

**Job Class Profile: Fisheries Inspection Co-ordinator****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	6	5	3	4	4	5	4	3	3	
Points	280	83	19	19	120	108	83	64	32	808

**JOB SUMMARY**

The Fisheries Inspection Co-ordinator is responsible for the coordination of inspection and enforcement activities in relation to the Province's aquaculture industry through application of the Aquaculture Act and Regulations.

**Key and Periodic Activities:**

- Coordinates all inspections and enforcement through the application of the Aquaculture Act and Regulations and includes the coordination of inspection documents, initial inspection, gear annual inspections, expansions, complaints, enforcement, and all follow-up. Enforcement activities are arranged in conjunction with the Department of Justice.
- Ensures compliance with transport regulations and the prevention of the possible spread of pathogens during site to site transport/transfers. This includes all shellfish and finfish transported between licensed aquaculture sites and all imports from out of province sites and hatcheries.
- Maintains computerized records of all transfer requests and follow-up data.
- Provides interpretation of legislation and policy for client groups as necessary.
- Shares responsibility for license renewals with the Aquaculture Administrator. Enters statistical data into the Aquaculture Licensing Information System (ALIS), forwards copies to the applicable Development Officer, verifies utilization of site with the Development Officer, and if necessary, with the applicant. Advises the Licensing Administrator of any compliance issues.
- Undertakes the necessary compilation and analysis of species specific data resulting from industry, intra-departmental and inter-governmental requests, and provides detailed summary reports as required. This would normally involve computer searches and/or reviewing licensing documentation.
- Reviews all applications for upgrades (change in license type) before referring to the Licensing Committee. This involves liaising with referral agencies, applicants, and stakeholders who may potentially be affected by the site. Assists with resolving disputes or disagreements. Prepares a brief for review by the Licensing Committee.
- Maintains computerized records of Newfoundland aquaculture statistics for license facilities, species, and production.
- Conducts site inspections as required.

**Key and Periodic Activities:**

- Prepares briefing notes for the Deputy Minister.
- Drafts letters for the Deputy Minister's signature.
- Makes bank deposits.
- Prepares and draws maps for departmental use with the use of Arc Map.

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

- Knowledge of:
  - Fishing industry; fish quality standards, techniques and processes; enforcement procedures, policies and procedures; provincial guidelines; and the Fish Inspections Act and its regulations.

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

- Minimum: Undergraduate degree in biology, biochemistry, or a related field, and a one year advanced diploma in Sustainable Aquaculture.

**Years of Experience:**

- Minimum: 4-5 years experience.

**Competencies:**

- Keep abreast of developments in the field such as technologies and techniques used in mooring systems and navigational markings.
- Ability to apply inspection and enforcement techniques.
- Strong communication skills including report writing skills, as well as analytical and computer skills.

**Interpersonal Skills**

- A range of interpersonal skills include listening to information from others, asking questions, providing routine information, gaining the cooperation of others to complete work or to address issues, and dealing with angry or upset people.
- The ability to listen, explain, advise and to be able to give direction to others is a constant requirement. Incumbents must be approachable and understanding to the different circumstances in which people find themselves. Must be able to communicate well to provide concise and accurate information and to gather the proper information. Incumbents regularly provide direction and guidance to Inspectors.
- Communications occur with peers, employees within the department, supervisor/manager and Department of Fisheries and Oceans.
- The most significant daily contacts are with: (1) Supervisors and managers for direction and advice on urgent or unusual issues. (2) Employees and peers within the department such as Inspectors to provide direction and to receive information from them. (3) Department of Fisheries and Oceans regarding approval for transfer requests and contacted regularly for input and approvals.

