

Natural Resources – Subsidiary 5

APS Benchmark Listings

Sub. No.	Bench- mark No.	Department	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
Natural Resources 9 (Point Range 439 - 518)												
005	059NR04	Environment & Parks	Heritage Protection Team Leader	F	I	2	264	38	100	R1	115	479
005	059NR03	Agriculture & Forestry	Sr. Area Forester	F	I	2	264	38	100	R1	115	479
005	059NR02	Agriculture & Forestry	Sr. Timber Operations Forester	E+	I	3	264	38	100	R1	115	479
005	059NR01	Environment & Parks	Provincial Aquatic Habitat Specialist	F	I	2	264	38	100	B	100	464
Natural Resources 8 (Point Range 371 - 438)												
005	058NR06	Environment & Parks	Lands Specialist	E+	I	2	230	33	76	R1	87	393
005	058NR05	Agriculture & Forestry	Wildfire Operations Officer	E	I+	2	230	38	87	R1	100	417
005	058NR04	Agriculture & Forestry	Forest Mgmt. Planner	E+	I	2	230	38	87	B	87	404
005	058NR03	Agriculture & Forestry	Area Forester (2)	E+	I	2	230	33	76	R1	87	393
005	058NR02	Environment & Parks	Wildlife Biologist	E+	I	2	230	33	76	R1	87	393

005	058NR01	Agriculture & Forestry	Prov. Wildfire Science Forester	E+	I	2	230	33	76	B	76	382
Natural Resources 7 (Point Range 314 - 370)												
005	057NR11	Environment & Parks	Facility Supervisor, Fish Hatchery	E	I	2	200	33	66	R1	76	342
005	057NR10	Environment & Parks	Parks Regional Land Use Officer	E	I	2	200	33	66	R1	76	342
005	057NR09	Environment & Parks	District Team Leader	E	I	2	200	33	66	R2	87	353
005	057NR08	Justice & Sol. Gen.	District Fish & Wildlife Officer	E	I	2	200	33	66	R2	87	353
005	057NR06	Agriculture & Forestry	Timber Mgmt. Specialist	E	I	2	200	33	66	R1	76	342
005	057NR05	Justice & Sol. Gen.	Regulations Officer	E+	I	1	200	33	66	B	66	332
005	057NR04	Environment & Parks	Sr. Wildlife Technician	E	I	2	200	29	57	R1	66	323
005	057NR03	Agriculture & Forestry	Area Forester (1)	E	I	2	200	29	57	R1	66	323
005	057NR02	Agriculture & Forestry	Wildfire Technologist	E	I	2	200	29	57	R1	66	323
005	057NR01	Environment & Parks	Fisheries Biologist (1)	E	I	2	200	29	57	R1	66	323
Natural Resources 6 (Point Range 269 - 313)												
005	056NR05	Environment & Parks	Lands Officer	D+	I	2	175	29	50	R1	57	282
005	056NR04	Environment & Parks	Conservation Officer 2	D+	I	2	175	29	50	R2	66	291
005	056NR03	Justice & Sol. Gen.	Fish & Wildlife Officer (2)	D+	I	2	175	29	50	R2	66	291
005	056NR02	Agriculture & Forestry	Timber Mgmt. Forest Officer	D+	I	2	175	29	50	R1	57	282

005	056NR01	Agriculture & Forestry	Wildfire Ranger (2)	D+	I	2	175	29	50	R1	57	282
Natural Resources 5 (Point Range 192 - 268)												
005	055NR05	Environment & Parks	Conservation Officer	D	I	2	152	25	38	R2	50	240
005	055NR04	Justice & Sol. Gen.	Fish & Wildlife Officer (1)	D	I	2	152	25	38	R2	50	240
005	055NR02	Environment & Parks	Sr. Fish Hatchery Technician	D+	I	1	152	25	38	R1	43	233
005	055NR03	Agriculture & Forestry	Wildfire Ranger (1)	D-	I	2	132	25	33	R1	38	203
005	055NR01	Agriculture & Forestry	Forest Officer (1)	D-	I	2	132	25	33	R1	38	203
Natural Resources 4 (Point Range 161 - 191)												
005	054NR03	Environment & Parks	Parks Lead Seasonal Officer	C	I	2	115	22	25	R2	33	173
005	054NR02	Agriculture & Forestry	Wildfire Aide	C	I	2	115	22	25	R1	29	169
Natural Resources 3 (Point Range 114 - 160)												
005	053NR02	Environment & Parks	Parks Seasonal Officer	C	I-	2	100	19	19	R2	25	144
005	053NR01	Agriculture & Forestry	Helitack Crew Leader	C	I-	1	87	19	16	R1	19	122
Natural Resources 2 (Point Range 98 - 113)												
005	052NR01	Agriculture & Forestry	Helitack Crew Member	C	T	1	76	16	12	R1	14	102
Natural Resources 1 (Point Range 85 - 97)												
005	051NR01	Agriculture & Forestry	Forestry Aide	B+	T	1	66	16	10	R1	12	88

Last Review / Update: 2017-01-06

Subsidiary 5

Benchmark Evaluation - 059NR04

Identification Section

Working Title:	Heritage Protection Team Leader
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas, Kananaskis Country, Operations
Reports To:	Operations Manager, Senior Manager
Levels to D.M.:	3
Job Description:	059NR04
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	059NR - Natural Resources 9

