

Position Number: **Benchmark Job #346**

Ministry: Forests

Branch: Operations

Location: Fort Nelson

Working Title: **Field Operations Supervisor**

Level: Range 24

NOC Code: 2223

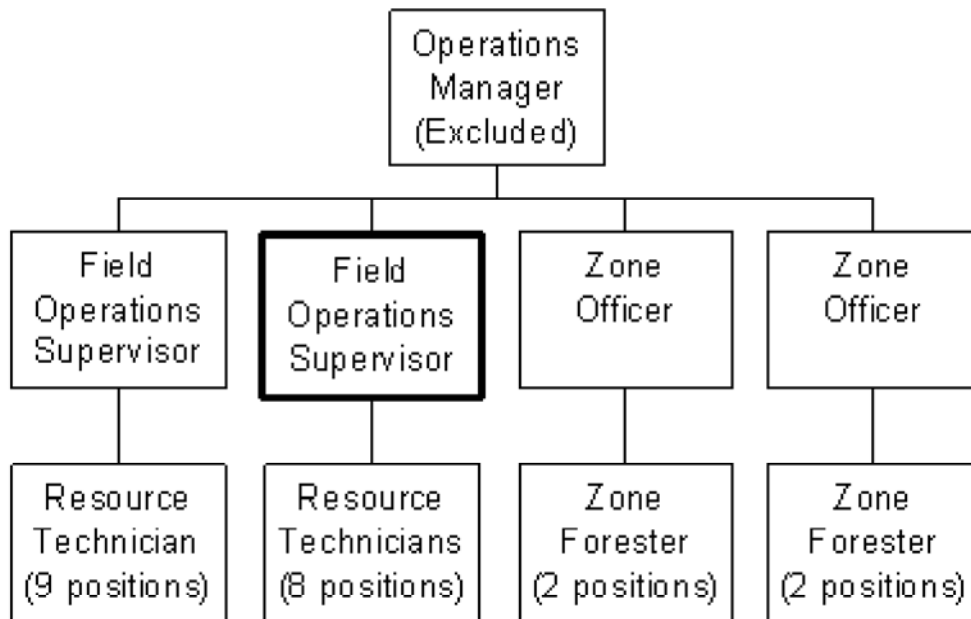
## PRIMARY FUNCTION

To coordinate field operation activities in forest resource management in areas such as silviculture, timber harvesting, valuation and related forest management programs through the supervision of a team of Resource Technicians.

## JOB DUTIES AND TASKS

1. Supervises the work of Resource Technicians (6-10 FTEs) within a Forest District
  - a. establishes work procedures and confirms objectives
  - b. determines the equipment, financial and human resource needs required to complete projects and work assignments
  - c. provides orientation, training, technical direction and supervision, appraises performance and takes disciplinary action
  - d. liaises with professional Foresters and other functional experts within the district to identify operational priorities and to allocate staff accordingly
2. Participates in forest resource management planning processes
  - a. confirms the feasibility of the proposed pre-harvest silviculture prescription
  - b. coordinates field inspections to ensure compliance with short and long-term resource plans
  - c. organizes the issuance of contracts to collect engineering, cruising, and silviculture survey data and information
  - d. provides information for silviculture and technical planning
  - e. schedules and directs monitoring operations
3. Administers contracts and monitors compliance with contractual terms and conditions
  - a. approves or recommends operational and survey contracts
  - b. prepares the ministry response pertaining to referrals from other agencies
  - c. ensures that contractors are conducting work up to prescribed standards and that corrective action is initiated when necessary
  - d. signs and approves advertising requesting contract submissions
  - e. plans and approves timber sale applications
4. Monitors and enforces standards established through statute, policy and regulation
  - a. approves recommendations for tenure inspections and resolves tenure conflicts
  - b. establishes standards and coaches technicians in the enforcement of standards
  - c. determines and coordinates district audits of licensees

- d. enforces scaling regulations and stumpage collection
- 5. Provides data and information to Resource Officers and related ministry staff in the region and branch
  - a. instructs and monitors technicians regarding the entry of field data into systems
  - b. approves the field diaries maintained by Resource Technicians and follows-up on specific items
  - c. produces reports and analysis based on field inspections and data collection
  - d. identifies trends in licensee actions and ministry accomplishments relative to strategic plans
- 6. Performs other related duties
  - a. prepares and monitors an operational budget
  - b. certifies satisfactory contract performance on survey projects
  - c. fulfils district fire protection duties as assigned
  - d. maintains or enhances safe working conditions for staff in the district
  - e. participates in various ministry committees



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand the theory of forest resource management in order to direct the work of a team of resource technicians to ensure optimum management of timber forest resources.</p>	H	280
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to modify methods and techniques in working with changing forest management practices to plan the operational use of human, financial and equipment resources.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b></p> <p>Persuasion required to use basic counseling skills to discuss and explain employee performance problems and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Moderate coordination and dexterity required for driving to monitor and inspect field operations.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by general forest and resource management policies, plans, guidelines and standards, plan and organize the provision of field operations services to ensure optimal use of operational resources.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Significant financial responsibility to produce an operational budget, adapt standardized contract language, certify satisfactory contract performance on survey contracts.</p>	E	33

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7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to control the quality of field data input to a systems database.	D	22.5
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise Forest Resource Technicians, appraise employee performance and take disciplinary action (6-10 FTEs).	DF	21
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention to ensure that Forest Technicians follow safety procedures and wear appropriate safety equipment.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration is required to frequently visually focus on source documents and to frequently balance the conflicting priorities of multiple forestry programs.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently stand and walk while conducting field inspections in the woods.	C	12
12	<b>SURROUNDINGS</b> Exposure to weather on a frequent basis with shelter available while conducting field inspections.	C	6
13	<b>HAZARDS</b> Moderate exposure to hazards from regular walking on uneven or wet terrain in wooded or slash areas.	C	6

Total Points: 827.5

Level: Range 24