

**Job Class Profile: Conservation Officer IVA****Pay Level: CG-39 Point Band: 882-915**

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	5	5	5	6	4	
Points	233	67	25	24	150	108	103	129	43	882

**JOB SUMMARY**

The Conservation Officer IVA provides supervisory, advanced technical, analytical and administrative support in the development of ecosystem management plans, management strategies, programs and projects. Responsible for supervision in one or more functional or program areas. Performs program or project management responsibilities including planning, organizing, supervising and co-ordinating integrated resource management and/or compliance activities at the program level.

**Key and Periodic Activities**

Functional areas and associated activities:

**Ecosystem and Resource Management:**

- Supervises and provides technical direction to assigned staff in the conduct of projects, program delivery and the collection and compilation of data and samples to be used in the development of ecosystem and resource management plans.
- 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.
- Ensures field trials related to improvements of harvesting and manufacturing utilization are performed. Reviews research information on new technology initiatives submitted by staff.
- Oversees and ensures that assigned timber harvesting areas are made in accordance with operational plans and ensures monitoring of operations and compliance with approved ecosystem management plans are performed by staff.
- Plans, organizes and co-ordinates the monitoring (auditing) of completed silviculture work throughout the province, including all work undertaken with government funding support which includes work conducted by departmental employees as well as contractors and the pulp and paper industry.
- Ensures various types of surveys, designed to gather information regarding existing resource dynamics and species in an ecosystem, are initiated and conducted by staff.
- Reviews information resulting from assessments of a variety of systems used to measure resources and information.

### Key and Periodic Activities

- Performs quality control for specific program areas.
- Deals with public enquiries and complaints regarding various forestry and wildlife policies, regulations, programs and activities.

#### Compliance:

- Directs and manages the overall compliance effort within a District.
- Oversees the enforcement of relevant Acts and Regulations.
- Supervises other Conservation Officers engaged in compliance activities and initiates detailed investigations when required.
- Assigns staff to conduct site visits to monitor ongoing projects; ensures annual updates to various registries which records detailed information on each completed project; ensures digital mapping of all completed projects to complement the registry is carried out.
- Participates in enforcement activities.
- May be required to attend court as a result of enforcement related matters.

#### Administration:

- Supervises, plans and evaluates a variety of programs, i.e. harvesting, silviculture, roads, inventory, utilization and fire suppression.
- Supervises and oversees the work performed by contractors, survey crews and assigned staff in the implementation of such programs.
- Participates in the recruitment of seasonal staff for a variety of program areas.
- Ensures licences are issued in accordance with program, regulations and policies.
- Maintains an inventory vehicle maintenance program and identifies and determines replacement or additions to vehicle fleet.

#### Public Service, Information and Education:

- Oversees the development of training seminars and workshops relating to a variety of technical and specialized areas.
- Directs and administers the provision of routine public services such as permitting issues, problem wildlife control and the handling of public requests and concerns pertaining to direct services.
- 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: 6 to 7 years.

**Competencies:**

- Ability to apply established techniques.
- Ability to coordinate 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, facilitating meetings, gaining the co-operation of others, communicating routine and specialized information are used in delegating work and providing advice to staff and other individuals, such as contractors, students and the general public.
- Most significant contacts are: staff/co-workers (delegate work, provide advice and support); supervisor/manager (discuss activities, provide updates on delivery of management programs and other related issues); contractors and public (to discuss work and provide support services).
- Communications occur with employees, peers, supervisors, general public and contractors. Makes formal presentations and deals with upset or angry people resulting from compliance related activities.

**EFFORT****Physical Effort**

- The demands of the job occasionally results in considerable fatigue, requiring periods of rest.
- Lifting or moving objects over 50 lbs., is occasionally required when performing a variety of field work relating to any of the functional program areas. Similar to other Conservation Officers it requires operating/loading snowmobiles and the removal of nuisance and problem wildlife when performing enforcement and compliance activities.
- 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.
- Driving occurs on a regular basis as travel is a requirement of the job.

**Concentration**

- **Visual** concentration is exercised when performing office work such as reading reports and computer mapping/photography data; when conducting field work such as using data loggers and GPS equipment.

- **Auditory** concentration is essential when listening to staff and managers to ensure instructions and assigned tasks are communicated.
- **Higher than normal levels of attentiveness or alertness** is required as a result of supervising staff (knowing location of staff while in the field; ensuring staff safety); and when carrying and using firearms.
- **Time pressures/deadlines** are experienced as a result of the amount of work that typically must be completed during the field season; meeting deadlines for 5-Year Operating Plan; annual Operating Plan; Annual Completion Reports; and reviewing a number of proposals.
- **Lack of control over work pace** typically occurs as a result of travel, weather (which affects surveying, data collection and a number of activities for specific program areas); mandatory scheduled training; meetings to discuss management plans; wildfires (requires deployment of staff and resources) and other crisis or priority changes.
- **Exact results and precision** are important in ensuring that activities performed by staff are done in accordance with operational plans and that quality control is performed to ensure accuracy of data.

### 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 maintaining an inventory vehicle maintenance program to identifying and determining replacement or additions to vehicle fleet. Other times, tasks are more complex and include supervising and providing technical direction to assigned staff in the conduct of projects, program delivery and the collection and compilation of data and samples to be used in the development of ecosystem and resource management plans; representing the department on various committees (providing input and relaying back information); and implementing management plans.
- Challenges/problems/issues that occur on a regular basis, tend to be well-defined and can be addressed by following procedures and/or guidelines as it relates to technical program areas. Supervisory responsibilities brings complexities relating to daily scheduling of staff to complete numerous multi-functional tasks and scheduling of resources such as machinery and equipment to ensure the most efficient and effective means of performing assigned tasks.
- 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 includes responsibility for planning and organizing all program delivery activities and for the supervision of permanent, seasonal and temporary staff. Considerable independent decision-making relating to travel within the region, deployment of staff and equipment, setting work priorities, approving various types of leave for staff and signing all contract progress payments and requisitions.
- Supervisory approval is required for travel outside the region and province, making large purchases, policy changes and amendments to operating plans.

- Exercises some discretion when identifying locations to perform a number of project/program related activities and decisions relating to human and material resources.
- A high degree of independent discretion and judgement is exercised when assigning crews to various work sites, determining means of transportation and assigning timeframes for work completion.

### **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. Has supervisory and administrative responsibilities for ecosystem management and research programs, ecosystem compliance services information and education services and training related to the management of the Province's integrated natural resources. Therefore, only general direction regarding work responsibilities is received and discretion and judgement must be exercised in interpreting and applying rules, guidelines and/or protocols.
- A risk or consequence of an error that can occur is not fulfilling responsibilities assigned for program areas. For example, all proposals and reports must be submitted on time and within budget or there will be failure to obtain the necessary funding to carry out Resource Management Programs (i.e. silviculture, resource road construction and commercial harvesting). Without these programs, the department's objectives with ecosystems and integrated resource management plans, strategies and mandate would not be met.

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

- Responsible for the supervision of a large size work group (>10 employees).
- Provides on-the-job advice/guidance, direction, providing feedback and input on performance, orientation, on-the-job training, acting as technical mentor or advisor, building morale and delegating/allocating tasks on a regular basis. Organizes and co-ordinates contractors and students on a regular basis during the field season.

## **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, life jackets, duty belt, soft body armour, 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 travel within the district 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.