

**Job Class Profile: Conservation Officer IIIA****Pay Level: CG-35 Point Band: 766-789**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	4	5	4	4	5	4	4	
Points	233	67	25	24	120	87	103	86	43	788

**JOB SUMMARY**

The Conservation Officer IIIA is specialized and advanced technical work in one or more functional or program areas. Performs program or project management responsibilities including co-ordination, implementation, reporting and supervision or direction of staff; provides in-depth analysis, evaluation and recommendations for program areas to assist in the development of management and operational plans pertaining to the conservation of natural resources in an integrated ecosystem management system. This is provided on a district, regional or broader provincial scale.

**Key and Periodic Activities**

Functional areas and associated activities:

**Ecosystem and Resource Management:**

- Performs program and/or project planning and co-ordination in a variety of forest ecosystem related areas.
- Performs in-depth analysis of information and makes recommendations on the development of short and long-term management plans.
- Co-ordinates and participates in collection, compilation and analysis of program/project related field data.
- Carries out field trials related to improvements of harvesting and manufacturing utilization and researches and reports on new technology initiatives.
- Assigns timber harvesting areas and co-ordinates the monitoring of operations and ensures compliance with approved ecosystem management plans.
- Monitors (audits) completed silviculture work throughout the province, including all work undertaken with government funded support which includes work conducted by departmental employees as well as contractors and the pulp and paper industry.
- Establishes, re-measures and maintains silviculture research and tree improvement trials and oversees implementation.
- Assigns cutting areas within operating plans and monitors Crown Commercial Harvesting Operations for adherence to Provincial utilization and environmental standards.
- Identifies, initiates, conducts and co-ordinates various types of surveys designed to gather information regarding existing resource dynamics and species in an ecosystem.

### Key and Periodic Activities

- Classifies, delineates and updates biophysical forest ecosystem data using stereophotogrammetry (interpretation of aerial photography using remote sensing techniques).
- Assesses a variety of systems used to measure resources and information and tests new systems being considered to ensure they meet future requirements.
- Consults with various researchers and specialized staff to gain knowledge and have an in-depth understanding of a variety of techniques and design procedures to ensure desired results are achieved.
- Develops and maintains the provincial Permanent Sample Plot System, providing high quality, long-term data on the growth of the existing forest for a variety of species and sites.
- Ensures equipment maintenance and inventory is carried out at a Regional Equipment Bank and several satellite offices throughout the region.
- Provides fire line logistical support by reviewing fire investigation reports, evaluating fire suppression procedures, deploying personnel and equipment.
- Deals with public enquiries and complaints regarding various forestry and wildlife policies, regulations, programs and activities.

### Compliance:

- Enforces relevant Acts and Regulations.
- Provides lead direction to other Conservation Officers engaged in compliance activities and initiates detailed investigations when required.
- Conducts site visits to inspect ongoing projects ensuring contract language is being adhered to and quality assessment and environmental standards are being met. Performs annual updates to various registries which records detailed information on each completed project; compiles digital mapping of all completed projects to complement the registry as required.
- Checks operational scalers in the province to ensure proper standards and procedures are being met.
- Performs measurements to resolve disputes and participates in scaling dispute arbitration.
- May be required to attend court as a result of enforcement related matters.

### Administration:

- Supervises contractors, survey crews and assigned staff in the implementation of various forestry programs such as access roads, silviculture, harvesting, and fire suppression.
- Issues licences.
- May requisition and/or arrange for the purchase of equipment needed for various program areas such as VHF communications, personal protection equipment, weather monitoring devices and fire line equipment for the Fire Management Program.
- Utilizes Global Positioning System (GPS) and Geographical Information System (GIS) technology to collect and process data for integration into a provincial database. Analyzes and queries data to produce reports and maps used for development of District Ecosystem Annual Operating Plans and 5-year Management Plans.

### Public Service, Information and Education:

- Develops, organizes and conducts training seminars and workshops relating to a variety of technical and specialized areas.

### Key and Periodic Activities

- Reviews interpreted aerial photography to ensure data accuracy and integrity.
- Participates in public awareness and education.
- Represents the department on a variety of committees.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Natural Resource Management.
- Integrated Ecosystem Management.
- Advances in scientific research and techniques relating to forestry (harvesting techniques, silviculture) and wildlife (monitoring).
- 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 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: 3 to 4 years.

#### Competencies:

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

### Interpersonal Skills

- A range of interpersonal skills such as listening, asking questions, instructing, training, facilitate meetings, gaining the co-operation of others are used to communicate routine and specialized information to a variety of people. Depending on the program area, includes field staff (to provide direction on the deployment of remote weather stations) contractors and staff (to ensure they understand work expectations, identify and explain new concepts, techniques or revised quality standards), deal with scaling issues and data collection protocols and interpretation of data obtained by various pieces of technology. Instruction is provided on components of the Crew Leader Training modules.
- Communications occur with employees, peers, supervisors, general public and contractors and may include students/trainees, professional advisors, general public and Department Executives.

- Most significant contacts are: Conservation Officer IV's/Regional Directors/ District Managers (to discuss duties associated with particular program area as well as future projects); researchers/specialists/federal and provincial representatives (to discuss assigned tasks and result of field work and/or to review specific requirements for research projects); contractors and field staff (to assist with solving problems and share knowledge).

