

Job Class Profile: Conservation Officer IIA**Pay Level: CG-30 Point Band: 676-689**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	4	3	3	4	4	4	5	
Points	187	50	25	14	90	87	83	86	54	676

JOB SUMMARY

The Conservation Officer IIA is responsible for supervising and managing such projects. Work includes monitoring and evaluating the accuracy and effectiveness of various silviculture treatments to provincial standards and taking corrective action when necessary. Prepares bi-weekly payroll based on daily requirement production levels; ensures proper implementation of a departmental bonus system; and develops and implements a quality control system for new innovative silviculture techniques.

Key and Periodic Activities

- Supervises and manages departmental silviculture projects by monitoring quality assessment on planting, diameter limited thinning (D.L.T.) and pre-commercial thinning (P.C.T.)
- Prepares silviculture staff bi-weekly payroll based on daily requirement production levels.
- Ensures proper implementation of departmental bonus system.
- Maps cutovers/lay out areas into treatment strips using Global Positioning System (GPS) and downloads information into Geographic Information System (GIS).
- Performs compliance related duties such as responding to public requests and information; planning and conducting patrols and/or check points and provides evidence and testimony in court.
- Provides field advice to silviculture program foreman and monitors and ensures safety aspects of silviculture projects are carried out.
- Orders seedlings from tree nursery.
- Transports all terrain vehicles with mechanical problems to garage when necessary.

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

- Natural Resource Management.
- Surveying and reporting techniques and procedures.
- GIS and GPS applications.
- Micro computer applications.

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 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 to communicate routine and specialized information to staff when conducting quality assessments, seeking information for payroll and departmental bonus system and asking questions to obtain information when dealing with forestry and wildlife violations and provide advice in the field.
- Communications occur with employees and peers within the organization, employees in other departments, contractors, other government representatives, departmental executives, professional advisors and the general public.
- Most significant contacts are: management (for work related guidance and expectations); supervisors (work instructions); employees (daily work assignments).

EFFORT**Physical Effort**

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Lifting or moving objects over 50 lbs. is occasionally required when conducting fieldwork.
- There is a regular requirement for standing, walking, climbing and a need for strength and endurance when performing fieldwork.
- Driving occurs on a regular basis as travel is a requirement of the job.
- Fine motor skills to conduct precision work are used on an occasional basis when using a computer to update databases and plot information.

Concentration

- **Visual** concentration is exercised on a regular basis when walking domestic and commercial cutovers containing stumps, wood debris, rocks, crevices and vegetation.
- **Auditory** concentration is regularly required when operating ATV's and work associated with the use of firearms.
- Occasionally other sensory demands such as **smell**, is used to be cognizant of and/or detect forest fires.
- **Repetition requiring alertness** is evidenced during enforcement patrols and forest fire suppression activities.
- **Time pressures/deadlines** occur when preparing bi-weekly payroll and completing a 10-day

<p>fly-in planting project involving helicopter use.</p> <ul style="list-style-type: none"> — Lack of control over work pace occasionally occurs when weather becomes an issue or when required to conduct planned enforcement patrols. — Exact results and precision are required when determining GPS co-ordinates for forestry/wildlife infractions.
Complexity
<ul style="list-style-type: none"> — Complexity varies – at times tasks are repetitive and well defined, such as applying surveying techniques and performing quality assessments, but at other times tasks can vary, such as ensuring payroll and departmental bonus system is implemented for silviculture projects and occasionally performing enforcement activities. Some interpretation of policies, procedures and guidelines is required to determine appropriate course of action. — A typical challenge/problem would arise from quality assessments which may require corrective measures. — Challenges/problems/issues occur on an occasional basis and tend to be well-defined and can be addressed by following procedures and/or guidelines. — Resources available to assist with problems/challenges are applicable Acts, Regulations and other staff should the need arise.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks and activities are generally prescribed and/or controlled. — Approval is required for determining seedling allocations, designated silviculture treatment sites, equipment purchases and travel. — Exercises some discretion when ordering seedlings, assigning and moving staff to different sites, identifying areas to plant different tree species and enforcement patrol areas. — A high degree of independent discretion and judgement is used when conducting forestry and wildlife patrols.
Impact
<ul style="list-style-type: none"> — Impact is felt within the immediate work area and department. — Resources impacted include equipment, finances, material resources, health and safety and corporate image and involve quality of work being conducted and the overall cost of silviculture treatment. — The most severe impacts would result from seedlings not being watered or not arriving on site in the appropriate time. Injuries can occur if safety equipment is not being utilized by staff; overpayment of wages if payroll information not correctly recorded; and equipment problems arising if maintenance checks not conducted.
Development and Leadership of Others
<ul style="list-style-type: none"> — Responsible for the supervision of a small size work group (1 to 4 employees). — Provides on-the-job advice/guidance, direction, orientation, on-the-job training, acting as technical mentor or advisor and delegating/allocating tasks are exercised when dealing with new employees and students.

WORKING CONDITIONS

Environmental Working Conditions

- The use of safety equipment such as helmets, ear protectors, chain saw pants, safety glasses and boots is required when conducting quality assessments on planting, diameter limited thinning and pre-commercial thinning. Safety precaution of wearing a side-arm is also required.
- There is a moderate likelihood of minor cuts, bruises, abrasions or minor illnesses, fractures or other injuries with a limited likelihood of injury or occupational illness.
- Regularly exposed to dirt, dust, glare, temperature extremes, wet or slippery surfaces and adverse weather conditions with occasional exposure to unusual/distracting noise, fumes, limited lighting, bodily fluids and waste, infectious diseases, odours, fire, physical dangers or threats, and sharp objects as a result of fieldwork.