Comments on Role

The Heritage Protection Team Leader develops and directs the Parks and Protected Areas (PPA) heritage protection program. As the senior biological staff member, the Heritage Protection Team Leader is involved in resource management issues in relation to parks and protected areas, fisheries and wildlife management, disease and pest outbreak and control, ecological processes, vegetation management and other natural resource programs. There is an on-going requirement to lead and/or participate in public and stakeholder processes. The Heritage Protection Team Leader also coordinates input and establishes approval of land use activities in accordance with legislation, policy and procedures.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
FI2 264	38% 100	R1 115	479

Comments on Evaluation

Knowledge:

The position requires considerable knowledge of natural science including data collection and analysis, habitat and wildlife ecology, and disease and pest identification and control. This is acquired through a undergraduate degree in Natural Sciences and related field experience. Due to the nature and location of the work, a knowledge of park management, agriculture and resource related practices is required along with the ability to identify potential impacts on ecosystems and mitigation techniques.

Strong HR and communication skills are required to perform community functions to enhance the public understanding of parks and protected area programs, policies and procedures. As well, the stakeholder consultation process requires excellent communication and conflict management skills.

Creativity/Problem Solving:

The Heritage Protection Team Leader is the biological resource for the Canmore/Kananaskis area so must identify needs, conduct research and prepare assessments and plans dealing with heritage protection and environmental issues. The responsibility to plan, develop and implement Heritage Protection program goals and objectives requires specific program knowledge. There is considerable opportunity to develop new procedures and analyze initiatives in the areas of program and policy development. The position must stay current as it is expected to provide expert review and analysis.

Responsibility:

The position has a large public consultation and advisory role due to the profile of the area and competing resource interests. The focus of the role remains as program delivery in directing the heritage protection program in the assigned area.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 059NR04

Identification Section

Working Title: Heritage Protection Team Leader
Department: Environment and Parks
Division, Branch/Unit: Parks and Protected Areas, Kananaskis Country, Operations
Reports To: Operations Manager, Senior Manager
Levels to D.M.:

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Heritage Protection Team Leader develops and directs the Parks and Protected Areas (PPA) heritage protection program in the Canmore/Kananaskis area as per the approved policy and program priority direction established for the provincial protected areas system. The Heritage Protection Program identifies, quantifies, and evaluates natural and cultural resource issues to protect and sustain heritage resources in a holistic ecosystem approach. Position also establishes conditions for land use activities. Direct supervision for contract, permanent, and seasonal employees is a responsibility of this position. The Team Leader provides advice and assistance to resource specialists and other Parks and Protected Areas staff, and works closely with external agencies, companies, and other stakeholders.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Provide expert scientific, technical, and policy advice and input concerning parks and protected areas, fisheries and wildlife management, disease and pest outbreaks and**

control, ecological processes, vegetation management, and other natural resource programs.

- Develop and implement a research and monitoring program designed to ensure sustainability of the ecological and social integrity of Parks and Protected Areas.
- Identify needs, research, and prepare assessments and plans dealing with heritage protection and environmental issues.
- Provide expert input into the development of department and government policies, legislation, and programs.
- Provide defensible analysis and recommendations for managing environmental risk.
- Provide expert review and input to land use referrals.
- Represent the department and GoA on industry and inter-governmental planning processes such as the Central Rockies Ecosystem Interagency Liaison Group, East Slopes Grizzly Bear Steering Committee and the Bow Corridor Ecosystem Advisory Group.
- Recommend solutions to resolve resource conflicts.
- Plan, develop, and implement Heritage Protection program goals and objectives.
- Audit program implementation and report on accomplishments.

2. Coordinate scientific and resource inputs into public involvement and communication strategies. Lead and participate in public and stakeholder processes.

- Develop materials and undertake initiatives that enhance public understanding of resource issues in Parks and Protected Areas.
- Meet with stakeholders to gather or provide feedback on resource, environmental, and land management.
- Deal with local governments and MLAs on politically sensitive issues related to resource, environmental and land management.
- Respond to media information requests and perform outreach functions to enhance public understanding of parks and protected areas programs and policies.

3. Coordinate input and establish conditions for approval of land use activities in accordance with legislation, policy, and procedures.

- Recommend responses to non-conforming use proposals.
- Monitor and assess trends, supply opportunities, demands and conflicts impacting Parks and Protected Areas including adventure tourism, commercial guiding, resource extraction, and development.
- Develop creative solutions to manage industry needs in the area while maintaining provincial policy, goals, and objectives.
- Provide expert analysis and input into industrial/commercial activity referrals.

- Establish land use guidelines and conditions for activities in Parks and Protected Areas.

4. Administration and direct supervision of staff for the Heritage Protection Program for the Canmore/Kananaskis area.

- Supervise permanent and seasonal staff.
- Arrange for staff training and development.
- Manage annual program budget for Kananaskis Country Park Venture fund.
- Develop and manage a resource inventory and research activity database.
- Ensure compliance with OHS regulations and guidelines.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position makes decisions and recommendations that significantly impact the Canmore/Kananaskis area as well as provincial procedures, programs, and policies for parks and protected area management. Impacts heritage protection sustainability, commercial opportunity and economic development.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position performs outreach functions that enhance public understanding of parks and protected areas programs, policies, and procedures. Works with students, industry, government agencies, and the general public. Role has ongoing responsibility to provide expert advice and guidance to staff and external stakeholders. This position is regularly involved on interdepartmental and intergovernmental committees at the municipal, provincial, and federal levels.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and

skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires considerable knowledge of the practice of natural science including data collection and analysis, habitat and wildlife ecology, monitoring and goal setting, and disease and pest identification and control.
- Position must have a good knowledge of park management, agriculture and resource related practices, potential impacts on ecosystems, and techniques to mitigate impacts.
- Excellent verbal and written communication skills are required as are good computer skills in the use of specialized programs, geographic information systems, modeling, and database management.
- Requires a Natural Sciences degree plus six years related experience.