## 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 performing field work such as moving logs or lumber to facilitate measurement; carrying of heavy equipment ranging from chainsaws/brushsaws, herbicide applicators and when facilitating the move of ATV's, snowmobiles, etc., on and off trucks; and when issuing equipment and re-stocking an equipment cache for fire suppression activities such as fire line hoses and fire pumps. May be required to perform enforcement and compliance activities, although not to the degree in which it is performed by Conservation Officer II's.
- Strength and endurance is also evident when conducting field work as it typically involves walking over rugged terrain, logging debris, fallen logs, wet and boggy ground and may involve bending and kneeling to conduct a variety of measurements and assessments.
- Work involves travel either within a district, region or province-wide, therefore, driving occurs on a regular basis.

### Concentration

- **Visual** concentration is exercised when performing office work such as reading reports, conducting information searches on the internet; conducting field work such as reading measuring devices, conducting terrain analysis, using data loggers and GPS equipment. May be required to locate permanent sample plots and planted seedlings.
- **Auditory** concentration is essential when working in saw mills/pulp mills or woods operations and when conversing with other field staff to record measurement data.
- **Higher than normal levels of attentiveness or alertness is required for health and safety of others**, especially new crew members ensuring they all have personal protective equipment and are fully briefed on safety issues; when collecting data and conducting field work during hunting season; when driving on woods roads; using various types of equipment such as brushsaws/chainsaws; driving ATV's, snowmobiles and when using herbicide equipment.
- **Time pressures/deadlines** are experienced as a result of the amount of work that typically must be completed during the field season; when conducting a production or process study; when providing interpretation of a predetermined number of air photos on a daily basis when working with sample plots and when required to visit all sites where work is performed by contractors to ensure expectations are known and standards are being met.
- **Lack of control over work pace** typically occurs as a result of travel. When traveling to some sites a helicopter is used and drop-off and pick-up times are often controlled by the weather.
- **Exact results and precision** are important in data collection as inaccurate data could adversely affect a number of program areas. This information is used to establish wood supply forecasts; silviculture treatment plans; and is particularly important during a controlled burn exercise as

daily weather readings determine actions for a particular day.

### **Complexity**

- Work involves a number of program and functional areas as noted in the tasks and activities. Complexity varies – at times tasks are repetitive and well defined such as issuing equipment and restocking a cache; updating databases and mapping detail; issuing licenses and reviewing and interpreting aerial photography. Other times tasks can vary and are more complex such as representing the district/region on various committees (providing input and relaying back information); performing audits to ensure standards are being met; performing technical work relating to the classification, delineating and updating biophysical forest ecosystem data; providing input into regulations; developing and conducting training; and participating in management and operational plans.
- Challenges/problems/issues occur on a regular basis, tend to be well-defined and can be addressed by following procedures and/or guidelines.
- Typical challenges/problems that arise range from managing daily work plans, as it involves the deployment of human and material resources; classification of data collected in the field; accessing sites; and/or mediating disputes that may occur, such as with licensed timber scalers.
- Resources available to assist with these challenges are government policies, procedures and guidelines, technical standards, contract document work specifications, legislation and regulations.

## **RESPONSIBILITY**

### **Accountability and Decision-Making**

- Work tasks and activities are somewhat prescribed or controlled.
- Work is performed with a great deal of autonomy in ensuring that programs are carried out effectively. Considerable independent decision-making relating to travel within the region, training of regional staff, deployment of staff and equipment, setting work priorities and the selection of appropriate sites to conduct field work is required.
- Supervisory approval is required for travel outside the region and province, making large purchases and policy changes.
- Exercises some discretion when providing advice and instruction to field staff, when planning day-to-day work planning and lead direction.
- A high degree of independent discretion and judgement is exercised when determining whether or not to impose restrictive measures on contractors if work is not in compliance with specifications for certain program areas; when classifying field data; when performing quality assessments during auditing and monitoring activities and when ensuring ground conditions and environmental concerns are addressed.

### **Impact**

- Impact is felt within the immediate work area and department as well as outside the organization and on the general public.
- Resources impacted include equipment, processes and systems, finances, material and human resources, information, health, safety and corporate image. For example, in the case of a controlled burn, information must be sent to individuals/groups such as cottage owners, police,

air traffic, media, etc. Protocols are in place regarding dissemination of information. If it is determined that a proposed silviculture activity is technically unsound, it could result in the project being cancelled and funding/seedlings/work effort being diverted to other projects. If contravention of relevant legislation is evident, an investigation may ensue and possible charges laid. Interpreted data is used to develop models and analysis for sustainable forest management planning. Should this data be inaccurate it would have significant impact.

- A risk or consequence of an error that can occur is an incorrect code being assigned to the air tanker, which is on stand-by alert code, each day during the fire season; an error could result in a wildfire spreading quickly and result in loss of resources and possibly endangering human life.
- In relation to other program areas, quality assurance and control protocols have been established and are strictly adhered to, however, errors in field data could take years to correct and could adversely affect management plans.

#### **Development and Leadership of Others**

- Responsible for the supervision of a small size work group (1 to 4 employees).

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- The use of safety equipment such as hard hats, fluorescent vests and safety goggles are required when working in the field. Depending on the program area, fire rated clothing, chainsaw boots and pants, ear protection and dust masks are also necessary.
- There is a limited to moderate likelihood of minor cuts, bruises, abrasions or minor illnesses, fractures or other injuries/occupational illness resulting from hazards, given that all health and safety regulations are followed.
- Regularly exposed to adverse weather conditions and travel as regional/district travel is required. Occasionally, exposure to unusual/distracting noise, dirt, dust, glare, fumes, temperature extremes, fire, radiation, physical dangers, hazardous chemicals, toxic or poisonous substances, sharp objects and heavy machinery is experienced.