

Position: **Benchmark Job #407**

Ministry: Forests

Working Title: **District Scaling Supervisor - Interior**

Branch: Prince George Region

Level: Range 21

Location: Prince George

NOC Code: 2223

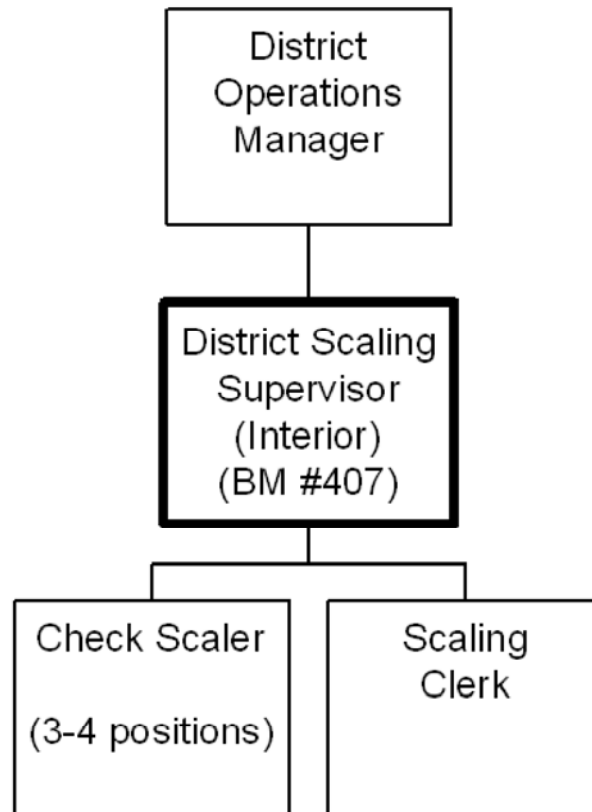
PRIMARY FUNCTION

To develop, administer and supervise an Interior District Scaling Program according to the Forest Act, Forest Practices Code, and provincial policy and guidelines.

JOB DUTIES AND TASKS

1. Administers and monitors the District Scaling Program
 - a. determines and designates the place for timber to be scaled and authorizes timber marks
 - b. ensures that timber is delivered to the correct site for scaling and that district scaling sites are authorized and continuously monitored
 - c. develops and maintains a schedule of visits to scale sites by the Check Scalers
 - d. reviews and approves licensee's annual production estimates, stratification plans and sets sample frequencies
 - e. evaluates and administers appointments and applications to serve as a Scaler on an acting basis
 - f. conducts examinations, evaluates requests and issues authorizations for licensed private Scalers
 - g. prepares and submits a monthly check-scaling activity report
 - h. programs electronic sample selectors and monitors sampling plans
 - i. administers shipping permit policies and related exemptions at the district level
 - j. decides on and implements all routine scaling issues within the district
 - k. issues exemptions under the Forest Act for scaling related matters and imposes conditions for exemption
 - l. develops, reviews, modifies and approves the Annual Sampling Plan of licensee's
 - m. coordinates scale checks of previously scaled products and resolves discrepancies
2. Develops the District Scaling Program
 - a. compiles the district budget and monitors commitments and expenditures in compliance with allotments
 - b. evaluates the scaling workload by scaling site and designs and implements check scaling programs to assure ministry quality control objectives are met
 - c. maintains contact with the District Timber Resource Officer to coordinate scaling and timber activities
3. Maintains scaling standards
 - a. initiates corrective action where scaling practices or procedures are found to be deficient
 - b. reviews check scale results and ensures that all scale returns prepared for billing are correct
 - c. monitors activities required by the Forest Act or regulations in relation to timber marks and scaling
4. Ensures weight scale operations are conducted in accordance with government legislation and ministry policy

- a. ensures Scalers and weigh scale operators correctly identify and maintain the frequency of sample loads
- b. ensures that Scalers identify species, strata and timber mark identification and apply related regulations
- 5. Takes direct enforcement action where violations occur
 - a. conducts and coordinates seizures of timber as set out under the guidelines of the Forest Act, issues warning and violation tickets and interviews witnesses, takes statements and prepares seizure reports
 - b. provides scale records and other data to the Forest Revenue Inspection Teams
 - c. liaises with Crown Counsel in preparation of cases and serves as an expert witness for Crown Counsel
 - d. follows up as directed on inspections to ensure that reported infractions or deficiencies are rectified
 - e. checks, participates on road blocks, and monitors vehicle transport of any timber or timber products
 - f. conducts random unannounced check scales of previously scaled sample and piece scale product
- 6. Supervises staff (up to 5 FTEs)
 - a. supervises, recruits and trains Check Scalers and Scaling Clerks
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. appraises worker performance and takes disciplinary action
- 7. Performs other related duties
 - a. establishes and maintains contact with intermediate level industry representatives
 - b. assists the regional Scaling Manager with training and licensing examinations



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the principles of Revenue Risk Management to supervise the district scaling operation and conduct enforcement activities.</p>	G	250
2	<p>MENTAL DEMANDS</p> <p>Judgement required to perform precise review and manipulation of scaling data to develop licensee's annual sampling plans, review/approve annual production estimates, stratification plans and set sampling frequencies and investigate statistical inconsistencies to detect violations of the Forest Act.</p>	F	175
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use basic counselling skills to discuss and explain employee performance problems with subordinates and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity required to drive a 4x4 vehicle on logging roads and walks on log booms.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by ministry scaling policies, applies accepted work methods in a different way to supervise the district check scaling and revenue risk management operations.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Considerable financial responsibility to plan and conduct audits for revenue collection.</p>	F	43

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7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control the process for ensuring that scaling data kept by scale sites is valid.	E	33
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise, appraise employee performance and take disciplinary action (1+5 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure workers follow safety procedures.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on page or screen.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to screen or printed material.	C	12
12	SURROUNDINGS Exposure to all weather conditions regularly in the field with no shelter.	C	6
13	HAZARDS Moderate exposure to hazards from regularly performing work on field trips to remote areas.	C	6

Total Points: 752

Level: Range 21