Organization

(Working titles of positions reporting directly to this position.)

This position has full supervisory responsibility of assigned permanent, wage, and contract resources.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 059NR03

Identification Section

Working Title: Senior Area Forester
Department: Agriculture and Forestry
Division, Branch/Unit: Public Lands and Forests Division, Woodlands Area
Reports To: Area Manager
Levels to D.M.: 4
Job Description: [059NR03](#)
Minimum Recruitment Standard: See the Minimum Recruitment Standard for [Natural Resources](#)
Job Code: [059NR](#) - Natural Resources 9

Comments on Role

The Senior Area Forester provides leadership to the forest and land management Integrated Planning Section. This leadership role extends to drafting and implementing regional guidelines and standards to ensure smooth program delivery within the area. The Senior Area Forester also works to ensure effective integration of forest and land management practices into the development of strategic plans that will support sustainable resource development. There is a project management focus involving both department and external teams that have regional and/or provincial implications.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
FI2 264	38% 100	R1 115	479

Comments on Evaluation

Knowledge:

The Senior Area Forester requires a Forestry degree to provide knowledge of core forest and land management functions. Advanced knowledge of relevant legislation such as the Forests Act, Public Lands Act as well as related policies and agreements is required. Knowledge of Departmental programs, policy objectives and business plans is essential. The Senior Area Forester is required to make resource management decisions and develop area strategies based on resource management principles, resource industry practices and non-industry stakeholder issues. This incorporates the ability to develop and maintain strategic partnerships, utilizing negotiation and conflict resolution skills as required.

Leading a team of professionals requires strong team and leadership skills. This includes developing and coaching junior staff to maximize potential capabilities.

Creativity/Problem Solving:

Decisions and recommendations are typically complex and the impact of poor decisions could include financial or resource losses and/or environmental damage. The Senior Area Forester must be able to balance resource development and environmental protection and incorporate all perspectives into the final plan. Competing resource uses necessitate obtaining stakeholder input and using facilitation and mediation skills to ensure business plans and ground rules allow for integrated resource use with minimal impact - a win/win solution. The Senior Area Forester must be able to identify, define and analyze options for action through evaluative thinking. The stakeholders are very diverse.

Responsibility:

The focus of the job is to ensure smooth and consistent program delivery of integrated and sustainable resource management in the Woodlands Area.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 059NR03

Identification Section

Working Title:	Senior Area Forester
Department:	Agriculture and Forestry
Division, Branch/Unit:	Lands and Forest Division, Woodlands Area
Reports To:	Forest Area Manager - Senior Manager
Levels to D.M.:	4

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Woodlands Area Manager, the Senior Area Forester provides leadership to the forest and land Management Integrated Planning Section and ensures effective integration of forest and land management practices into the development of strategic plans that will support sustainable resource development while minimizing the impact on the public lands and forest landscape. A key focus of the position will be to lead department and external teams on projects which have regional and/or provincial implications as well as drafting and implementing regional directives and/or guidelines and standards to ensure smooth program delivery within the area.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Provide leadership to the Integrated Planning Section in Woodlands Area to ensure the effective integration of forest and land management practices and strategic planning that will support sustainable resource development in the area while minimizing the impact of development on the environment.**

- Provide input to the development of Operational Land Use Management Plans and Access Management Plans.
- Review and provide input to the approval of Operation Land Use Management Plans and Access Management Plans developed by industry.
- Provide input and participate in the development of Local Integrated Resource Decisions.
- Chair the Ground Rules Standing Committee for the Woodlands/Yellowhead timber planning and operating ground rules zone and negotiate new core operating ground rules.

2. Provide leadership/participate on department and external project teams which have regional and/or provincial impacts in terms of forest management and land management policy development and related implementation issues.

- Assist in the development of provincial forest management and land management policy as well as ensure standardization of policy between Land Management / Forest Management (Public Lands and Forests Division) and Forest Protection and Fish and Wildlife Divisions.
- Participate on inter-divisional and interdepartmental policy initiatives having direct implications on the area, i.e. caribou sub-committee.
- Provide input, advice and assistance with the development of the Regional Integrated Resource Management (IRM) Strategy.
- Review and provide input to the approval of access and protection plans in the caribou zone.
- Work with Forest Operations and Business Branch, Forest Management Branch and Land Use Operations Branch in long term forest and land management strategy implementation.
- Act as lead department negotiator for the development of company specific timber planning and operating ground rules for the Blue Ridge Lumber, Millar Western Forest Products and ANC Timber Forest Management Agreements.

3. Support consistent application of standards among land management and forest management staff in the area through the provision of training and direction regarding relevant land management and forest management policy initiatives and procedures.

- Provide input and assistance to staff reviewing and approving disposition plans.
- Provide input with regards to the completion of Reclamation Certificates and Letter of Closures.
- Provide advice and assistance to various 'horizontal' teams reviewing and approving Compartment Assessments, Compartment Designs, and Annual Operating plans and related planning submissions.
- Provide input to tenure allocation management and administration.

