

Job Class Profile: Resource Protection Specialist**Pay Level: CG-33 Point Band: 718-741**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	4	5	4	4	4	2	4	
Points	233	83	25	24	120	87	83	43	43	741

JOB SUMMARY

The Resource Protection Specialist is responsible for creating and maintaining a perpetual inventory of all firearms that are either owned by or in the protection of the department and ensuring their registration. Incumbent is the Chief Departmental Firearms and Safety Officer (Use of Force) Instructor and works closely with departmental trainers to provide leadership and oversee departmental training course standards.

Key and Periodic Activities

- Updates firearm inventory in relation to the issuance, receipt and transport of firearms throughout the province. Maintains computer register and notifies federal system of changes.
- Performs an annual audit of all firearms and ammunition within the department. Travels to all offices to inspect, count and collect the above items. When completed, prepares and submits the Annual Audit Report to the Minister.
- Organizes and delivers training to Regional Compliance Manager and Conservation Officers; reviews new training material and certification courses for current and new staff being trained, background checks being completed, psychological reviews being scheduled and completed.
- Maintains files to determine when staff is required to complete training. Organizes and arranges travel and training for new staff.
- Keeps current on new equipment to the market. Maintains uniformed appearance for enforcement staff and ensures equipment meets required standards. Keeps inventory of current equipment and orders new as required.
- Reviews current policies relating to firearms and use of force. Reviews other province's legislation or policies to determine if can be applicable to issues that arise within this province. Reviews federal legislation to determine if it impacts departmental policies and recommends changes.
- Addresses inquiries from Conservation Officers, Managers, Executive and other personnel on legislation and policy related issues.
- Performs inspections; services and repairs various types of firearms.
- Disposes equipment that has been forfeited in accordance with federal guidelines. These include firearms, expired vests and old or damaged ammunition. Updates information to computer inventory system.

Key and Periodic Activities

- | |
|---|
| <ul style="list-style-type: none"> — Tracks missing equipment. — Organizes files. — Conducts presentations on changes to equipment. — Writes various reports. |
|---|

SKILL

Knowledge

<p>General and Specific Knowledge:</p>

- | |
|--|
| <ul style="list-style-type: none"> — Repair and inspection of firearms — Federal legislation relating to firearms — Auditing procedures |
|--|

<p>Formal Education and/or Certification(s):</p>

- | |
|---|
| <ul style="list-style-type: none"> — Minimum: 2 Year Diploma in Natural Resource Management (Forestry Technology or Fish and Wildlife). — Instructor training in the Use of Force and Sidearms — Conservation Law Enforcement Training |
|---|

<p>Years of Experience:</p>

- | |
|--|
| <ul style="list-style-type: none"> — Minimum: 6 - 7 years |
|--|

<p>Competencies:</p>

- | |
|---|
| <ul style="list-style-type: none"> — Ability to apply established techniques — Written and verbal communication skills — Computer software technology — Conduct analysis and assessment |
|---|

Interpersonal Skills

- | |
|--|
| <ul style="list-style-type: none"> — A range of interpersonal skills are used such as listening, asking questions (to determine a course of action for seized firearms or investigate violations of firearms policy by staff); providing routine and specialized information and direction to others, promoting ideas, instructing/teaching/training (resulting from responsibility as Instructor for Use of Force and Sidearm Training); gaining the cooperation of others (to assist with keeping inventory of firearms and related materials) and dealing with upset or angry people (whose property has been seized). Occasionally required to facilitate meetings and make formal presentations. — Most significant contacts are employees, peers, supervisor/manager as well as with executive personnel to provide reports and briefings. |
|--|

EFFORT

Physical Effort

- | |
|--|
| <ul style="list-style-type: none"> — The demands of the job occasionally result in considerable fatigue, requiring periods of rest. — Lifting or moving objects over 50 lbs. occurs occasionally as a result of transporting large amounts of ammunition, firearms and training equipment. During the performance of audits, |
|--|

