

**Job Class Profile:** Fisheries Field Representative C

**Pay Level:** CG-34 **Point Band:** 742-765

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	4	5	4	5	4	1	5	
Points	233	83	25	24	120	108	83	21	54	751

## JOB SUMMARY

The Fisheries Field Representative C is responsible to improve the quality of fish products by inspecting landed raw fish, fishing vessels, fish processing and holding facilities to ensure compliance with the Fisheries Inspection Act and Regulations; monitoring and making facility maintenance recommendations; and monitoring fish development projects.

### Key and Periodic Activities:

- Inspects raw fish products, fishing vessels and processing facilities while enforcing the Fisheries Inspection Act and Regulations. Issues tickets, conducts inspections, gathers evidence, files reports, lays charges and attends court.
- Demonstrates components of the Quality Assurance Program to fish harvesters and processors.
- Administers certain programs such as Special Assistance Grant Program; assesses client applications, monitors project progress and performs final inspections.
- Prepares weekly reports on fisheries activities.
- Provides assistance to various departmental projects and programs.
- Educates harvesters, processors, and other stakeholders on new legislation, programs and quality control.
- Attends various training courses and seminars.
- Participates on departmental committees.
- Collects product information from harvesters and processors.
- Conducts facility inspections.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Knowledge of the Fisheries Inspection Act and Regulations and the Quality Assurance Program.
- Specialized knowledge of various techniques for assessing fish quality(i.e. sensory analysis)
- Knowledge of new and emerging species for handling, harvesting and processing (i.e. sea

cucumber and wheelk)

- Knowledge of inspection, evidence gathering, laying of charges and court processes

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

- Minimum: Undergraduate Degree – Bachelor of Science in Biology or Biochemistry or Diploma in Food Safety or Food Science

**Years of Experience:**

- Minimum: 1 to 3 years

**Competencies:**

- Quality assurance techniques and skills.
- Ability to inspect, gather evidence and handle court processes.
- Communication skills.

**Interpersonal Skills**

- A range of interpersonal skills are used to listen and ask questions to gain information from others, promote programs and ideas; to gain the cooperation of others; to remain calm and be positive when dealing with angry and upset clients or customers; and to effectively communicate and enforce the departments' legislation to industry stakeholders.
- Communications occur with peers, employees in immediate work area/departments, supervisor, external stakeholders such as harvesters, and customers/clients, municipal or provincial representatives, professional advisors and department executives.
- The most significant contacts are harvesters and processors to demonstrate quality assurance and educate on new legislation and programs; supervisor/manager on fishery activity reports and employees in immediate work area/department to discuss work activities.

**EFFORT**

**Physical Effort**

- Work tasks occasionally cause fatigue, requiring periods of rest.
- Lifts samples of fish products and equipment weighing up to 60 pounds.
- May be required to sit in a vehicle and drive for extended periods, stand for long periods while conducting inspections, and climb aboard vessels, reefers and transport trucks.

**Concentration**

- **Visual** concentration may include staring at a computer screen to enter data and run reports, driving to and from locations, and performing inspections to detect foreign objects or materials and discoloration.
- **Auditory** concentration may include listening to multiple stakeholders during inspections while surrounded by distractions in the plant.
- **Other sensory demands** include smelling products during inspection to determine quality and decomposition and feeling fish for texture and firmness.
- May be required to work within **tight time lines** to analyze inspection results to determine initiation of detention and culling procedures, filing reports and legal documents.
- **High levels of attentiveness** are required during culling procedures to ensure that they are not tainted or decomposed and ensure equipment is sanitary and well maintained.

- **Exact results and precision** may include ensuring accuracy in recording results and data, and the use of thermometer.

### **Complexity**

- There are different and unrelated tasks ranging from compliance and enforcement duties, quality assurance inspection, promotion and education, administration of Special Assistance Grant Program and assisting in the monitoring of fisheries development projects and programs.
- Problems tend to be addressed by following procedures and guidelines; occasionally will require creative problem definition and analysis and the development of solutions.
- Additionally, reference materials exist to assist in solving problems including policies and procedure manuals, acts, and advice from supervisor and coworkers.

## **RESPONSIBILITY**

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

- Work tasks are generally prescribed or controlled.
- Authority to issue tickets for minor offences, dispose of products if unacceptable to the market, issue formal warnings, detain fish products, and make periodic changes to the schedule.
- Requires approval for charging with an offense, seizing products, travel time and expenses, purchasing office supplies, and long term schedule and shift changes.
- Generally unsupervised in most of the daily tasks.

### **Impact**

- Generally have impact on immediate work area, within department and group, outside the organization and on customers/clients. May have impact on equipment, processes and systems, finances, facilities, material and human resources, and health and safety.
- Performing inspections has positive and negative impact, if poor quality is not detected the effect on the health and safety of the general public can be significant. Most errors are detected by supervisor or department officials before escalating.

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

- Required to provide guidance, orientation to new staff.

## **WORKING CONDITIONS**

### **Environmental Working Conditions**

- Maybe required to wear a personal flotation device, steel toe boots, safety vests, hardhats, reflective tape on outerwear, earplugs, safety glasses, and/or rubber gloves.
- There is limited likelihood for job-related injury or illness if all safety requirements are utilized.
- Routinely exposed to unusual or distracting noise, dirt, dust and filth, limited lighting, odours, awkward or confining workspaces, heavy machinery, travel and adverse weather conditions and required to work alone quite often.