

Job Class Profile: Lands Management 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	3	3	4	4	4	2	3	
Points	187	83	19	14	120	87	83	43	32	668

JOB SUMMARY

The Lands Management Officer is responsible for administering and regulating provincial legislation, programs, policies and procedures pertaining to land and resource management, land development and land use planning. Performs related enforcement activities to ensure compliance; resolves resource management conflicts; conducts technical investigations for applications and provides detailed technical report on the results.

Key and Periodic Activities

- Provides technical support in the processing of Crown Land applications; conducts on-site inspections; and assesses and prepares concept plans, diagrams and maps.
- Investigates and addresses illegal occupation of Crown Land and takes action on the removal of illegal structures.
- Develops land allocation plans using Geographic Information Systems (GIS).
- Conducts investigations as part of the Crown Land Application Referral Process.
- Processes land development applications. Responds to referrals from various government departments and agencies with respect to resource development plans; initiates consultation to resolve land use conflicts; prepares evaluation reports and provides input into resource development plans.
- Enforces legislation and ensures compliance with policies and procedures which may include issuing Stop Work Orders, serving removal notes, etc.
- Interprets aerial photography, topographic maps, survey, cadastral maps and manipulates data with Crown Land GIS System.
- Participates in meetings with town councils, municipalities, development groups, harbour authorities and special interest groups to discuss development plans and similar issues.
- Responds to enquiries from various stakeholders as well as public complaints regarding improper land use.
- Conducts field inspections to obtain information for land inventory and updates specific database used for planning purposes.
- May prepare briefing notes on Crown Land issues.
- May represent the Crown in court.

Key and Periodic Activities

If responsible for specific programs respecting agricultural property, the following activities may apply:

- Performs air photo, map interpretation and field truthing as essential components of identifying suitable agricultural properties for new and expansion requirements.
- Administers, coordinates and facilitates all aspects of the Real Property Tax Exemption Program.
- Evaluates applications, conducts on-site inspections if deemed necessary, and recommends approval or rejection of applications.
- Addresses follow-up questions and resolves issues for farmers, landlords and municipal authorities involved in the property tax process.
- Performs field inspections on a periodic basis as an internal audit of the program.
- Promotes the goals and objectives of the program with industry, municipal authorities and departmental staff.
- Participates in the disposition of Crown Land Agricultural leases that have been declared null and void as well as properties returned to the Crown under the Land Consolidation Program.
- Processes applications for development within the Wooddale Agriculture Development Area, one of two legislated agricultural development areas within the province. May participate as a member of the Wooddale Land Development Advisory Authority.
- Manages and implements the farm mapping program through consultation with farmers.
- May maintain a provincial database of all agricultural leases and compliance inspection database for the province.

SKILL

Knowledge

General and Specific Knowledge:

- Relevant Acts, Regulations, Policies and Procedures.
- Geographic Information System (GIS).
- Global Positioning System (GPS).
- Geomatics (land surveying techniques).
- Property Law.
- Enforcement techniques.

Formal Education and/or Certification(s):

- Minimum: 2-3 Year Specialized Diploma in Resource Management.

Years of Experience:

- Minimum: 1 - 2 years.

Competencies:

- Written and verbal communication skills.
- Analytical skills.
- Ability to coordinate work or project activities.

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listening, asking questions and giving advice, conducting interviews, dealing with upset or angry people and resolving disputes on land ownership or development issues. Less frequently will make formal presentations to various groups that have a vested interest in development plans.
- Most significant contacts are with employees/co-workers to obtain information required for performing activities (i.e. maps from GIS section), with Manager/Supervisor (i.e. consultation on analysis and recommendations regarding Crown Land issues, and with Clients/General Public to provide information and address complaints.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Lifting or moving objects over 50 lbs is not typically required but may occur occasionally when loading field gear onto trailers and trucks.
- As position involves travel throughout the province to conduct inspections and investigate complaints, driving is a regular requirement using very controlled movements over a variety of surfaces when operating all-terrain vehicles, boats, snowmobiles, etc.
- There is a regular requirement to use fine finger/precision to use a computer to complete reports and search information from databases occurs regularly.
- Occasionally, a considerable amount of walking is required during field activities.

Concentration

- **Visual** concentration may include staring at a computer screen to check and retrieve information, review documents, maps and surveys, aerial photography and operate field equipment.
- **Auditory** concentration may include listening to client's complaints and concerns, listening during meetings to gather the necessary information and listening to co-workers during field work.
- Activities such as plotting survey and other data into GIS database can be **repetitious and require alertness**.
- **Higher than normal level of attentiveness/alertness** is required when driving to conduct field inspections and when removing an unauthorized structure.
- **Time pressures and deadlines** are experienced when preparing briefing notes, making recommendations for exemption to Real Property Tax, and generally when dealing with applications as the public expects this process to be expedited.
- The use of a computer, dataloggers and operating field equipment requires **eye/hand coordination**.
- **Exact results and precision** is important in mapping of individual parcels of land for farmers for the Crown Land application process.

Complexity

- Tasks tend to be repetitive and well defined and allow for the use of similar skills and knowledge; occasionally there may be tasks for which a limited number of guidelines or

procedures exist.

- Typical challenges/problems/issues that occur include the identification of suitable parcels of land for clients. This requires making assessments using resource material, visiting sites and considering zoning and environmental concerns. Another typical challenge is resolving complex outstanding property taxation issues for eligible farmland properties.
- While these challenges/problems/issues exist, many can be addressed by following a standard set of guidelines or procedures and others require practical solutions to be found.
- Reference material and resources available include policy and procedure manuals, legislation, departmental databases, co-workers and/or supervisors.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled.
- Without formal approval decisions can be made to issue a stop work order, advise the public on policies and procedures, conduct travel within a region for inspection purposes and set daily priorities.
- Approval would be required to approve a development application, travel for extended periods of time, make equipment purchases and issue removal notices.
- Employees act independently and must exercise a high degree of discretion and judgement when identifying parcels of land for clients. When functioning as an inspector in an assigned region there is a requirement to act independently in completing daily tasks.
- Provides advice on policies and procedures, and when making recommendations on development applications.

Impact

- Impacts are felt internally within the immediate work area/department/government as well as externally with clients and the general public. Positive impacts result from performing inspections to ensure land is being used in accordance with approved plans.
- An error could involve incorrect location of boundaries. This can happen from time to time and normally is the result of inadequate base mapping. This can result in conflict between competing clients, especially in areas where arable land (suitable for growing crops) is scarce and competition for land is strong. Such a mistake is normally detected personally or by other staff.

Development and Leadership of Others

- There is no requirement to directly supervise staff.
- Provides some development and leadership activities such as on-the-job direction, advice/guidance, orientation, feedback and checking or reviewing the work of contractors/students.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment such as ATV helmets, visible vests, work gloves, steel toe boots are

required when conducting field work.

- There is a moderate likelihood for minor cuts, bruises and abrasions with a limited likelihood of fractures or other injuries resulting from hazards given that all health and safety regulations are followed.
- Travel is required on a regular basis.
- Exposure to unusual or distracting noise, dirt, dust, filth or garbage, dangerous heights or depths, temperature extremes occurs on an occasional basis when conducting fieldwork.