- Participate in compliance audit programs or related projects.
 - Provide input to FMA, Quota and CTP timber allocation proposals for the area.
- 4. Supervise the human resources assigned to the Integrated Planning Section to ensure that services delivered support the area/division business goals.**
- Responsible for the supervision and training of staff assigned to the Integrated Planning Section.
 - Responsible for the development of performance management agreements, performance monitoring and performance reviews.
 - Mentor other area staff to promote smooth and efficient operation with the area.
- 5. Respond to issues/appeals related to area Forest Management and Land Management decisions by representing the Woodlands Forest Area and the department.**
- Prepare briefing notes as requested in response to forest management and land management issues.
 - Directly participate in meetings or hearings to provide expert advice to proceedings.
 - Respond to FOIPPA requests related to forest management and land management activities.
- 6. Advocate division programs and encourage compliance with legislation by establishing close working relationships with stakeholders, other agencies and the public in order to promote integrated resource management practices.**
- Respond to the public inquiries regarding integrated forest and land management practices and activities.
 - Plan, implement and/or participate in area and department public involvement initiatives or programs.
 - Represent department at client and stakeholder consultations, public meetings, open houses, etc.
- 7. Provide support to the Forest Protection Division in both program areas of fire suppression and fire prevention in order to suppress and reduce the incidence of wildfires.**
- Actively participate in fire suppression activities according to certification.
 - Assist with the design and implementation of landscape and community protection vegetation management strategies.
 - Review and provide feedback to FPD regarding proposed landscape planning for fire risk management.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Impact of the Senior Area Forester - Integrated Planning Section is directly on the long term sustainability of forest resources in Woodlands Area. This position is accountable for the development of the business rules (strategic forest and land use management plans) that will guide the Operations/Compliance sections when reviewing and making decisions regarding the approval of timber/land use applications.
- Complexity is impacted by the multitude of stakeholders and special interest groups who often have competing interests in the land and timber. Challenge of this position is to reach a compromise and establish a mutually agreeable solution that will meet long term resource sustainability and existing management plans but at the same time meet evolving needs. This position is often required to resolve competing Land and Forest Management issues and develop new responses or innovative approaches. An example involved the community of Swan Hills whose development has been primarily resource based. The town is now looking at diversifying their economic base and looking for alternatives such as tourism. However, the intense amount of logging occurring in the vicinity is of concern to the community who feel that this will have a negative impact on their ability to sell the area as 'wilderness playground?'. The Senior Area Forester has participated in the establishment of a joint committee of the companies and the Swan Hill Community to address and resolve the concerns and issues.
- Development of business plans and ground rules involves obtaining input from multi stakeholders and then using facilitation, mediation and persuasion skills to develop an agreeable solution that will allow integrated resource use but at the same time minimize the impact on forest resources. An example involved the development of a common set of planning and operating ground rules for all companies conducting timber operations in Woodlands Area. The Senior Area Forester led the negotiation of these ground rules on behalf of the crown and he continues to lead the review and update process for the zone ground rules.
- Development of pragmatic solutions to complex resource management issues requires creativity and exceptional judgment. The Senior Area Forester is required to define a balance between resource development and environmental protection and must advocate equally for all interests. An example involves the development of guidelines for the integration of timber harvesting and grazing on the Millar Western and Weyerhaeuser FMA areas. These guidelines provide for balanced use of timber and grazing resources while maintaining a healthy environment.
- Decisions and recommendations are typically complex and inappropriate and/or incorrect application of regulations, policies or procedures could potentially result in environmental damage, resource loss, or financial loss. An example of such a complex decision would be the development of FMA timber supply analyses and detailed forest management plans. Incorrect or inappropriate assumptions regarding the timber resource could result in the

calculation of an allowable cut that is not sustainable or could result in the production of a management plan that when implemented will negatively impact the environment or other forest resource values.

- Providing leadership to the Integrated Planning Section involves making decisions regarding work planning and priority setting, settings standards for various forest management and land management programs in the area and dealing with associated human resource issues.
- Stakeholders impacted include the oil and gas industry, timber industry, the agricultural and ranching community, recreational users, aboriginal groups, special interest groups, eco-tourism operators, other government agencies, local government and the public in the Woodlands Forest area.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Senior Area Forester works collaboratively with the Compliance Assurance and Operations sections to ensure smooth and consistent program delivery in the Woodlands Area. The land management plans and business rules established by the Integrated Planning Section are implemented and enforced by these sections and this position is often required to provide advice and clarification to ensure consistent and seamless program delivery.
- Ongoing contact with the Edmonton head office PLFD staff as well as with other areas to ensure consistent delivery of cross boundary programs as well as to resolve cross-boundary issues.
- Ongoing contact with key stakeholders in the area as well as other agencies who have vested and but often competing interests in the use of public lands and timber. As the senior forester responsible for planning within the area, this job is often required to work with staff and clients to clarify decisions regarding crown timber and land use, explain program policy changes and mediate acceptable solutions while at the same time achieve integrated and sustainable resource management.
- Facilitates discussions between aboriginal groups and industry with regards to access rights, protection of cultural and heritage sites, i.e., grave sites, and pending industrial activity.
- Provides expert advice to proceedings dealing with appeals of forest and land management decisions.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Forestry degree combined with extensive experience in core forest management and land management functions which have provided a thorough understanding of professional practices and scientific principles to be considered when making resource management decisions.
- Eligible for registration as a professional Registered Forester.
- Strong knowledge of resource industries in the province, their practices, issues and trends.
- Advanced knowledge of relevant legislation, primarily the Forests Act, Forest and Prairie Protection Act and related regulations, Public Lands Act, Alberta Environmental Protection and Enhancement Act, The Water Act and Codes of Practice.
- Extensive knowledge of existing forest management and land management legislation, policies and agreements.
- Forest Management Planning Manual, Soil Conservation Guidelines, West Central Alberta Caribou Operating Guidelines, Detailed Forest Management Plans and Timber Supply Analyses, Land Management Plans, Area Operating Agreements and Zonal and company specific operating ground rules.
- Regulated Forestry Profession Act and Regulation.
- Thorough knowledge of the departmental program and policy objectives and associated Business Plan.
- An ability to develop area strategies to respond to local challenges and opportunities.
- Highly developed communication skills to deal with a broad spectrum of stakeholders and the public, including excellent verbal and non-verbal communication skills, strong listening skills and written communication skills.
- An understanding of the perspectives and issues of the non-industry stakeholders in the area and province.
- Exceptional mediation and negotiation skills and the ability to develop and maintain strategic partnerships with various stakeholders.
- Highly developed team and leadership skills.
- Highly developed organizational skills.
- An ability to apply extensive experience, effective coaching skills and constructive feedback to help junior staff develop their skills.
- Ability to work with limited supervision.
- Highly developed analytical skills.
- Well-developed conflict resolution skills.

