

Position: **Benchmark Job #272**

Ministry: Environment, Lands and Parks

Working Title: **Supervisor, Industrial Investigations**

Branch: Conservation Branch

Level: Range 24

Location: Lower Mainland

NOC Code: 2224

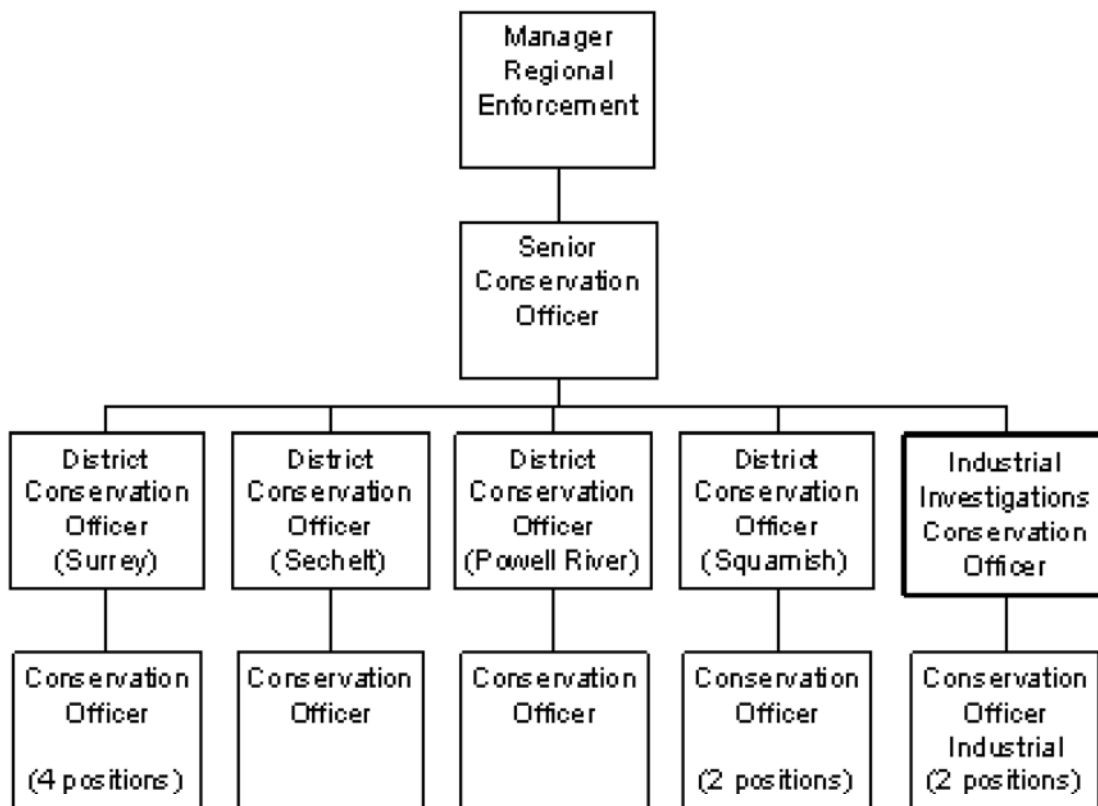
## PRIMARY FUNCTION

To conduct, coordinate and monitor industrial investigations under various environmental related acts and coordinate the activities of an industrial investigations unit.

