some or all of the following:

- Collects branches and tree samples to determine the severity of the insect population in a number of designated sample areas.
- Supervises a component of the Fall Egg Mass Survey.
- Establishes and sets up various joint projects between federal and provincial Department's of Natural Resources. In relation to insect and disease control work involves setting up plot coordinates, collecting larvae samples, determining egg count, monitoring egg development, measuring growth and setting up laboratories in a number of areas to perform a number of techniques and procedures.
- Provides guidance to other staff involved with processing and examining samples and collecting data.
- Conducts wildfire suppression operations. Acts as fire/crew boss as situations warrant. Operates and transports fire equipment to site.
- Assists in conducting patrols and investigations of infractions to departmental regulations.
- Inspects harvesting operations and Crown Land leases for compliance with fire legislation. Posts signs and notices.
- Under direct supervision, performs various tasks and activities related to prescribed burn operations, silviculture projects, habitat improvement, access roads, inventory, scaling, utilization surveys and other resource management duties.
- Issues departmental permits. Maintains departmental property and equipment.
- Participates in public meetings, conducts school visits and makes presentations on a wide variety of technical ecosystem related topics.

Key and Periodic Activities

- Picks up equipment and supplies for the various projects throughout the season.
- Discards branches and other items when work is completed.
- Tracks information obtained from sampling plots and updates base maps.

SKILL

Knowledge

General and Specific Knowledge:

- Natural Resource Management.
- Entomology, pathology and other forest industry knowledge.
- Surveying and reporting techniques and procedures.
- Fire suppression techniques.
- Micro computer applications.

Formal Education and/or Certification(s):

 Minimum: 2 Year Specialized Post-Secondary Diploma in Natural Resource Management. (i.e. Forestry Resource Technology).

Years of Experience:

— Minimum: 1 to 2 years

Competencies:

- Ability to apply surveying techniques.
- Ability to co-ordinate project activities.
- Ability to utilize various computer applications and databases.
- Written and verbal communication skills.
- Analysis and assessment skills.

Interpersonal Skills

- A range of interpersonal skills are used such as listening to ensure understanding of work assignments, providing routine information and direction to others. Gaining the co-operation of others is required to ensure proper protocols and quality control.
- Communications occur with employees within the immediate work area and department. On a seasonal basis, interaction occurs with students/trainees as well as other departmental/government employees.
- Most significant contacts are: Supervisor (obtain work assignments, support and clarification when required); Supervisor of Program Area (to discuss purchasing of equipment and supplies); Director of Engineering and Industry Services (to provide annual updates).

EFFORT

Physical Effort

 The demands of the job regularly result in considerable fatigue, requiring periods of rest due to the nature of the work.

- Lifts or moves objects over 50 lbs., such as ATV's and/or snowmobiles. There is a regular requirement to lift between 10 – 15 lbs., such as chainsaws, fire suppression and other equipment and supplies necessary for fieldwork.
- There is a regular need for strength and endurance and maintaining physical balance as part of the activities performed, some of which may include the use of pole pruners to cut branches.
- Both fine and gross motor skills are used to either enter field data into database or set coordinates for sample plots to walking rugged terrain to conduct fieldwork.
- Driving occurs on a regular basis as travel is a requirement of the job.

Concentration

- Visual concentration is exercised when entering data and setting co-ordinates and plot location. Driving to work sites requires great attention as roads are narrow and rough. These roads are also used by trucks from the Pulp and Paper Industry, so caution is required.
- **Auditory** concentration is a regular requirement when working around helicopters, being cognizant of wildlife and when dealing with forest fires.
- Other sensory demands, such as smell is used to detect insect defoliation, which emits a
 noticeable odour. You must also be cognizant of actual and potential forest fires when working
 in the field.
- Repetition requiring alertness is evidenced during dissection of insects and counting of eggs as well as cutting branches above the mid-crown and lowering carefully to ensure insects do not fall from the branches.
- Higher than normal levels of attentiveness for the health and safety of others is required when using equipments such as pole pruners, axes and chainsaws.
- **Time pressures/deadlines** occur during the Fall Egg Wash Survey, as work must be completed within a two month period. Timing is also critical in determining when to initiate spraying and ensuring forest fires are attended to immediately before they become out of control.
- Lack of control over work pace occasionally occurs when weather becomes an issue.
- Exact results and precision and eye/hand co-ordination are required when setting up a Bio Essay (different concentration of spray for various types of insects); entering data into database such as new co-ordinates for plots and results of egg mass counts; and when performing fire suppression duties.

Complexity

- Tasks and activities range from similar to different but related in terms of the skills and knowledge used and tend to be well defined, as work is performed within defined and standard work processes and protocols.
- A typical challenge/problem that arises is related to staffing (i.e. sick leave and bumping which affects the completion of assigned work within the established timeframe).
- Challenges/problems/issues can be addressed by following procedures and/or guidelines and discussing with supervisor.

RESPONSIBILITY

Accountability and Decision-Making

— Approval is required for financial, material and human resources, major purchases, policy

- changes and commitments on behalf of the organization.
- Exercises some discretion when working in the field and laboratory to prepare for the Fall Egg Mass Survey and other summer projects.
- A high degree of independent discretion and judgement is used when a site is also being utilized by an outside agency (such as Federal Government) to conduct research. This may result in a change in the site to conform to their criteria. Changes can be made to accommodate the criteria, but must be done without compromising it for other purposes.

Impact

- Impact is felt within the immediate work area and department as well as outside the organization and on the general public.
- Resources affected include equipment (wear and tear); processes and systems (changes made to improve methods); and information (annual updates provide to be used for planning purposes) as well as customers/clients.
- The most severe impacts would result from using the wrong concentration of a spray product and recording the wrong count of insects. This would affect both provincial and federal departments who use the information for research and planning purposes.
- Mistakes and/or errors are usually detected by the person in charge of the project as part of their review.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides on-the-job advice/guidance, direction, training and allocating tasks to students and new staff.

WORKING CONDITIONS

Environmental Working Conditions

- The use of safety equipment such as safety boots, gloves, hard hats, reflective vests is required. Safety glasses are recommended. First aid kits, cell phones, sun block and fly repellent is also provided as precautions.
- There is a moderate likelihood of minor cuts, bruises, abrasions or minor illnesses with a limited likelihood of fractures or other injuries that would result in disability or occupational illness.
- Regularly exposed to odours, physical dangers or threats, sharp objects, adverse weather conditions and travel. Occasionally there is exposure to unusual/distracting noise, dirt, dust, filth or garbage, fumes, limited lighting and ventilation, vibration, hazardous chemicals, toxic or poisonous substances, dangerous heights, wet or slippery surfaces, awkward or confining workspaces, temperature extremes and heavy machinery. Exposure is in relation to the use of equipment, long periods of sun exposure, possible contact with dangerous animals and conducting experiments with hazardous chemicals.