

Job Class Profile: Conservation Officer IID**Pay Level: CG-33 Point Band: 718-741**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	5	5	5	4	4	4	2	6	
Points	187	83	32	24	120	87	83	43	64	723

JOB SUMMARY

The Conservation Officer IID performs technical ecosystem compliance and management work related to the Province's integrated resource management programs. Duties range from monitoring silviculture operations, ensuring harvesting operations are in compliance with applicable legislation and regulations and enforcement activities related to the conservation of fish and wildlife.

Key and Periodic Activities

- Enforces and administers the provisions of various natural resources acts and regulations.
- Initiates and implements Ecosystem Management Programs, such as conducting plant and animal surveys, mapping projects, forestry management.
- Establishes, implements and monitors commercial and domestic timber harvesting operations.
- Plans, co-ordinates and conducts various types of patrols, including various vehicle check points.
- Responds to problem animal complaints by means of capture/relocations.
- Conducts investigations into complaints or as a result of infractions of various acts and regulations.
- Performs administrative work relating to case file management including preparation of legal documents such as summons, subpoenas, exhibit reports, etc.
- Issues various departmental permits and licenses and collects fees/royalties as prescribed.
- Ensures all equipment issued to, or used by officers, remains in safe and operable working condition.
- Attends public meetings; develops and delivers educational programs and presentations and provides public relations support and services.
- May act as forest/wildfire suppression personnel on wildfires as required and may assist with design and layout of access roads.

SKILL**Knowledge**

General and Specific Knowledge:

- Conservation, ecosystems, resource management (fish and wildlife, forestry, introduction of new species).
- Applicable Acts and Regulations.
- Investigative techniques.
- Execution of arrest, search and seizure, evidence collection, continuity and analysis and court procedures; Use of Force.
- Surveying and reporting techniques and procedures.
- Geographic Information Systems (GIS); Geographic Positioning Systems (GPS).
- Departmental policies and procedures.

Formal Education and/or Certification(s):

- Minimum: 2 Year Specialized Post-Secondary Diploma in Natural Resource Management (Forestry Technology or Fish and Wildlife).
- Conservation Law Enforcement Training.
- Use of Force and Side-Arm/Fire-arm Certification.
- First Aid and CPR Training.

Years of Experience:

- Minimum: 4 – 5 years

Competencies:

- Ability to work independently or in a team setting with minimal supervision.
- Analytical skills.
- Ability to utilize various computer applications such as GIS, GPS, word processing and databases.
- Ability to operate and maintain various types of equipment for patrol purposes including, ATV's, snowmobiles, large and small motorized vessels.
- Analysis and assessment when conducting enforcement activities.
- Verbal and written communication skills.
- Safe use of a firearm.

Interpersonal Skills

- A range of interpersonal skills are used to gain, listen to, obtain and assess information from a number of internal and external stakeholders, provide information and diffuse stressful or confrontational situations when conducting patrols and enforcing provisions of various acts and regulations.
- Communications occur with employees, peers, other government representatives and clients/general public. Interactions also occur with external stakeholders such as suppliers or contractors, sales representative and professional advisors.
- Most significant contacts are the general public (providing services and information as well as gathering information for other activities); peers and co-workers (providing guidance and advice, collaborating on files) and supervisors (seek advice and report on activities).