Organization

(Working titles of positions reporting directly to this position.)

Reporting directly to this position are four Forester II's, and a Technologist II.

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Evaluation - 059NR02

Identification Section

Working Title:	Senior Timber Operations Forester
Department:	Agriculture and Forestry
Division, Branch/Unit:	Public Lands and Forests Division, Forest Management Branch, Harvest and Renewal Section
Reports To:	Manager
Levels to D.M.:	4
Job Description:	059NR02
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	059NR - Natural Resources 9

Comments on Role

The Senior Timber Operations Forester is responsible for development of timber harvest planning and operating ground rules across the province. The position is required to negotiate ground rules to find a balance among resource values at an operational level. These ground rules are negotiated directly with the forest industry and set standards and best management practices for implementation of Forest Management Plans. This is the key departmental resource in the area of provincial and regional standards for timber operations and for ground rules.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+I3 264	38% 100	R1 115	479

Comments on Evaluation

Knowledge:

A BSc. in Forestry and extensive related experience including forest management planning, logging operations, ecological management, forest soils and hydrology/watershed management. Must be eligible for membership in College of Alberta Professional Foresters as well as a graduate of the Alberta Advanced Forest Management Institute, or equivalent. The position requires a wide knowledge base in forestry such as management planning, logging operations and ecological management including forest soils and hydrology/watershed management. An extensive knowledge of relevant legislation, policies and regulations is required. Examples include the Forests Act, Public Lands Act, Timber Management Regulation, etc.

The rating for HR skills recognizes that the Senior Timber Operations Forester is the lead negotiator of ground rules for the Crown, and has a mediation/facilitation role in large complex negotiations so has been recognized in the human relations skills.

Creativity/Problem Solving:

Negotiating the provincial and regional timber operations planning and harvesting ground rule process requires extensive coordination of the process from the organization of participants and Terms of Reference to the final documentation preparation. This requires the ability to develop new procedures and identify and analyze initiatives in program development. There is an on-going requirement to develop and update timber operations, technical manuals, directives and policies that involves extensive consultation with stakeholders. The compliance assurance function involves drafting standards and influencing process to reach agreement in the development of standards.

Responsibility:

As a key departmental resource in the area of timber operations and ground rules, the position is focused on program delivery.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 059NR02

Identification Section

Working Title:	Senior Timber Operations Forester
Department:	Agriculture and Forestry
Division, Branch/Unit:	Public Lands and Forests Division, Forest Management Branch, Harvest and Renewal Section
Reports To:	Manager, Senior Manager
Levels to D.M.:	4

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is a professional position responsible for development of timber harvest planning and operating ground rules across the province. The position negotiates ground rules directly with the forest industry, and directs the development process through convening primary stakeholders, ensuring consultation and input of others, extensive mentoring and direction to negotiating foresters, mediation/conflict resolution, and completion of documentation for Branch Director and ADM approval. The position provides overall leadership and direction on timber operations in the province through development of policy and standards, providing advice and expertise to industry and government staff, and conflict resolution and policy interpretation on matters not outlined in existing policy and standards. This is the key departmental resource in the area of timber operations and ground rules. Effective ground rules and other timber operations standards and policy are essential as timber operations area major contribution to the provincial economy and rural communities.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Develop regional timber operations planning and harvesting ground rules to ensure a high degree of protection of Alberta's forests and forest lands during timber operations as per core business in SRD business plan.

- Convene each ground rule process - organize participants/stakeholders, ensure development of a Terms of Reference for each negotiation, and ensure financial and technical resources are available, deadlines adhered to, and document is completed.
- Negotiate regional operating ground rules. Position is the lead negotiator of ground rules for the Crown, and also negotiates a common government position with other department/government professionals prior to meeting with industry.
- Coach and mentor government staff (area foresters and fish and wildlife biologists) involved in negotiations.
- Mediate/facilitate ground rules negotiations where skilled facilitation is required for complex, large regional negotiations (i.e., numerous companies, stakeholders, complex issues). In this case, a Senior Forest Practices Forester from the Branch acts as the lead negotiator, and this position mediates/facilitates the process.