## JOB DUTIES AND TASKS

1. Supervises the operation of a regional industrial investigations unit
  - a. determines which industrial investigations are to receive priority, draft workplans and allocates investigative work among subordinate officers accordingly; reviews the on-going progress of investigations
  - b. supervises the strategy of investigations and ensures that the unit meets operational goals
  - c. supervises, monitors, and appraises the work performance of two industrial investigation officers and provides mentorship guidance
  - d. reviews investigation reports from field staff and provides input for submission to crown council
2. Coordinates and carries out industrial investigation activities
  - a. reviews environmental complaints related to industrial violators to identify whether enforcement or administration actions are appropriate and determines the scope for any subsequent investigation
  - b. arranges and coordinates activities for a multi-disciplinary team of engineers, biologists, technicians and conservation officers for participation in site-specific investigations of industrial operations
  - c. obtains and secures evidence and arranges for analysis of samples of effluent or other collected evidence, ensuring continuous security until the evidence is submitted to the courts
  - d. interviews and takes statements from accused, witnesses and complainants who are directly or indirectly involved or have information on suspected offences; conducts searches of persons, businesses, residences, vehicles and other potential sources of evidence
  - e. conducts file searches into the regulatory history of industries to determine and evaluate non-compliance with environmental law
  - f. assesses information derived from investigations and decides upon appropriate course of action including exercising statutory authorities to make arrests, seize equipment, issue tickets, issue stop work orders, and recommends prosecution, penalties or permit cancellations
  - g. conducts patrols by vehicle, ATV, boat, aircraft, horseback or on foot to discover violations in progress or evidence of recently committed violations
  - h. monitors industrial activity to assess if practices are in compliance with environmental legislation
  - i. coordinates enforcement projects involving other conservation officer and law enforcement personnel
3. Coordinates the administrative activities of the industrial investigations unit

- a. prepares an annual Industrial Investigations Unit workplan and assists in the preparation of the regional plan, monitors progress against the plan and makes adjustments to work assignments
  - b. prepares the annual unit budget estimates and administers the approved budget allocation (ministry authority for expenditure on goods and services and contracts up to \$500)
  - c. prepares reports on various administrative matters involving compilation of data/statistics
  - d. maintains complete paper and computer files on all investigations for which responsible
  - e. maintains an inventory of fixed assets, identifies deficiencies and expedites replacement
4. Performs other related duties
- a. drafts briefing notes, news media contact forms and news releases on environmental enforcement activities and responds to news media and public inquiries on industrial environmental investigations
  - b. participates on provincial/regional committees as required
  - c. conducts wildlife control work when no other conservation officers are available
  - d. operates and maintains certification on a variety of vehicles, equipment, and firearms and performs emergency field repairs as required, instructs others in the use of firearms and equipment
  - e. participates in the ministry's provincial emergency plans
  - f. presents court evidence under oath



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<b>JOB KNOWLEDGE</b> Understand the principles of environmental protection law enforcement to interpret and apply environmental enforcement legislation to develop unit	G	250

	work plans and to solve investigative problems.		
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgment to modify investigative methods and approaches to develop cases surrounding environmental infractions by industry, plan a course of action for cases escalated by District Conservation Officers, and monitor on-going compliance of industry to environmental laws.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILLS</b></p> <p>Persuasion required to use basic counselling skills to appraise and discuss employee performance problems, as well as deal with incidents of antagonism while acting in an enforcement capacity.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Significant coordination and dexterity required to calibrate and adjust sensitive surveillance and testing equipment used in the conduct of investigations.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by environmental enforcement policies, plans, guidelines and legislation applies accepted investigational methods in a different way to coordinate an industrial investigations unit and to conduct and enforce various environmental Acts.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Moderate financial responsibility to administer part of local budget and ensures expenditures are within limits and exercises spending authority up to \$500.</p>	D	22.5

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7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b></p> <p>Considerable responsibility to control the evidence gathering process following criminal justice standards to ensure the relevance and validity of information.</p>	E	33
8	<p><b>RESPONSIBILITY FOR HUMAN RESOURCES</b></p> <p>Responsibility to supervise assigned workers, appraise employee performance and take disciplinary action (2 FTEs).</p>	DE	20
9	<p><b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b></p> <p>Considerable care and attention to provide environmental enforcement and industrial investigations services for public protection.</p>	E	40
10	<p><b>SENSORY EFFORT/MULTIPLE DEMANDS</b></p> <p>Focused sensory concentration to frequently listen and observe while conducting investigations to gather evidence.</p>	C	12
11	<p><b>PHYSICAL EFFORT</b></p> <p>Heavy physical effort to regularly lift moderate weighted bio-assay samples and investigational equipment.</p>	E	24
12	<p><b>SURROUNDINGS</b></p> <p>Exposed frequently to all weather conditions without shelter while conducting investigations to gather evidence.</p>	D	9
13	<p><b>HAZARDS</b></p> <p>Significant exposure to hazards from frequently working around hazardous chemicals and toxic wastes.</p>	D	9

Total Points: 807

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