<p>boxes of files are required to be moved.</p> <ul style="list-style-type: none"> — Work involves travel throughout the province; therefore driving is a regular requirement. — The use of fine finger/precision work and sitting at a computer occurs on a regular basis, as updating the firearm inventory system and repairing and servicing are key activities. — When inspecting and repairing equipment, there is a requirement for using hand tools that require accurate control and steadiness as well as very controlled movement.
Concentration
<ul style="list-style-type: none"> — Visual concentration is required for computer use when updating relevant provincial and federal information systems; repairing and performing inspections on firearms; and training staff in the use of firearms. — Auditory concentration is required when conducting firearms training. Listening to firearms during inspections to determine incorrect sounds. — May be required to use other sensory demands, such as touch in the reassembly of firearms after inspection and compression of springs. — Higher than normal level of attentiveness/alertness is required when conducting any work associated with firearms, ammunition, etc. — Time pressures and deadlines are experienced when arranging schedules for audit purposes throughout the province as well as coordinating and arranging for training of staff. Lack of control over work pace is experienced when required to attend meetings and conduct presentations and when waiting on equipment orders from suppliers. — Eye/hand coordination is required for firearm repair. — Exact results and precision are required in ensuring inspections and repairs are conducted properly.
Complexity
<ul style="list-style-type: none"> — Work involves a series of tasks and activities which are typically different but use similar skills and knowledge. — Complexity of the position varies – occasionally tasks are repetitive and well defined such as performing audits, but at other times tasks can vary greatly, such as conducting training of staff. — Challenges/problems/issues tend to have obvious solutions and can be addressed by following procedures and/or guidelines. — A typical challenge/problem/issue revolves around the movement of firearms around the province with many regions requiring equipment at the same time. Securing transport and issuance of these items is limited to the Specialist and Compliance Managers. — Reference material available includes guidelines, policy and procedures manual, federal firearms legislation and regulations.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Works tasks and activities are somewhat prescribed or controlled. — Can independently determine the handling and disposal of case firearms. Procedures are

dictated by different legislation. Performs audits of all firearms and ammunition within the department; prepares and submits an Annual Audit Report.
<ul style="list-style-type: none"> — All purchases, commitments on behalf of the organization, policy or process changes require supervisory approval. — Act independently and must exercise a high degree of discretion and judgement when transporting firearms and ammunition. — Recommends audit and policy changes to meet departmental requests for accountability. — Provides advice to staff relating to federal legislation, policies and procedures.
Impact
<ul style="list-style-type: none"> — Impacts are felt internally within the department/organization as well as externally with clients/general public, ensuring proper training is provided to Conservation Officers to carry out their duties. — Resources affected include equipment (quality); processes and systems (updated information); information (security/confidentiality); material resources, human resources, health and safety (properly trained staff); and corporate image (confidence in trained staff). — The consequences of a mistake or error can have a significant to extreme impact on the above-noted resources. Firearms being released to or in the possession of an individual who should not have them can cause potential danger to the public, such as the use of same in the commission of a crime. While this is not a typical occurrence, caution must be exercised when transporting firearms.
Development and Leadership of Others
<ul style="list-style-type: none"> — Not responsible for the supervision of staff. — Some development and leadership responsibilities include the performance of training to staff.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — Safety equipment such as bullet proof vest is required when conducting training. — There is moderate likelihood for minor injuries or fractures and limited likelihood of injury, illness or disability resulting from hazards, given that all health and safety regulations are followed. — Travel is required on a constant basis to conduct training exercises. — Exposure to wet or slippery surfaces when performing training outside and there may be exposure to unusual or distracting noise (discharge of firearms); fumes (cleaning supplies and lubricants); limited ventilation (firearms room); vibration (shooting of firearms); bodily fluids, infectious diseases, odours (seized items); temperature extremes, physical dangers or threats, sharp objects and adverse weather conditions.