

Job Class Profile: Fisheries Inspection Officer

Pay Level: CG-29 **Point Band:** 622-675

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	5	4	5	3	4	4	1	5	
Points	187	83	25	24	90	87	83	21	54	654

JOB SUMMARY

The Fisheries Inspection Officer is responsible for inspecting fishing vessels, processing facilities, offloading and holding establishments, and transportation vehicles to ensure compliance with provincial legislation.

Key and Periodic Activities:

- Conducts inspections in processing facilities, fishing vessels, and transportation vehicles to assess product quality to determine compliance with provincial regulations. Ensures all seafood products are handled properly and transported in accordance with defined standards. Ensures all equipment is properly cleaned and sanitized.
- Detains and releases products following provincial regulation and as a result, issues Summary Offence Tickets if necessary.
- Completes weekly reports of fishing activity and plant activity within the region.
- Following inspections, prepares detailed reports and quality incident reports on assessed products.
- Provides verbal reports to supervisors on daily activity.
- Attends fishery related meetings on behalf of the department.
- Prepares and serves all legal documents in the event legal action is taken. Participates in court proceedings.
- Performs annual facility inspections to ensure provincial standards are maintained.
- Completes annual employment surveys to assess plant personnel production levels.
- Attends training and education sessions.

SKILL

Knowledge

General and Specific Knowledge:

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

Formal Education and/or Certification(s):

- Minimum: 2-3 Specialized Post Secondary Diploma in food science, biology, biochemistry, quality control, or related fields.

Years of Experience:

- Minimum: 2-3 years experience.

Competencies:

- Quality compliance enforcement and sensory analysis skills.
- Ability to apply inspection techniques.
- Strong computer software skills.
- Strong communication skills including report writing 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 people face to face.
- Examples of interpersonal/communication skills: listening to and communicating with fishermen/plant personnel etc. in gathering information and performing inspections; educating fishermen on proper quality assurance techniques; communicating with angry fishermen or plant personnel and addressing confrontations in a level headed manner; giving presentations; listening and gathering information at various meetings.
- Communications occur with co-workers and peers within the department, supervisor, general public, fishermen and plant managers.
- The most significant daily contacts are with (1) supervisor regarding activities occurring within the area, (2) coworkers/peers in the department to receive and provide advice/assistance on handling work related issues. Often times assist peers in carrying out inspections. (3) general public/fishermen/plant managers to discuss fish quality issues and to carry out inspections.

EFFORT**Physical Effort**

- The demands of the job occasionally result in fatigue requiring periods of rest.
- Required to lift objects up to 50 lbs and occasionally lift objects over 50 lbs. When performing inspections, Officers must lift pans/bags which contain up to 60 lbs of product.
- Regular sitting, standing, walking, climbing and/or driving.
- Occasional fine finger precision work (use of a computer).
- During inspections, required to lift objects such as shrimp and crab holding containers, bend and stretch to gain access to products, climb ladders to access vessel hold areas or to climb into transport vehicles, stand for extended periods at processing facilities when performing culls on product, and often work in confined spaces such as the back of transport trailers and holding rooms.

Concentration

- **Visual** concentration is required when driving to/from inspection sites, performing inspections for quality of products, when performing culls at processing plants, entering/keying data from

inspections, and generating reports.

- **Auditory** concentration as a result of frequent telephone use, communicating with fishermen or plant personnel in a noisy environment such as fishing vessels or processing facilities.
- **Alertness to the health and safety of others** occurs during inspections, quality checks, or during high product inventory when a greater number of inspections are required to ensure that the product remains at high quality and is not tainted or decomposed.
- **Other sensory demands** include the sense of touch and smell when carrying out inspections. Strain on the sense of smell is most intense when detecting ammonia from shrimp products.
- **Lack of control over the work pace** occurs when a high inventory arrives at a processing facility as it leads to a back-up of product causing processing delays and unacceptable product which would require a faster work pace and a higher number of inspections.
- **Repetition requiring alertness** occurs when driving to/from inspection sites and performing inspections while performing culls.
- **Eye hand coordination** is required when boarding docked vessels or backs of transportation trucks.
- **Exact results and precision** is required when record keeping and note taking as some inspections lead to court proceedings. Precision is required in inspection techniques as the outcome impacts the income of harvesters and employees of the facilities.