2. Develop timber operations technical manuals, directives and policies to ensure a high degree of protection of Alberta's forests, forest lands, and watersheds during timber harvest operations as per core business in SRD business plan.

- Monitor existing technical guidelines and policy, identify gaps or areas where streamlining should occur.
- Convene and influence stakeholders (industry and government) in developing new policy, procedures, standards, guidelines and legislation related to timber operations. For example - Riparian Area Management guidelines - require extensive work with fish and wildlife, environment, industry and scientific community broad policy review will involve liaison with the Forest Policy Section and Departmental Policy Secretariat.
- Develop draft standards, policy and guidelines for discussion, and complete final documents.
- Gather and analyze information for use in supporting policy or program decisions. Network with research agencies such as the Alberta Research Council, Alberta Conservation Association, University of Alberta, Forest Energy Research Institute of Canada to ensure the latest research in forest soils, watershed protection, wildlife, ecology, and logging practices is incorporated into new ground rules.

3. Compliance Assurance - develop measurable standards of performance for use in timber operations auditing and monitoring to ensure a high degree of public confidence and protection of forests and forest lands during and after timber harvest operations as per core business of SRD. Standards will give clear direction to the Forest Business and Operations Branch in developing internal systems for government monitoring of industry timber operations. Also, ensure the needs of the FBO Branch are included in the development of the ground rules.

- Draft measurable operating standards (and performance tolerances) for timber harvest operations auditing.
- Influence and negotiate with department and industry staff to reach agreement in the development of standards.
- Develop advanced system for timber harvest annual operating plan approvals. Set standards of accuracy for industry forest practitioner submissions, and work with the Stewardship Forester (in FBO Branch) to identify PLFD audit/stewardship requirements.

4. Act as department expert in the area of timber operations and watershed to ensure widespread understanding and protection of forests, forest lands, and watersheds in timber harvesting operations, as per SRD core business.

- Provide professional and technical advice on timber operations to PLFD and industry staff. Assist field staff in resolving timber operations issues as required. Mentor junior staff through advice, organizing field workshops/discussions on improving timber operations practice (with industry as appropriate).
- Participate as resource expert on timber operations and watershed protection in forest management planning teams or in a plan review process. Ensure that the following issues are addressed in the plans - appropriate size of cutblocks, feasible timber harvest sequence, strategies to minimize impacts on water quality and yield. Work toward a clear transition from the broad level management plan to specific operational plans to ensure sustainable forest management.
- Manage issues and action requests. Draft briefing notes and responses to issues that involve timber harvesting - e.g., public concerns with logging, interdepartmental concerns. Meet with concerned stakeholders (such as trappers, environmentalists) and local forest area staff to alleviate concerns and diffuse issues regarding timber harvesting.
- Keep abreast of new technologies, models, and timber operations and soils, watershed protection practices and incorporate into forest management guidelines/ground rules.
- Training - conduct workshops for PLFS field staff on timber operations and watershed protection practices. Identify PLFD timber operations and ground rules training needs and work with ETC on course design and development.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Position develops regional ground rules, timber operations policy, technical guidelines and audit standards for the entire province. Recommends new policy and program direction based on feedback from industry and/or other stakeholders, the latest research, technologies, public values related to timber operations and watershed management.

Impact:

- Logging costs and impact to local economy - Changes to a region's ground rules (e.g., requirements to protect immature trees in cutovers) results in a change in the cost of logging. A small change in how timber is to be harvested can result in hundreds of thousand dollars impact to some forest companies. Requirements to retain structure (mature trees) in cutblocks can reduce the amount of timber available for harvest, which affects mill supply and communities that depend on the mill. The position develops ground rules with the companies that meet the needs of the crown while having minimal impact of costs to the companies, and to communities.
- Clear, effective ground rules are required to protect the forest environment and meet forest management objectives. They provide measurable standards on all aspects of forest operations ranging from visual impact of cutblocks to caribou habitat protection to watercourse protection during road building. Environmental damage - to soils, water, trees - negative public reaction, or impact to wildlife habitat can result if rules are vague or improper. Position is required to negotiate ground rules to find a balance among resource values at an operational level.

Creativity:

- Position is subject to a broad framework of policy in forest management (Alberta Forest Legacy) and the department business plan. There is considerable freedom to interpret what these mean in terms of effective timber operations standards. As such, there is a high degree of flexibility in how this position develops effective standards.
- New understandings and research regarding ecological management, watershed and riparian forest management and mixed wood and non-clearcut forest management require creative solutions for incorporation into ground rules and other timber operations guidelines/policies.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Position has regular involvement with most levels of PLFD staff from field officers to the Forest Management Branch Director, and industry staff from field supervisors to woodland managers. Also has extensive dealings with other government divisions/departments such as Fish and Wildlife, Environment, Energy, academics with expertise in watershed and hydrology, biodiversity and wildlife scientists, and general public /laymen/furbearer trappers concerned about timber harvesting. This position is the primary contact with Department of Fisheries and Oceans (DFO) on forest operations issues. Position proactively resolves issues,

concerns or conflicts that may escalate over program implantation with industry, PLFD staff, other government staff or key stakeholder groups.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Content Knowledge:

- BSC in Forestry and extensive related experience.
- Membership or eligibility for membership in College of Alberta Professional Foresters.
- Graduate of the Alberta Advanced Forest Management Institute or equivalent (i.e., BC program).
- Wide knowledge base in forestry ranging from management planning to logging operations to ecological management. Specific knowledge and experience in forest soils and hydrology/watershed management.
- Extensive knowledge of forest policy, legislation, and administration - The Forests Act, Public Lands Act, T/M Regulations, Forest Resource Improvement Regulation, Regeneration Survey Manual, Ground Rules, and all PLFD policy directives, manuals, guidelines. Includes knowledge of other land/resource-related legislation and policy which may impact timber operations - the Water Act, Public Lands Act, Environmental Protection & Enhancement Act.
- Extensive understanding of departmental policies and procedures, particularly Occupational Health and Safety requirements.

