

# Job Descriptions

IN THE BC PUBLIC SERVICE



Where ideas work

Position: **Benchmark Job #274**

Ministry: Environment, Lands and Parks

Working Title: **District Conservation Officer**

Branch: Conservation Branch

Level: Range 21

Location: Clinton

NOC Code: 2224

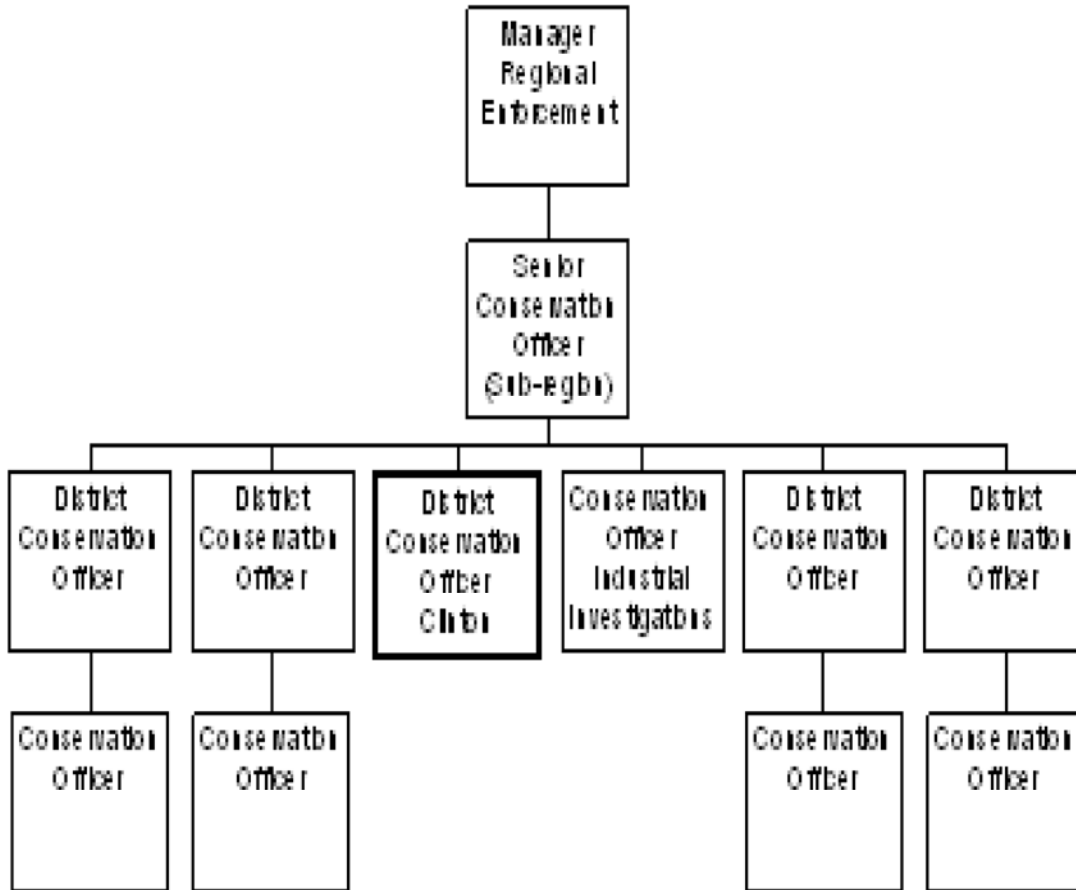
## PRIMARY FUNCTION

To provide environmental law enforcement, problem wildlife control and public communications as the sole conservation officer within a district.

## JOB DUTIES AND TASKS

1. Undertakes enforcement activities within a district
  - a. conducts investigations into suspected non-compliance with environmental and conservation related legislation and assesses information and complaints received from various sources
  - b. obtains and ensures the security and continuity of evidence
  - c. interviews and takes statements from witnesses and individuals connected with a case and conducts searches of persons, businesses, residences, vehicles and related sources
  - d. assesses information derived from investigations and decides upon an appropriate course of action including, exercising statutory authorities to make arrests, seize equipment, issue tickets, issue stop work orders and recommend prosecution, penalties or cancellation of permits
  - e. compiles investigation information and writes technical reports
  - f. conducts patrols, by vehicle, ATV, boat, aircraft, horseback or on foot, to discover violations in progress or evidence of recently committed violations
  - g. assesses and recommends the need for special or covert investigations, conducts surveillance, participates in undercover operations, and defers to specialist conservation officers as necessary
  - h. coordinates enforcement projects involving other field staff and law enforcement personnel
  - i. posts legal orders and executes legal documents
  - j. requests the services of additional conservation officers for large investigations or unusual workloads
2. Coordinates the administrative activities of the district conservation office
  - a. prepares an annual district workplan and assists the senior conservation officer in developing the annual regional operational plan
  - b. prepares annual district budget estimates and administers approved budget allocation (ministry \$5000 expenditure on goods and services and contracts)
  - c. collects and accounts for licence, permits and royalty revenues
  - d. prepares reports on various administrative matters involving compilation of data and statistics and maintains complete paper and computer files on all investigations for which responsible
  - e. maintains an inventory of fixed assets assigned to the district
3. Controls problem wildlife which may pose a threat to the public

- a. assesses public complaints regarding problem wildlife and expedites appropriate action
  - b. informs and educates the public on ways to reduce human/wildlife conflicts
4. Performs other related duties
- a. operates and maintains certification on a variety of vehicular equipment and firearms and conducts emergency field repairs as required
  - b. presents court evidence under oath



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<b>JOB KNOWLEDGE</b>  Understand the principles of environmental law enforcement to interpret and apply environmental protection legislation to investigate violations of environmental laws and regulations.	G	250
2	<b>MENTAL DEMANDS</b>  Judgement to apply analysis and interpretation of environmental laws to independently conduct technically exacting and methodical investigation of evidence in preparation for criminal court proceedings.	F	175
3	<b>INTERPERSONAL COMMUNICATIONS SKILLS</b>	D	45

	Persuasion required to use basic counselling skills to act in enforcement capacity, interview and take statements from witnesses and suspects and deal with incidents on antagonism.		
4	<b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to operate boats through/around river rapids.	D	22.5
5	<b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by environmental protection policies and legislation applies accepted investigational methods in a different way while independently investigating infractions.	E	120
6	<b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to hire problem wildlife contractors using standardized preapproved language.	D	22.5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
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 provide formal training as fire range officer, firearms instructor, boating instructor or defensive tactics.</p>	B	9
9	<p><b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b></p> <p>Considerable care and attention to remove dangerous/problem wildlife from locations where they are a direct threat to the public.</p>	E	40
10	<p><b>SENSORY EFFORT/MULTIPLE DEMANDS</b></p> <p>Focused attention to detail 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 frequently hike through bush with pack to do foot patrols.</p>	E	24
12	<p><b>SURROUNDINGS</b></p> <p>Exposed frequently to all weather conditions without shelter while working in remote areas.</p>	D	9
13	<p><b>HAZARDS</b></p> <p>Significant exposure to hazards from frequently working alone in isolated or remote areas.</p>	D	9

Total Points: 771

Level: Range 21