Complexity

- 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.
- Problems and challenges may be simple with obvious solutions, addressed by following procedures and/or guidelines, or may require that practical solutions be found.
- Some typical challenges required to resolve: (1) Dealing with non-compliance issues relating to Acts and Regulations such as a load of crab which has a high percentage of dead crabs in it. This occurs frequently and requires Officers to perform an assessment and deal with the matter accordingly. At times it involves dealing with angry managers and/or fishermen. A cull may be ordered which involves the disposal of thousand of dollars worth of product. (2) A vessel may offload with poor quality product and the Officer must detain the product for closer inspection, discard what is unacceptable by following appropriate procedures, and send the remainder of the product to processing. (3) When assessing product for quality standards there are many factors which must be considered and evaluated before passing judgement.
- When addressing typical challenges, problems, or issues may reference policy and procedures manual, provincial guidelines, related acts and regulations, and advice from supervisors or peers.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately monitored and controlled. Weekly inspections are entered into a database which can be evaluated by management. While procedures are outlined in the policy/procedure manual there is room for individual variances in how things are performed and the planning of daily activities. Individuals work independently on a daily basis.

- Supervisory approval is not required for ordering of small supplies, in detaining and discarding of product, or issuing of tickets for non compliance to the Fish Act and Regulations.
- Supervisory approval is required for travel approval outside of the assigned area, large purchasing items, training, and for issuance of some legal issues such as warrants and legal investigations.
- Discretion and judgement must be exercised in dealing with problem loads. Officers must take into account the whole picture, policies and regulations, and use discretion to make a final judgement (i.e. culling on-line vs holding room cull). Judgement and discretion is exercised in discarding of product, or in the issuance of summary offence tickets.

Impact

- Generally has impact on the department and on clients/public as well as on finances and facilities. Actions and decisions made by the Officers reflect on the department and the results of those decisions impact harvesters and processors by deciding whether a product can be kept or discarded. The decision to dispose of a product results in positive impact on the general public but has a significant financial impact on the fishermen, plant personnel, and other stakeholders.
- In the event of a mistake or error there is a significant impact on the department/group and on the clients and general public. Errors can result in financial loss to fishermen and various stakeholders, food safety issues for consumers, and a negative public image for the department and Officer.
- The time frame associated with the identification and resolution of errors is normally within hours of identification of the problem. For example, if a product is wrongfully detained it must be released immediately once identified.

Development and Leadership of Others

- There is no supervision of staff.
- Provides advice and guidance to new employees.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear hard hats, safety boots and glasses, reflective clothing, and ear plugs as well as the use of first aid kits, cell phones, flashlights, fire extinguishers, and personal flotation devices.
- There is a significant likelihood of minor cuts/bruises/minor illnesses.
- There is a moderate likelihood of fractures, or other injuries resulting in partial or total disability.
- Regular exposure to unusual or distracting noise, fumes, limited lighting, dangerous heights or depths, wet or slippery surfaces, odours, awkward or confining work spaces, temperature extremes, physical dangers or threats, sharp objects, and travel.
- Exposed to noise from processing equipment, pumps, forklifts, etc. Inspections may often occur in the back of trailers, hold areas of vessels, and holding rooms where there is limited lighting and confined spaces. Odours include ammonia from decomposing shrimp or fumes from forklifts or vessels, dangerous heights include entering vessels from a wharf or when climbing into vessel hold areas, wet and slippery surfaces when performing inspections, upset

and angry fishermen and other stakeholders making threats against Officers. Inspections often occur in high traffic areas requiring the Officers to be aware of forklifts, trailers, plant machinery etc.