

Job Class Profile: Fisheries Supervisor

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 | 6 | 5 | 3 | 5 | 4 | 5 | 5 | 5 | 5 | |
| Points | 280 | 83 | 19 | 24 | 120 | 108 | 103 | 107 | 54 | 898 |

JOB SUMMARY

The Fisheries Supervisor is responsible for providing professional guidance and supervision to Fisheries Inspection Officers and Fisheries Field Representatives within the Region of responsibility related to the Quality Assurance Program and enforcement of legislation governing the marketing of fish in the province.

Key and Periodic Activities:

- Accompanies staff in the field to conduct inspections to ensure compliance with provincial legislation governing the marketing of fish, and to ensure adherence to internal policies and procedures.
- Co-ordinates inspection and enforcement related activities throughout the region and provide advice and guidance to staff in the field.
- Plans, coordinates and participates in training requirements related to enforcement and inspection activity
- Attends meetings and deliver presentations with internal and external groups
- Prepares and reviews inspection reports to provide senior management with an in-depth analysis of the inspection program throughout the season as required.
- Supervises and conducts investigations into potential violations of the Fish Inspection Act and Regulations.
- Develops and implements standards and techniques used to assess seafood quality.
- Deals with the general public to answer questions regarding the department's jurisdictional roles and responsibilities, and records specific complaints.

SKILL

Knowledge

General and Specific Knowledge:

- Knowledge of food quality/processing especially seafood quality testing techniques and procedures.
- Knowledge of the fishing industry and the challenges it faces.

- Knowledge of the legal systems and processes.
- Knowledge of the Fish Inspection Act and Regulations and the Quality Assurance Program policy and guidelines.
- Knowledge of enforcement procedures and conflict de-escalation.

Formal Education and/or Certification(s):

- Minimum: Undergraduate degree in Biology or Biochemistry supplemented by Graduate Diploma in Food Science or Certification in Food Technology and Medical Emergency Duty(MED) Certificate

Years of Experience:

- Minimum: 3-4 years

Competencies:

- Quality control techniques and procedures.
- Ability to understand legal systems and processes.
- Inspection techniques and processes.
- Communication skills.
- Presentation skills.
- Problem solving and analytical skills.

Interpersonal Skills

- A range of interpersonal skills such as listening, asking questions to gather information, providing information, coaching, gaining the cooperation of others to complete work to solve problems, making formal presentations and communicating complex information to others and dealing with angry or upset people in person and over the phone.
- Communication occurs with employees within own work area and the department, supervisors/managers, and customers/clients/general public.
- Most significant contacts are supervisors and Managers to provide feedback on industry activity; customers/clients/general public when conducting inspections and promoting department's mandate and programs; employees and peers to discuss ongoing issues and build a team atmosphere.

EFFORT

Physical Effort

- The demands of the job do not cause considerable fatigue, requiring periods of rest.
- Occasionally required to lift pans of fish sometimes in excess of 50 lbs. but usually 25-50 lbs.
- A significant portion of time is spent at a desk using a computer and phone.
- Awkward and cramped body positions and movements, climbing ladders and maintaining physical balance are required occasionally when boarding fishing vessels.
- As position involves travel throughout the province, driving is a requirement.

Concentration

- **Visual** concentration is required while driving, especially while at night, when using the computer and inspecting fish.

- **Other sensory demands** such as touch and smell are a regular requirement when assessing the quality of seafood products.
- **Time pressures and deadlines** are experienced occasionally. However, during the peak fishing season inspection staff have to be available to conduct inspections as product is landed and processed in a short time frame and workload is greatly increased and it is difficult to balance office and field duties.
- To ensure a safe work environment and the health and safety of others, position requires a **high level of attentiveness/alertness**, when entering potentially volatile situations to initiate enforcement action and when travelling at night.
- **Exact results and precision** are also a requirement when conducting sensory analysis to determine if product meets minimum quality standards.

Complexity

- Occasionally tasks are repetitive and well defined for which a limited number of guidelines and procedures exist and occasionally there are challenges with limited opportunity for standardized solutions and some where ideas for solutions may be provided in a team setting.
- While there are defined acts, regulations, policies and guidelines situations are varied when dealing with the quality of seafood products and industry participants requiring problem solving, cause and effect analysis and good judgement.

RESPONSIBILITY

Accountability and Decision-Making

- Work asks are moderately prescribed or controlled.
- Can deploy inspection staff to areas and assign overtime as required.
- Purchases requiring a purchase order require Regional director's approval.
- Makes decisions using judgement, referencing legislation, policy and procedure manuals, precedent and personal experience.
- Discretion and judgement are exercised when taking independent action based on information received regarding trouble loads of fish landing within a region.

Impact

- Works independently daily receiving direction as required on issues not identified in operations manual.
- Impacts are felt internally within the immediate work area and department, as well as externally with fish harvesters, buyers and processors. Results directly impact equipment, processes and systems, information, finances, facilities, human resources, health & safety, corporate image and the fishing industry.
- Results are directly felt by clients as enforcement action may have a financial and legal impact. Decisions arising from seafood quality can have a considerable impact on work at a processing plant or a fish harvester getting paid for his/her product.
- Provides input into operational policies and procedures manuals and provides information on legislative requirements to industry clients.
- The consequences of a mistake or error can impact a company, fisherman, staff member or the department negatively and may result in financial loss thus must be dealt with and

corrected immediately if possible. Usually identified and resolved within hours.

Development and Leadership of Others

- Typically responsible for supervision of a medium size work group of employees (5 to 10 employees).
- Acts as a technical advisor and delegates tasks to field staff pertaining to inspection matters.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment such as safety vests, hard hats, steel toe boots, life jackets and ear plugs are required in the field.
- Training in conflict resolution, de-escalating potentially violent situations, Marine Emergency Duties(MED) is required.
- There is a moderate likelihood of fractures or other injuries, limited likelihood of minor injuries or illnesses and a limited likelihood of occupational injury or illness resulting in partial or total disability.
- The office environment is good whereas the field environment can consist of wet, windy, cold or hot, slippery conditions, noisy fish plants, trucks, boats and equipment, fumes, chemicals and bad odours occasionally with limited ventilation and lighting. Travel is required on a regular basis to various landing sites/wharves and fish plants.
- Occasionally there is a likelihood of physical dangers and threats when taking enforcement action.