

Job Class Profile: Fisheries Field Representative**Pay Level: CG-31 Point Band: 690-703**

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	3	4	1	5	
Points	233	67	25	24	120	65	83	21	54	692

JOB SUMMARY

The Fisheries Field Representative provides technical support to the Fish Health Program by conducting bio-security audits/sampling visits on aquaculture operations; recording data, conducting secondary disinfection; maintaining related records and compiling monthly and annual reports. Preserves and ships specimens to laboratories for toxicology, virology and pathological examinations. Assists with the biological monitoring program on marine sites; assists with post mortem examinations and with the examination of live and dead fish for parasites. Researches material for scientific literature reviews.

Key and Periodic Activities:

- Conducts biosecurity audits on all fish transfers entering the province on vessels, equipment, vehicles, processing plants, marine cage sites and land based hatchery/nursery; coordinates and travels to marine sites to sample and collect specimens for fish health surveillance; gathers information from site records; cleans and disinfects vessel and equipment by following Standard Operating Procedures; conducts secondary disinfection at the level of wharves, processing plants, road transport and the aquaculture equipment.
- Operates motor vehicles (boats, trucks and snowmobiles) and technical equipment. Provides service to the salmonid, cod and shellfish sectors. Assists with information dissemination in workshops and conferences on biosecurity.
- Maintains records of audits and disinfection procedures. Compiles monthly and annual reports, newsletters/factsheets for the Provincial Aquaculture Veterinarian.
- Preserves and ships specimens to reference laboratories toxicology, virology and pathological examinations.
- Assists in Postmortem examinations
- Orders supplies and equipment for the Aquatic Animal Health laboratory

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of the Aquaculture Biosecurity Protocols and procedures.
- Knowledge of marine biology, ecology.
- Knowledge of sample/specimen collection and preparation and laboratory procedures.
- Knowledge of the aquaculture industry, specialized aquaculture techniques

Formal Education and/or Certification(s):

- Minimum: Advanced Diploma in Aquaculture (prerequisite is either an appropriate Undergraduate Degree or 3 year Diploma in Technology or equivalent training and experience plus a Marine Emergency Duty Certificate(MED))

Years of Experience:

- Minimum: 2 to 3 years

Competencies:

Computer skills in spreadsheet and word processing.

Ability to operate marine vessels, pressure washers, motors, haulers and electronic meters for temperature and oxygen readings and familiarity with laboratory equipment.

Interpersonal Skills

- A wide 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; and to effectively communicate during presentations and workshops.
- Communications occur with peers, employees in immediate work area/departments, supervisor, aquaculture industry stakeholders, professional advisors and department executives on an as needed basis.
- The most significant contact is with employees within the immediate work area, supervisor and aquaculture industry stakeholders regarding audits.

EFFORT

Physical Effort

- Work is fatiguing and occasionally requires periods of rest.
- May be required to sit in a vehicle and drive for extended periods, operate a marine vessel, stand for long periods while conducting Biosecurity audits and site visits, regularly lift 25-50 lbs, occasionally lift samples of fish and equipment weighing over 50 pounds.
- Launches and climbs in and out of vessels, lifts coolers of fish, gas cans, ice and equipment in the laboratory.
- Uses scalpel and knives during post-mortem exams requiring precision and fine finger movement.

Concentration

- **Visual** concentration required in conducting post mortem examinations, identifying and sampling on site and in the laboratory using scalpels and knives, mixing chemicals to appropriate concentrations, using flammable cylinders, operating a vessel or driving and staring at a computer screen to enter data and run reports.
- **Auditory** concentration may include listening to mechanical issues with motors and equipment with very little strain or listening to alerts on VHF radios during vessel operations

- **Other sensory demands** include awareness of chemicals in the laboratory and on vessels.
- **Repetition** requiring concentration includes operating vessels in foggy and windy conditions, hauling boats, skidoos and trailer and driving vehicles, ensuring accuracy in recording results and data, and the use of laboratory equipment.
- Required to work within **tight time lines** to conduct site visits.
- There is regularly a **lack of control** due to pressing fish health issues, weather and overlapping schedules for audits and visits.
- **High levels of attentiveness** are required when operating vessels, driving, using chemicals, conducting biosecurity audits, conducting fish health surveillance and post mortem examinations.

Complexity

- Tasks are regularly repetitive and well defined, but at other times tasks are different but related, calling upon a broad range of skills and knowledge to define new problems and their solutions. Work involves conducting bio-security audits/sampling visits on aquaculture operations; recording data, conducting secondary disinfection; maintaining related records and compiling monthly and annual reports.
- Problems tend to be addressed by following procedures and guidelines; Problems regularly must be defined and practical solutions found however creative problem definition and analysis and development of complex solutions do not apply. Additionally, reference materials exist to assist in solving problems including policies and SOP procedure manuals, and advice from supervisor and coworkers.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed or controlled.
- Can schedule visits and audits and order related supplies needed to conduct audits and visits.
- Requires approval to send monthly and annual reports and newsletters/fact sheets to industry.
- Discretion and judgement are exercised when conducting sensitive audits and fish health surveillance.
- 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 resources, and health and safety.
- An error in recordkeeping could result in improper diagnostic testing and financial loss to industry. Having to redo testing resulting in delay in identification of a disease outbreak. Improperly maintained equipment could result in injury/unsafe situation.
- Most errors are detected by supervisor within hours of problem identification as the veterinarian is contacted on a daily basis.

Development and Leadership of Others

- There is no direct supervision of staff however may be required to provide guidance,

orientation to new staff on Biosecurity auditing processes and student employees.

WORKING CONDITIONS

Environmental Working Conditions

- Required to wear a personal flotation device, steel toe boots, safety vests, hardhats, safety glasses. Required to have Marine Emergency Duty Certificate(MED), First Aid and Small vessel operator's courses.
- The likelihood of minor cuts, abrasions and fractures is limited and the likelihood of more serious injury or occupational illness is even very remote.
- Regularly exposed to glare, vibration, hazardous chemicals. Occasionally, exposed to unusual or distracting noise, dirt, dust and filth, fumes, limited lighting, odours, dangerous heights or depths, wet or slippery surfaces, awkward or confining workspaces, heavy machinery, travel and adverse weather conditions, sharp objects and physical danger.