

**Job Class Profile: Conservation Officer IIIB****Pay Level: CG-36 Point Band: 790-813**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	5	5	4	4	5	3	6	
Points	233	83	32	24	120	87	103	64	64	810

**JOB SUMMARY**

The Conservation Officer IIIB supervises staff involved with administering enforcement activities for the purpose of ensuring the conservation of fish and wildlife resources. Work includes monitoring and evaluating officer's performance, ensuring proper officer training, preparing officer development plans and providing technical direction and interpretation of various fish and wildlife legislation.

**Key and Periodic Activities**

- Directs enforcement activities of staff by using action plans to document high priority/visibility enforcement projects, reviews and critiques investigations conducted by officers and provides technical expertise and overall direction during investigations.
- Conducts uniformed and other types of patrols.
- Conducts covert surveillance operations targeting problem individuals and/or areas. While conducting these surveillance activities, officers are required to take accurate notes, video recordings and photographs of illegal activity.
- Prepares operational plans to ensure officers utilize their time and resources in an effective, efficient and professional manner.
- Conducts investigations by examining scene of violation, taking notes, collecting physical evidence, taking photographs, interviewing possible witnesses and/or suspects, arresting and/or detaining accused person and seizing evidence.
- Performs case file management ensuring the appropriate process, information and documentation is maintained. Meetings with provincial/federal crown attorney's office to discuss files, attends court and completes all final reports.
- Conducts vehicle check points.
- Performs administrative activities such as daily/weekly reports, completing requisitions for services, equipment and supplies.
- Manages equipment usage and maintenance.
- Attends training sessions and seminars to keep current, such as annual re-certification for use of force and firearms.
- Attends public meetings and seminars with conservation user groups and various educational institutions and conducts interviews with various media with respect to fish and wildlife enforcement issues.

### Key and Periodic Activities

- Participates in staff meetings to discuss guidelines, protocols and general enforcement issues.
- Assists with planning takedowns.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Natural Resource Management.
- Evidence collection, continuity and analysis.
- Execution of arrest, search and seizure.
- Court procedures.
- Relevant case law.
- Micro computer applications.

#### Formal Education and/or Certification(s):

- Minimum: 2 Year Specialized Post-Secondary Diploma in Natural Resource Management (Fish and Wildlife) supplemented with Conservation Law Enforcement Training.

#### Years of Experience

- Minimum: 10 years.

#### Competencies:

- Ability to apply established techniques.
- Ability to co-ordinate a wide range of enforcement related activities.
- Ability to provide advice and assistance to junior officers.
- Ability to utilize various computer applications and databases.
- Written and verbal communication skills.
- Analytical and assessment skills.

### Interpersonal Skills

- A range of interpersonal skills are used to communicate routine and specialized information to officers, the general public and other stakeholders. Effective communication is essential in order to obtain information with respect to problem poaching areas and/or individuals, facilitating meetings with other officers and supervisors to discuss and determine implementation of plan to address any illegal activity.
- Communications occur with employees, peers, supervisors, students/trainees, other government representatives, internal/external departmental executives and professional advisors
- Most significant contacts are: Conservation Officers (to collaborate on files and deal with enforcement related complaints and discuss other duties); other supervisors (seek and give guidance on goals, decision making); and clients/general public (interactions through patrols, answering enquires and when violations have taken place).