Skills/Abilities:

- Highly skilled mediator/facilitator. Ability to lead people through conflict and find solutions.
- Highly skilled negotiator. Ability to find creative solutions and reach agreement on complex issues.
- Able to give credible, authoritative, timely policy/standards interpretation and direction to field and industry staff on timber operations matters when policy/standards unclear, outdated or incomplete.
- Excellent interpersonal communication skills in dealing with a wide range of individuals including professionals, academics, technical staff, general public/laymen, senior executives, management.
- Able to diffuse politically sensitive issues relating to timber operations to focused listening/attending to concerned parties.
- Good leadership and mentoring skills for PLFD foresters, who this position leads through ground rules processes.

- Flexibility and adaptability in dealing with rapidly changing workload priorities.

Organization

(Working titles of positions reporting directly to this position.)

This position has no direct supervisory responsibilities, but provides consultative guidance and direction to field foresters throughout the province.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 059NR01

Identification Section

Working Title: Provincial Aquatic Habitat Specialist

Department: Environment and Parks

Division, Branch/Unit: Fish and Wildlife Division, Fisheries Management Branch, Resource and Conservation Section

Reports To: Head, Fisheries Conservation and Biodiversity Section, Senior Manager

Levels to D.M.:

Job Description: [059NR01](#)

Minimum Recruitment Standard: See the Minimum Recruitment Standard for [Natural Resources](#)

Job Code: [059NR](#) - Natural Resources 9

Comments on Role

The Provincial Aquatic Habitat Specialist is responsible for ensuring the development and implementation of programs, policy, standards and guidelines to support the protection of aquatic ecosystems in the province. The emphasis is on aquatic habits and fish species. A key responsibility of this position is to ensure that fisheries objectives and considerations are incorporated into various land and water planning and management processes. Other responsibilities will include developing standards related to fish habitat assessment and monitoring and auditing protocols. As the Ministry's Specialist, the position will play a key role in defining provincial roles and responsibilities related to jurisdiction over the administration of the Fisheries Act in the province.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
FI2 264	38% 100	B 100	464

Comments on Evaluation

Knowledge:

A Bachelor's degree in Biology with a specialization in Fisheries/Aquatics is required along with extensive experience in fish and wildlife management at the field level. This will provide an in-depth understanding of fisheries and aquatic ecological principles, data interpretation of research initiatives and knowledge of forest ecology and soils. In order to take a lead role in Ministry initiatives, there is a requirement to have a thorough knowledge of current and emerging aquatic ecosystem issues and the science of ecosystem management in Canada, USA and abroad. This lead role will also involve facilitation and communication skills to deal with a variety of stakeholders and resolve conflicts in relation to agreements and contracts.

Creativity/Problem Solving:

The position is recognized in the Ministry as a specialist so is expected to be leading edge in terms of scientific expertise. This role extends to providing advice and direction to regional Ministry staff. There is a requirement to develop guidelines and identify and analyze initiatives in the area of program and policy development and research. Creative thinking typically involves the development of standards to meet the needs of diverse resource issues. This requires blending the legislation and the science and developing practical guidelines that can be used by industry. The position works with land, water and other resource managers, resource development industries, stakeholders and the public in this role.

Responsibility:

The role provides expertise and advice at a provincial level so is considered to have a balanced profile. There is a knowledge transfer role plus an emphasis on policy development and implementation.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 059NR01

Identification Section

Working Title:	Provincial Aquatic Habitat Specialist
Department:	Environment and Parks
Division, Branch/Unit:	Fish and Wildlife Division, Fisheries Management Branch, Resource and Conservation Planning Section
Reports To:	Head, Fisheries Conservation and Biodiversity Section, Senior Manager
Levels to D.M.:	4

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Head of the Resource Conservation and Planning Section, the Provincial Aquatic Habitat Specialist is responsible for ensuring the development and implementation of programs, policy, standards and guidelines that will support the protection of aquatic ecosystems in the province with emphasis on aquatic habitats and fish species. Key responsibilities include ensuring incorporation of fisheries objectives and considerations into various land and water planning and management processes, developing standards related to fish habitat assessment, monitoring and auditing protocols, as well as defining the province's role and responsibilities with regards to fish habitat protection and land use. The Provincial Aquatic Habitat Specialist is also responsible for the coordination of research initiatives and the subsequent related knowledge transfer related to sustainable ecosystem management practices. The position works with land, water and other resource managers, regulatory agencies, resource development industries, stakeholders and the public in implementing key responsibilities.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. • Ensure that Fisheries habitat considerations and management objectives are incorporated into provincial and regional land/water planning mechanisms.**
 - Design and develop legislation, regulations, policies, guidelines and protocols in consultation with land, water and resource managers, industry and stakeholders to facilitate the implementation of fisheries management objectives through resource management planning and decision-making processes (e.g., Wetlands Policy, Riparian Management Strategy, Aggregate Extraction Policy).
 - Design and develop processes that will ensure that Fisheries management objectives and input are considered during plan development and approval at both the regional and provincial levels.
 - Coordinate the development of provincial fish habitat and biodiversity objectives for inclusion/consideration in integrated resource management planning and decision-making.
 - Lead interagency teams (SRD, ENV, and federal agencies) to develop mutually acceptable processes and address issues of mutual concern.
 - Establish and maintain effective partnerships and working relationships with land, water and resource managers to ensure fisheries management objectives are understood and integrated into planning and referral processes.
 - Provide provincial fisheries management perspective for development of major water management, landscape and land management strategies (Northern East Slopes Sustainable Strategy, provincial Water Strategy).