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job regularly result in considerable fatigue, requiring periods of rest as a result of conducting compliance and enforcement activities, fieldwork involving surveying and responding to animal complaints which may involve capture/release. — Lifting or moving objects over 50 lbs. is a regular occurrence when working with fire suppression equipment, surveillance equipment, motorized vehicles such as ATV's, snowmobiles, and may also include seized items such as fish and game. — The need for strength and endurance is evident in the performance of enforcement and compliance activities — Driving is a regular requirement as work involves travel throughout an assigned area. — Using equipment that requires rapid physical movement and reflexes is a regular occurrence when operating ATV's, snowmobiles, etc.
Concentration
<ul style="list-style-type: none"> — Visual concentration and alertness is required when laying charges against an individual, releasing wildlife and walking in areas with obstructions, such as windfall, stumps, rocks and overall rough terrain, performing surveillance work, which may involve recording conversations between individuals. It is also required when using firearms, mixing and administering drugs for research or wildlife control, driving, photography, using surveillance equipment and conducting visual scans for threats. — Auditory concentration is utilized on a regular basis and includes listening and responding to requests from the public and listening to wildlife calls and sounds. — Other sensory demands, such as smell, is used to detect smoke and when involved with forest fire operations. — A high level of alertness and concentration is required for all the above-noted activities and also to ensure the health and safety of others, particularly when discharging a firearm. — Time pressures/deadlines are experienced when preparing court documents, dealing with forest fires and complaints received from the general public. — Exact results and precision is required when mixing and administering drugs for problem wildlife or research, discharging of firearms in wild or residential settings, completion of legal documents, and must be exercised when conducting investigations (i.e. gathering evidence).
Complexity
<ul style="list-style-type: none"> — Complexity varies – at times tasks are repetitive and well defined, such as issuing licences or patrolling, but at other times tasks can vary greatly, such as conducting covert operations and subsequent investigations; inspecting harvesting operations and undertaking fieldwork. — Conducting investigations into major organized poaching activity can be quite complex. Must develop detailed operational plans in order to be effective in apprehending poachers. Some enforcement initiatives include extensive surveillance operations, while others involve undercover operations. These operations cannot be developed unless the officer

has gathered sufficient information and intelligence on the suspects, requiring a great deal of analysis and assessment. When performing natural resource technical work, analysis and assessment of the various types of data is required when conducting surveys and compiling reports.

- Problems tend to require some creative problem definition and analysis to develop solutions such as dealing with serious offenders, addressing complaints from the general public. While this may be quite challenging, work is performed with defined and standard work processes.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled.
- Decisions are made on a daily basis when conducting patrols such as purchasing fuel, addressing enquiries.
- Has authority to enforce legislation, included with that responsibility, is the authority to arrest individuals, seize equipment and use force if deemed necessary.
- Approval is required for purchases over \$300.00, participating in interviews with media officials relating to investigations, and before conducting major surveillance and undercover operations.
- Exercises a high degree of discretion while conducting daily activities such as patrols, investigations (which may result in making arrests, seizing equipment). Under these circumstances, supervision is limited.
- Provides education sessions to schools/colleges and the public.

Impact

- Impact is felt within the immediate work area, within the department as well as outside the organization and on customers/clients and the general public.
- Positive impacts resulting from investigations and subsequent arrest of individuals involved in poaching activities are felt on the organization and public generally, as it is a major deterrent for other offenders and it contributes to the overall sustainability of our natural resources.
- Negative impacts resulting from the arrest and/or seizing of personal property would affect both the individual and corporate image as it is a serious action to deny someone of their liberty. If determined that the necessary grounds were absent and an improper decision was made, it could lead to the organization being sued and an officer's employment terminated.
- Other impacts that can both positively and/or negatively impact the general public, health & safety and corporate image is how individuals deal with laying charges against an individual, handling situations with poachers, use of force; dealing with forest fires and addressing complaints.
- All of the above-noted decisions highlight the most severe impacts felt on clients/general public, health & safety and corporate image.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides on-the-job training, mentoring, guidance, feedback to seasonal staff and students.

WORKING CONDITIONS

Environmental Working Conditions

- The use of protective equipment such as duty belts, soft body armour, helmets, hard hats, rain gear, protective eye and ear equipment and safety boots are regularly required. Occasionally required to use breathing apparatus resulting from fire suppression activities.
- The likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures or other injuries is significant whereas the likelihood of partial or total disability is considered moderate.
- Regularly exposed to physical dangers or threats, adverse weather conditions, travel, rough terrain, temperature extremes, isolation, working in awkward or confining workspaces, fumes, heavy equipment and glare (can be associated with use of computer applications and when conducting surveillance operations). Occasionally, individuals are exposed to limited ventilation, vibration, hazardous chemicals, toxic or poisonous substances, infectious diseases, odours and wet or slippery surfaces.