## EFFORT

<b>Physical Effort</b> <ul style="list-style-type: none"> <li>— The demands of the job regularly result in considerable fatigue requiring periods of rest when conducting surveillance and stakeouts. This type of surveillance can last from several hours to several days.</li> <li>— When conducting patrols, officers are required to move and lift equipment/items such as boats and motors, snowmobiles, ATVs, surveillance equipment and seized items such as fish and game. Equipment and materials range from 10 – 25 lbs; however, regularly the larger items are over 50 lbs.</li> <li>— The nature of work requires strength and endurance. When conducting enforcement activities it requires walking and performing activities in areas with rough terrain and/or water.</li> <li>— Travel is required on a regular basis.</li> </ul>
<b>Concentration</b> <ul style="list-style-type: none"> <li>— <b>Visual</b> concentration is exercised when performing enforcement activities. Officers must be alert and watchful of their surroundings at all times.</li> <li>— <b>Auditory</b> requires a concentrated effort when recording conversations between individuals suspected of conducting illegal activity.</li> <li>— <b>Repetition requiring alertness</b> is evidenced in conducting patrols and performing routine vehicle checkpoints. Officers must remain vigilant and mindful of threats and/or dangers.</li> <li>— <b>Higher than normal levels of attentiveness and alertness</b> is required when performing enforcement activities, an example of which is when boating at night is required. During an active enforcement encounter, vigilance is required to ensure one's <b>own safety</b>, the <b>safety of co-workers</b> as well as an offender's safety.</li> <li>— <b>Time pressures</b> often dictate how successful the outcome of an investigation into illegal activity. A slow response to a complaint could result in failing to apprehend a violator or the loss of critical evidence. Court dates and other legal deadlines also create pressure in ensuring files and documentation required for court is processed.</li> <li>— <b>Lack of control over work pace</b> often occurs when called to respond to complaints and when performing surveillance activities.</li> <li>— <b>Exact results and precision</b> are required when performing investigative work. All investigative procedures and methods as well as dealing with accused persons must be done in accordance with the Canadian Charter of Rights and the Criminal Code of Canada.</li> </ul>
<b>Complexity</b> <ul style="list-style-type: none"> <li>— Tasks and activities tend to be quite different but allow for the use of similar skills and knowledge. Occasionally, they may be different and unrelated (administrative, public meetings and team lead responsibilities).</li> <li>— 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. In addition to performing these activities, prepares development plans and provides technical direction to field staff.</li> <li>— Majority of challenges/problems/issues that occur can be addressed by following procedures</li> </ul>

and/or guidelines. However, some problems tend to require some analysis to develop solutions, such as dealing with serious offenders.

- Resources available to assist with these challenges are department policies, procedures and guidelines, legislation and regulations and other team members.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are moderately prescribed and/or controlled.
- Makes decisions such as arresting suspects, seizing equipment and the use of force against an individual if deemed necessary.
- Performs a team lead role, therefore, decisions relating to human and material resources and approval of some financial expenditures such as purchasing of supplies and repairs to equipment can be made.
- Supervisory approval is required for some purchasing of goods and services, to conduct major surveillance and undercover operations and before participating in interviews with the media relating to investigations.
- Exercises a high degree of independent discretion and judgement when advising field staff on issues pertaining to complex files and/or investigations. Provides clear interpretation of policies and legislation. When involved in the arrest of an individual, it is imperative that all legal standards are met.

### Impact

- Impact is felt within the immediate work area and department as well as outside the department and general public.
- Resources affected include equipment, processes and systems, information, finances, material and human resources, health, safety and corporate image. Due to the sensitive and public nature of enforcement work, results are felt by a wide range of people and organizations.
- Quality of work can have a positive or negative affect. Health and safety of oneself and others is a priority when performing duties.
- 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.
- Mistakes and errors may be identified as a result of file review by other officers or supervisor once a field investigation has concluded and can be resolved quickly. Others noted above highlight the most severe impacts felt on clients/general public, health & safety and corporate image.

### Development and Leadership of Others

- Performs lead direction to a group of staff.
- Provides on-the-job advice/guidance, direction, orientation, on-the-job training, acting as

technical mentor or advisor, delegating/allocating tasks and organizing and co-ordinating work of others are exercised on a regular basis.

## 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 required when performing enforcement activities.
- There is a significant likelihood of minor cuts, bruises, abrasions or minor illnesses, fractures or other injuries with a limited likelihood of injury or occupational illness resulting from hazards, given that all health and safety regulations are followed.
- Regularly exposed to dirt, dust, glare, fumes, limited lighting, vibration, wet or slippery surfaces, lack of privacy, isolation, awkward or confining workspaces, temperature extremes, physical dangers or threats, sharp objects and adverse weather condition. Occasionally, exposure to unusual/distracting noise, limited ventilation, toxic or poisonous substances, bodily fluids and waste, odours, dangerous heights or depths and heavy machinery is experienced.