

Job Class Profile: Pesticide Enforcement and Licensing Specialist**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	4	3	3	4	4	4	1	5	
Points	187	67	19	14	120	87	83	21	54	652

JOB SUMMARY

The Pesticide Enforcement and Licensing Specialist is responsible for enforcing the Pesticides Control Regulations under the Environmental Protection Act. This is accomplished through monitoring pesticide usage; ensuring compliance of operators, applicators and vendors (commercial and domestic); field and storage inspection and education of individuals and businesses involved with pesticide sale or usage.

Key and Periodic Activities

- Monitors licensed and unlicensed individuals/applicators and companies/operators to ensure that all applications are compliant with current legislation.
- Investigates breaches of regulations, builds case, conducts interviews, gathers witness statements, obtains caution statements, lays charges or issues warnings.
- Inspects domestic and commercial vendors to ensure full compliance with current legislation.
- Issues licenses for operators and vendors and enters annual usage and sales information into the Pesticide Information Management System (PIMS). May maintain and provide enhancements to the database.
- Consults with supervisors of pesticide application programs to ensure that all processes do not breach regulations or cause environmental degradation.
- Assists in training programs and proctors applicator examinations.
- Deals with public complaints about pesticide usage within the province.
- May act as point person for new staff to provide them with proper guidance with respect to their job duties.
- Represents the department on working groups.
- Reviews regulations, license terms and conditions.
- Provides input relating to problems with the PIMS database.
- May provide input into design and maintenance of website.
- Meets with other government department personnel when working on special projects or legal cases.
- Distributes training information to new applicants/operators.
- Provides updates to various industry, community groups on pesticide regulations, etc.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Knowledge of pesticide products and application techniques — Various related legislation and regulations — Enforcement procedures — Various software applications and database management <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: 3 Year Diploma in Environmental Studies <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 1 – 2 years <p>Competencies:</p> <ul style="list-style-type: none"> — Written and verbal communication skills — Analysis and assessment — Apply established techniques — Calibrate equipment/machinery
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are used such as listening, asking questions, providing routine and complex information, gaining the cooperation of others, conducting formal interviews, instructing or training, facilitating meetings or making formal presentations and dealing with upset or angry people. — Communications occur with employees within the immediate work area, department, government including supervisor/manager and other government representatives (i.e. Federal or Municipal) as well as customers/clients and the general public. — Most significant contacts are clients (providing information and answering enquiries); co-workers (to obtain assistance/information when required and provide new and existing employees with information on enforcement and compliance) and other employees (training).

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job do not result in considerable fatigue. — Occasionally required to lift or move objects over 25 lbs., however, typically the requirement is less than 10 lbs. Items moved consist of boxes of material encountered when conducting storage facility inspections. — Driving is regularly required as work involves travel in a designated area of the province. — The use of fine finger/precision work is a regular occurrence when using computer to complete work tasks. — Work tasks and activities associated with field inspections require walking, sometimes on rough terrain and or boggy areas (an ATV is used in some cases). In order to obtain proper readings of GPS and anemometer, etc., a steady hand is required.

Concentration

- **Visual concentration** is required when inspecting an applicator vehicle for equipment usage, properly licensed pesticides as well as an applicator and operator license.
- **Auditory concentration** is required when addressing a complaint and/or taking a statement.
- **Other sensory demands such as smell** are used when detecting pesticide usage.
- **Repetition requiring alertness** is required when monitoring landscape applicators as it requires driving for a considerable amount of time to locate sites where applications are being conducted.
- **Higher than normal level of attentiveness/alertness** is required when working around helicopters.
- **Time pressures and deadlines** are experienced when applicators are requesting their license or when asked to review and comment on a document.
- **Eye hand coordination** is required to perform work activities on a computer and to drive an ATV.
- **Exact results and precision** is required to enter annual usage and sales information into the Pesticide Information Management System (PIMS).

Complexity

- Tasks are typically repetitive/well defined requiring the use of similar skills and knowledge.
- Challenges typically consist of operators not sending in their application in a timely manner resulting in a license not being issued or an operator not having the proper paperwork onboard their work vehicle. Monitoring is required to ensure applications are compliant with current legislation.
- Challenges/problems/issues typically have obvious solutions or can be addressed by following procedures and/or guidelines; however, investigating breaches of regulations requires some cause and effect analysis.
- Occasionally problems can be solved by identifying solutions in a team environment.
- Reference material available includes manuals, applicable Acts and Regulations and training material. Other resources are co-workers and other government agencies.

RESPONSIBILITY

Accountability and Decision-Making

- Works tasks and activities are somewhat prescribed or controlled.
- Independent decisions can be made regarding issuing a warning letter to a first time offender or issuing a ticket for an offence and making emergency purchases for broken equipment when working in the field.
- Supervisory approval is required to provide information to an outside organization, to make presentations on behalf of the Section and to purchase new equipment.
- Must exercise a high degree of discretion and judgement when responding to complaints or as a result of monitoring to determine the appropriate course of action (educational, formal warning, issuing a ticket or laying a charge).
- Provides advice to pesticide applicators and operators on safe usage of products.

Impact

- Impacts are felt internally within the department/government as well as externally with customers, clients and general public. When conducting inspections it is important to ensure all products that are being used are properly licensed. If not, there could be an impact on human health or the environment.
- Resources impacted include processes and systems, information, finances, health and safety and corporate image.
- In the event of a mistake or error there could be consequences on health and safety should a complaint not be properly investigated. There could also be a delay in issuing a license if the proper information is not placed in the database. Poorly documented information may also result in a case being thrown out and reflect poorly on the department.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Development and leadership responsibilities include providing on-the-job advice/guidance, direction, feedback, orientation, and on-the-job training. These are performed on an occasional basis in relation to new employees and summer students.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment such as a respirator, tyvek suit, gloves, safety goggles or a face shield and steel-toe boots is required due to exposure to chemicals when conducting field work.
- There is a moderate likelihood for minor cuts, bruises, abrasions or minor illnesses resulting from hazards. Occasionally there may be a likelihood of an injury or fracture occurring that could result in partial or total disability.
- Travel is required to perform monitoring and to conduct inspections.
- There is regular exposure to fumes, hazardous chemicals, toxic or poisonous substances, odours and temperature extremes. Occasionally, exposure to unusual/distracting noise, dirt, dust, filth or garbage, glare, limited ventilation, vibration, dangerous heights, wet or slippery surfaces, electrical shock, isolation, awkward or confining workspaces, sharp objects and heavy machinery.