

**Job Class Profile: Wildlife Laboratory Technician****Pay Level: CG-28 Point Band: 578-621**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	4	5	3	3	3	2	5	
Points	187	67	25	24	90	65	62	43	54	617

**JOB SUMMARY**

The Wildlife Laboratory Technician is responsible for performing laboratory and/or field work related to wildlife research and management.

**Key and Periodic Activities:**

- Keeps abreast of advances in field and laboratory techniques related to wildlife management and research through work conducted in the field and wildlife laboratory.
- Responds to inquiries from the public regarding work conducted. Liaises with faculty of academic institutions to assist with delivery of wildlife related course materials and to facilitate graduate and undergraduate student research projects.
- Presents results of work to various interest groups including wildlife division staff, other government agencies and at academic conferences.
- Conducts surveys for big game, small game and aquatic species. Performs live capture and handling of various wildlife species (both chemical and physical restraints). Conducts habitat assessment for wildlife species using established scientific methods.
- Samples collection, prepares, analyzes and stores various wildlife species including bear skulls, jawbones, teeth, reproductive tracts, stomachs, feces, fish, scales, otolith, etc. Maintains dermestid beetle colonies, prepares skeletal material for research and education purposes.
- Ensures appropriate permits are issued and validated by Border Services Canada for shipment of required specimens.
- Compiles data, conducts preliminary statistical analysis. Enters data collected during field and laboratory investigations into appropriate databases.
- Provides advice and guidance to students and Conservation Officers in conduct of work. Ensures body measurements, weights, gender and samples are taken and recorded correctly.
- Purchases field and laboratory equipment and ensures it is maintained and available when needed; performs administrative functions related to requisitioning of laboratory supplies and equipment.
- Responds to public enquiries, provides requested information, addresses concerns and obtains information and samples from hunters.
- Performs laboratory maintenance to ensure hygiene is maintained.
- Organizes and conducts population surveys.
- Conducts and supervises laboratory analysis of a variety of wildlife.

## SKILL

Knowledge
<p><b>General and Specific Knowledge:</b></p> <ul style="list-style-type: none"> <li>— Laboratory techniques and procedures</li> <li>— Various software applications</li> <li>— Survey techniques</li> <li>— Firearm safety</li> <li>— WHMIS</li> </ul> <p><b>Formal Education and/or Certification(s):</b> Minimum: 2 Year Specialized Diploma in Natural Resource Management or Wildlife Technician</p> <p><b>Years of Experience:</b></p> <ul style="list-style-type: none"> <li>— Minimum: 1 - 2 years</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>— Written and verbal communication skills</li> <li>— Analysis and assessment skills</li> <li>— Operation and maintenance of laboratory equipment</li> </ul>
Interpersonal Skills
<ul style="list-style-type: none"> <li>— A range of interpersonal skills such as listening, asking questions providing routine and specialized information and gaining the cooperation of others to complete work occurs when undertaking laboratory and field projects and providing updates to senior staff. There may be a requirement to provide demonstrations to college staff regarding standard laboratory techniques and methodologies and proper procedures for sample collection and storage.</li> <li>— Communications occur with employees/peers within department, with staff of other government departments especially conservation officers, supervisor/manager, Border Service Canada and staff at various colleges.</li> <li>— Most significant contacts are: Supervisor/Manager (to consult and obtain advice on various job related activities); Employees/Peers (to collaborate on daily activities); and employees with other government departments (i.e. work with Conservation Officers on different projects).</li> </ul>

## EFFORT

Physical Effort
<ul style="list-style-type: none"> <li>— The demands of the job occasionally result in considerable fatigue requiring periods of rest.</li> <li>— Activities regularly require physically handling materials and objects, typically ranging from 10 – 25 lbs.; however, occasionally these may exceed 50 lbs. Laboratory work requires the use of hand tools that require accurate control and steadiness such as saws for cutting carcasses; scalpels and knives for other testing.</li> <li>— Using a computer and various types of instruments for performing laboratory testing requires the use of fine finger/precision work.</li> <li>— Machinery used in the laboratory is small and requires a degree of manual dexterity.</li> </ul>
Concentration
<ul style="list-style-type: none"> <li>— <b>Visual</b> concentration is required when performing work on a computer including entering large</li> </ul>

amounts of data, matching and merging registrations as well as condition and age datasets into a main database. When participating in wildlife population studies, activities require applying paint to wildlife from a helicopter. As a follow-up, sighting and counting of targeted animals requires visual acuity.

- **Auditory** concentration is necessary when locating VHF collared animals.
- Activities which can be **repetitious** and require alertness occurs when extracting samples from carcasses.
- **Higher than normal level of attentiveness/alertness** is required when immobilizing and restraining various wildlife species, working around helicopters and when using ATV's, snowmobiles and boats.
- **Eye/hand coordination** is essential for sample extraction/removal and some secondary processing.
- **Exact results and precision** is required when removing fish otoliths, bear skull and jawbone measurements and using telemetry equipment for collared animals.

### Complexity

- Tasks are typically repetitive/well defined requiring the use of similar skills and knowledge, but occasionally include some different and unrelated activities. These activities range from conducting surveys for big game, small game and aquatic species to presenting results of field and laboratory work to various interest groups including wildlife division staff.
- Work usually involves defined and standard work processes, however, occasionally problems must be defined and practical solutions found. This could occur at any time when attempting to ensure that all project and assigned work is carried out within established timeframes.
- Challenges/problems/issues can be addressed by following procedures and/or guidelines and by reviewing manuals, guidelines, policies and procedures and discussing with supervisor.

## RESPONSIBILITY

### Accountability and Decision-Making

- Works tasks and activities are generally prescribed or controlled.
- Discretion is used for all daily laboratory procedures and replacement of general supplies and equipment.
- Purchases, other than general supplies, require supervisory approval.
- Discretion and judgement are used to interpret directions and apply guidelines when working with staff outside the division.
- Exercises a high degree of discretion and judgement when conducting big game surveys. Administrative functions such as arranging helicopter flights, distributing fuel caches, contacting crew members, ensuring telemetry equipment is fully functional (if required), ensuring GPS equipment is ready for use and ensuring data collection and transfer is done properly.

### Impact

- Impacts are felt internally within the immediate work area and department as well as externally with customers, clients and general public. Resources impacted include equipment, material resources (used to perform laboratory work); information (data collection); health/safety and

corporate image.

- Data collected is used to make recommendations for quota allocations. In the event of a mistake or error there could be significant impact on the above-mentioned resources. Given the large volume of data handled, errors at the basic level have the potential to be transferred to a larger audience. Therefore, data verification and validation is essential. While mistakes can occur, a large number of samples are used which mitigates the consequences of mistakes or errors.

#### **Development and Leadership of Others**

- There is no supervision of staff.
- Provides on-the-job advice/guidance, training and orientation. May delegate tasks to employees and students when leading field surveys.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- There is a requirement for safety equipment such as latex gloves, breathing apparatus, fume hoods, helmets when operating ATV's, snowmobiles or boats.
- There is significant likelihood of minor cuts, bruises, abrasions or minor illnesses and moderate likelihood for injuries, illnesses resulting from hazards given that all health and safety regulations are followed.
- Regularly exposed to unusual/distracting noise, dirt/dust, filth or garbage, fumes, hazardous chemicals, toxic or poisonous substances, bodily fluids and waste, infectious diseases, odours, dangerous heights or depths, wet or slippery surfaces, sharp objects, adverse weather conditions and travel. Occasionally, there is exposure to limited ventilation/lighting, vibration, electrical shocks, awkward or confining workspaces, temperature extremes, physical dangers or threats and heavy machinery.