

Job Class Profile: Conservation Officer II**Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	4	5	4	3	4	1	4	
Points	187	67	25	24	120	65	83	21	43	635

JOB SUMMARY

The Conservation Officer II is responsible for database creation and updating yearly cuts/harvest blocks. Creates and produces a variety of maps for use by departmental staff. Performs fieldwork and conducts various types of surveys.

Key and Periodic Activities

- Using database software, updates and inputs all cutovers and harvest block information for the island portion of the Province into a cutover database. Information includes all work performed by private and government contractors.
- Performs fieldwork by plotting establishments; permanent sample plots (PSP), temporary sample plots (TSP), Spacing Trials, Ground Truthing and National Forestry Inventory (NFI) plots.
- Uses database to create navigation and plot maps for all areas worked during a particular field season (scale: 1:50,000, 1:250,000, etc.).
- Creates and produces flight line and plot maps required by photo interpreters and/or management to complete their work.
- Plots location, establishments and general navigation using geographic positioning system, compass and aerial photos.
- Maintains, checks and cleans field gear, equipment, instruments, and clothing.

SKILL**Knowledge****General and Specific Knowledge:**

- Natural Resource Management.
- Surveying and reporting techniques and procedures.
- Geographic Information Systems (GIS).
- Databases.

Formal Education and/or Certification(s):

- Minimum: 2 Year Specialized Post-Secondary Diploma in Natural Resource Management (Forestry Resource Technology or Fish and Wildlife).

Years of Experience:

- Minimum: 1 to 2 years.

Competencies:

- Ability to apply techniques when updating databases.
- Ability to co-ordinate a range of work or project activities.
- Ability to utilize various computer applications and databases.
- Analytical skills.
- Writing skills.

Interpersonal Skills

- A range of interpersonal skills are used to communicate specialized information and provide direction to other staff when conducting fieldwork (surveys), as well as providing information to management. Resolving disputes between parties may be required as a result of interactions with industry officials when gathering and assessing information.
- Communications occur with employees and peers within the organization. Occasionally communications occur with clients, students and trainees and the general public.
- Most significant contacts are: Management (for work related guidance and other issues); Supervisors or Conservation Officer IV (office or field related issues, i.e. work gear, clothing, questions & advice); other Conservation Officers (work together during field season and help create GIS related data to ease fieldwork problems).

EFFORT**Physical Effort**

- Lifting or moving objects over 50 lbs. is occasionally required when conducting fieldwork (one-third of the year). All work gear is moved by backpack.
- There is a regular requirement for sitting, standing, walking and driving.
- There is a regular need for strength and endurance when performing fieldwork.
- Driving occurs on a regular basis as work requires travel.
- Fine motor skills to conduct precision work are used on a constant basis when using a computer to update databases and plot information

Concentration

- **Visual** concentration is exercised on a regular basis when measuring tree heights using electronic devices.
- **Auditory** concentration is regularly required when conducting bird surveys in order to determine the species. Radio communication is used between pilot and field staff. Weather or emergencies can quickly arise.
- Other sensory demands, such as **touch** is used to determine the texture, consistency and other aspects of soil in order to determine overall site classification.
- **Repetition requiring alertness** is evidenced during surveying and conducting vegetation analysis.
- Regularly required to work under **time pressures/deadlines**. The hiring of a helicopter to drop off and pick up staff is costly. Therefore, it is important to complete the work in a timely

fashion to avoid additional costs. **Interruptions** can occur due to bad weather and pick up by helicopter may have to be early or face the possibility of being stranded for extended periods of time.

- **Lack of control over work pace** occasionally occurs when weather becomes an issue or when new staff or students are being trained.
- **Eye/hand co-ordination** is also required when digitizing information using GIS software.
- **Exact results and precision** are necessary as tree diameter and height are important measurements acquired during fieldwork. They help determine volume and other criteria required to set annual allowable cuts. Precise work is key to production, with results benefiting both government and industry.

Complexity

- Complexity varies – at times tasks are repetitive and well defined, such as applying surveying techniques, but at other times tasks can vary greatly, such as analyzing data, creating databases and preparing reports. While tasks and activities are quite different they allow the use of similar skills and knowledge.
- Challenges/problems/issues occur on a regular basis but tend to be well-defined and can be addressed by following procedures and/or guidelines. Occasionally, a limited number of solutions exist.
- Problems tend to be highly technical with defined and standard work processes and ideas for solution being provided in a team setting. Manuals and procedures can also be referenced.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed and/or controlled.
- Decisions can be made on all GIS related work.
- Approval is required in determining plot location.
- Exercises some discretion when determining the order and to some extent the method in which the cutover database is completed. Also, the design and style of various theme maps needed by inventory staff.
- A high degree of discretion and personal judgement is used in determining plot layout.

Impact

- Impact is felt within the immediate work area, within and outside the department and on customers/clients/general public.
- Work tasks also impact processes and systems, information, finances, facilities and corporate image.
- Data integrity is important in that incorrect information could affect timing of silviculture treatments. Landbase updates and plot data are critical information used by all sections of the department and outside interests in the utilization and management of our forests. Time sensitive work could result in additional money being spent to fix a problem, leading to overall increase in project.
- The most severe impacts would be the effect on wood supply or altering of sustainable forest management decisions should data and analytical errors occur.

Development and Leadership of Others

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| <ul style="list-style-type: none"> — Positions do not have full-time responsibilities for the direct supervision of staff. — Occasionally provides advice or guidance to students and trainees. |
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WORKING CONDITIONS

Environmental Working Conditions

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| <ul style="list-style-type: none"> — The use of special precautions such as bear spray is required when working in the field as well as exercising safety when working around helicopters. — There is significant likelihood of minor cuts, bruises, abrasions or minor illnesses, with limited likelihood of fractures or other injuries or occupational illness resulting in partial or total disability. — Occasionally exposed to unusual/distracting noise, vibration, dangerous heights, wet or slippery surfaces, isolation, awkward or confining workspaces and dangerous machinery as a result of travelling by helicopter to conduct fieldwork in remote locations. Also occasionally exposed to dirt, dust, filth or garbage, glare (from computer screen), fumes, physical dangers or threats, hazardous chemicals, sharp objects, heavy machinery and travel. |
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