## EFFORT

<b>Physical Effort</b>
<ul style="list-style-type: none"> <li>— The demands of the job do not result in fatigue requiring periods of rest.</li> <li>— Regularly lifts objects up to 10 lbs such as office supplies. Occasionally required to lift heavier items up to 50 lbs such as items off delivery trucks, outboard motors, inflatable rafts, and tires in and out of vehicles.</li> <li>— Fine finger precision work is required when using a computer.</li> <li>— Use of hand tools or machinery, gross motor skills, standing, walking, climbing, and driving is required on an occasional basis.</li> <li>— For approximately 70% of the working day, sits at a desk using a computer or the telephone. Occasional extended periods of sitting occurs when in small boats or driving.</li> </ul>
<b>Concentration</b>
<ul style="list-style-type: none"> <li>— <b>Visual</b> concentration is required when using computers, report writing, spreadsheets, searching databases, driving a vehicle or boat.</li> <li>— <b>Auditory</b> concentration is required to ensure direction is received accurately, when talking on the phone to ensure information received is accurate, and when doing inspections or site visits with noise from motors.</li> <li>— <b>Eye/hand coordination</b> is required for data entry, use of computer/keyboard/mouse.</li> <li>— <b>Repetition</b> requiring alertness occurs when working on emails, spreadsheets, entering data, and using mapping tools.</li> <li>— Lack of <b>control over the work pace</b> occurs as a result of constant prioritizing of work such as compliance letters which must be approved and mailed out and issuing of transfer permits which companies require to bring fish into the province.</li> <li>— Alertness to the <b>health and safety of others</b> occurs when reviewing inspection reports that indicate a hazard which could be a public safety issue; must recognize and report the hazard to the appropriate department to be addressed; and when operating vehicles or vessels.</li> <li>— <b>Time pressures, deadlines, and interruptions</b> occur when briefing notes must be completed a.s.a.p., quick response time to complaints from the public, and transfer permits.)</li> <li>— <b>Exact results and precision</b> is required when working on content of reports, data entry into the database, recording/reporting inspection results, letters and briefing notes.</li> </ul>
<b>Complexity</b>
<ul style="list-style-type: none"> <li>— Tasks and activities are different but related, involve a wide variety of responsibilities and situations, and generally require working with defined and standard work processes.</li> <li>— Problems and challenges may be simple with obvious solutions, addressed by following procedures and/or guidelines, or may require that practical solutions be found.</li> <li>— Some typical challenges required to resolve: (1) ensuring companies comply with the Act in order to become licensed or to be approved for importing fish to one of their sites. This requires coordinating the Aquaculture Inspectors to complete the work as soon as possible. (2) The maintenance and repair of boats is a regular issue, requiring that maintenance is completed as soon as possible to get the Inspectors back inspecting sites.</li> <li>— When addressing typical challenges, problems, or issues may reference procedures manual, policy manual, regulation, and databases.</li> </ul>

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Work tasks and activities are somewhat prescribed and controlled.</li> <li>— Supervisory approval is not required for the scheduling of Inspectors for sites/areas which are deemed a priority, instructing the Inspectors on how to address issues according to policies and procedures, releasing certain information to the public, and making cheque deposits.</li> <li>— Supervisory approval is required for any purchasing or travel.</li> <li>— Discretion and judgement must be exercised in ensuring confidential information such as production numbers and dollar values of companies remain confidential and secure. Policies and procedures are in place for day to day activities however when inspecting staff are faced with a changing industry and new issues/problems. When this happens, the Coordinator must be able to reference the policies and procedures and use past experience to determine the best direction.</li> <li>— Decisions requiring a high level of judgement and discretion are generally discussed with the manager.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— Generally has impact on the department and on clients/public as well as on equipment, processes and systems, material resources, health and safety, and facilities. Example: Ensuring maintenance of equipment used by inspectors have no unusual delays due to mechanical problems. When recommendations are completed for the licensing process, the system can continue to the end phase. Appropriate scheduling of inspectors allows them to complete their work in the time allotted. Notifying appropriate departments and personnel of hazards on site has a positive impact on the health and safety of others.</li> <li>— In the event of a mistake or error there is a significant impact on the department/group and on the clients and general public, as well as health and safety, equipment, and material resources. Example: (1) If a transfer permit is issued in error and allows fish to come into the province with disease, it could have significant consequences on the industry as a whole. A viral infection or other fish health issues could potentially wipe out the industry. (2) An error in having proper maintenance of equipment performed could cost the department financially, and could have an impact on the health and safety of its operators. (3) Mistakes or omissions in scheduling could cause hazardous aquaculture sites not to be inspected for a long period of time putting the public's health and safety in danger.</li> <li>— The time frame associated with the identification and resolution of errors is normally within hours of identification of the problem, however this can vary depending upon the nature of the error. For example, an error with a transfer permit that allows the entry of sick fish may take months to trace back to the permit and the fish.</li> </ul>
<b>Development and Leadership of Others</b>
<ul style="list-style-type: none"> <li>— There is no supervision of staff.</li> <li>— Provides on the job advice and direction to inspectors regarding problem resolution, report types, and interpretation of the Act and regulations, as well as feedback on submitted reports, allocating tasks, and verification of submitted inspection reports.</li> <li>— Provides orientation and training to new employees and acts as team lead for the inspection program.</li> </ul>

## WORKING CONDITIONS

### Environmental Working Conditions

- When completing inspection work there is a requirement to wear protective footwear and a personal flotation device. Safety precautions are followed in the safe operation of a boat.
- There is a limited likelihood of minor cuts/bruises/minor illnesses, fractures, or other injuries resulting in partial or total disability.
- Exposure to glare from the computer and when performing inspections by boat from the sun hitting the water.
- Exposure to dirt/dust when working in the garage; fumes from outboard motors; wet/slippery surfaces when using a boat as surfaces are continually wet creating a risk of falling; disinfectants that are used before visiting sites; lack of privacy in the office environment; awkward or confining workspaces in the wheelhouse of a boat; long periods in the sun when inspecting outdoors; and travel.