

Position: **Benchmark Job #270**

Ministry: Environment, Lands and Parks

Working Title: **Senior Conservation Officer**

Branch: Conservation Officer Service

Level: Range 27

Location: Surrey

NOC Code: 2224

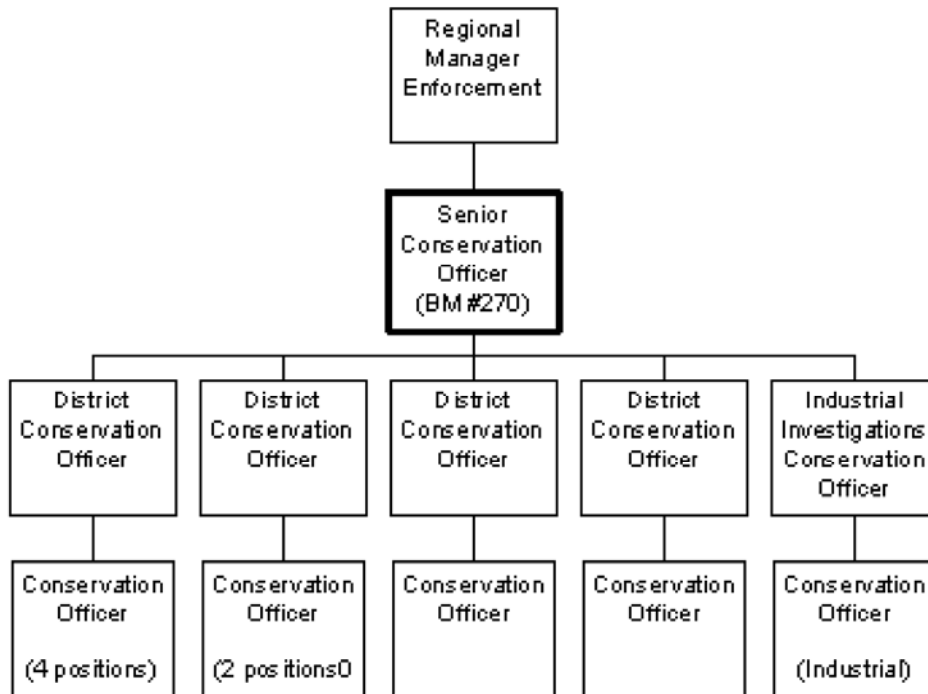
PRIMARY FUNCTION

To provide a full range of conservation officer service support to other ministry programs within a sub-region including environmental law enforcement, problem wildlife control, public communications, technical assistance and administrative support.

JOB DUTIES AND TASKS

1. Coordinates the delivery of the sub-region conservation program
 - a. prepares an annual workplan, supervises the development and execution of district workplans and assists the regional enforcement manager in developing the regional workplan
 - b. develops the budget estimates for the sub-region and monitors district expenditures
 - c. supervises a staff of conservation officers (14 FTEs), assigns workload priorities, and monitors activities and appraises performance
 - d. ensures that conservation officers are trained in all aspects of their duties, appraises conservation officer performance and takes disciplinary action, if required
 - e. conducts Stage I and II investigations of complaints against conservation officers
 - f. approves all major enforcement and wildlife control projects in the sub-region
 - g. authorizes full spending authority within budget and to \$15,000 on contracts (lab expenses)
 - h. ensures office and storage facilities meet ministry and program standards
 - i. conducts operational, equipment and building audits for the sub-region
 - j. ensures staff are trained as to safety hazards, identifies and corrects safety hazards and ensures staff have adequate back-up and safety equipment for high-risk patrols
 - k. liaises with other program staff to resolve any competing demands for technical support from conservation officer staff in sub-regions
 - l. develops contracts for various forms of services and administers those within a sub-regional scope
 - m. coordinates COORS (computerized enforcement records)
 - n. drafts and recommends legislative and program policy changes
2. Ensures the operational enforcement of conservation related legislation and regulations
 - a. monitors compliance with the legislation in a sub-region and develops law enforcement strategies for the sub-region in consultation with other program areas
 - b. liaises with crown counsel, senior law enforcement personnel, and other program areas to ensure effective working relationships between agencies is maintained and recommends charges/penalties reflecting impact of illegal actions on the environment

- c. examines case files and counsels staff on improved investigative/enforcement action and reports the results to the regional enforcement manager and staff and institutes remedial action where necessary
 - d. examines and recommends amendments to other program permits to ensure enforceability
 - e. performs operational enforcement duties
3. Performs other related duties
- a. serves as the first line of contact with the media and public on sensitive issues relating to conservation activities and drafts minister's letters and press releases
 - b. delivers training in firearms, boating, defensive tactics and related skills required for field work
 - c. assigns priorities for wildlife control and performs wildlife control duties on an occasional basis
 - d. assists police agencies on specific emergency enforcement duties



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	JOB KNOWLEDGE Understand the theory of environmental law enforcement to adapt responses by developing and delivering the sub-regional environmental protection program.	H	280
2	MENTAL DEMANDS Judgement to modify methods, techniques or approaches to plan the sub-regional environmental enforcement program.	G	200
3	INTERPERSONAL COMMUNICATIONS SKILLS Persuasion required to use basic negotiation skills to appraise and discuss	D	45

	employee performance problems.		
4	PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to inject, tranquilize or shoot problem wildlife.	D	22.5
5	RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by environmental enforcement policies, regional plans, guidelines and environmental laws, to plan, organize and evaluate the sub-regional environmental enforcement program.	F	160
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to exercise formal accountability to allocate funds for a local budget and to shift funds among changing priorities.	F	43

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</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>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsibility to supervise staff, appraise employee performance and take disciplinary action for 10-15 FTEs.</p>	DG	23
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>High level of care and attention to supervise a sub-regional program of environmental enforcement (wildlife control and industrial pollution) services for public protection.</p>	F	50
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Focused sensory concentration to frequently balance schedules and respond to people while encountering interruptions and deadlines.</p>	C	12
11	<p>PHYSICAL EFFORT</p> <p>Moderate physical effort to occasionally hike and climb with investigation equipment at mining, logging, hydro and natural gas development sites.</p>	C	12
12	<p>SURROUNDINGS</p> <p>Regular exposure to no shelter from elements while doing field work on industrial investigations.</p>	C	6
13	<p>HAZARDS</p> <p>Limited exposure to hazards from occasionally working at remote mining, logging hydro and natural gas development projects.</p>	B	4

Total Points: 890.5

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