- 2. Propose programs and develop program standards and guidelines related to the management of the fish habitat that will mitigate habitat loss due to development and/or to enhance habitat needs to ensure long term viability of the fisheries resource.**
 - Guide the development and implementation of habitat protection/land use referral standards, guidelines and protocols through a review of and update of existing procedures and provision of advisory support to regional staff. (e.g., establishing timing constraints for industrial activities to reduce impact on fish species and habitat, Code of Practice guidelines).
 - Provide expert advice to departmental field staff, senior management, other government Ministries and other levels of government regarding interpretation of standards and guidelines.
 - Develop in consultation with land, water and resource managers, industry and stakeholders monitoring and auditing protocols to assess the effectiveness of operational guidelines, habitat mitigation measures and other practices in supporting fisheries and fish habitat management objectives.

- Make presentations at conferences and seminars and coordinate and conduct workshops and seminars related to fish and fish habitat management.
- 3. Provide leadership to research initiatives and ensure transfer of scientific knowledge to sustainable ecosystem management program delivery practices.**
- Define research priorities related to fish habitat management.
 - Develop and manage applied research initiatives in partnership with other government agencies, research and private sector/industries.
 - Participate in department coordination and approval mechanisms for research expenditures.
 - Facilitate transfer of knowledge to field delivery staff by ensuring incorporation into policy, processes and guidelines.
- 4. Play key role in defining provincial roles and responsibilities related to the federal/provincial jurisdiction over the administration of the Fisheries Act in the province.**
- Establish and maintain processes for dialogue and resolution of issues pertaining to federal/provincial roles and responsibilities for fish habitat management in the province. (i.e., Chair joint technical issues working group consisting of the federal and provincial representatives).
 - Provide advice and support to regional staff with regards to fish habitat mandate issues.
- 5. Provides advice and support for issue resolution and program planning related to the management of fish, fish habitat and aquatic ecosystems in Alberta.**
- Provide information and advice to Fish and Wildlife Executive, SRD Executive and the Minister on a range of specific to broad strategic level issues and initiatives and through responses on Ministerial action requests.
 - Participate in Fish and Wildlife Division strategic planning initiatives such as Vision 2007 and other strategic habitat planning initiatives.
 - Assists in the development of program priorities and objectives for aquatic resource conservation and planning.
 - Provide information and advice to development of fish and wildlife management program plans, operational plans and strategic initiatives.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Provincial specialist who is on the leading edge both in terms of scientific expertise and the development of policy. Plays a strong strategic role in the development of policy, standards and guidelines that will support the protection and maintenance of fish habitat and aquatic ecosystems in the province.
- Provides leadership and advice on the development and implementation of policy and programs to manage fish habitats as well as provide project leadership for specific initiatives.
- Must influence and persuade other resource managers and management agencies to recognize understand and integrate fisheries management objectives into planning and referral processes as Fish and Wildlife has no direct authority over land use and water management decision-making.
- Responsible for coordinating a variety of interrelated initiatives and projects that will ensure effective fish habitat management. Projects range from small ad hoc to large committees with long-term impact such as the provincial Water Strategy. Also involved in inter-governmental initiatives such as the Federal Provincial Prairie Science Team.
- Plays key role in defining roles and responsibilities related to federal/provincial jurisdictions and authorities provided under the federal Fisheries Act and the provincial legislation including the Water Act, Fisheries Alberta Act, Public Lands Act, Forest Act, Environment and Protection Act and the Wildlife Act.
- Creative thinking typically involves the development of guidelines and standards that can reasonably implement and the development of regulatory processes and approaches that meet the needs of diverse resource management interests. The thinking involves considering the legislation and then taking the concepts and developing practical guidelines that can be implemented by industry. For example, developing a Code of Practice to replace a activity application review and approval process for pipeline crossings in conjunction with other agency representatives - need to consider the impact on industry, the level of effort required for processing approvals, the impact on the habitat and fish population and the impact of the user public.
- Creativity is particularly required in the engagement of other government agencies, research institutions, the private sector and the general public in participating in cooperative programs and activities related to the conservation of fish habitat and maintenance of biodiversity.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Chair joint technical issues working group consisting of the Federal Government, Alberta Environment, SRD and other regulatory agencies to deal with federal/provincial mandates and related operational issues related to fish habitat management.

- Lead interagency project teams accountable for the design and development of processes to ensure that fisheries management objectives and input are considered during land/water use plan development and approval at both the regional and provincial levels.
- Chair interagency teams/committees that are accountable for the development of policy/standards and guidelines related to fish habitat and management - i.e., developed Codes of Practice under the Water Act with Alberta Environment for pipeline and watercourse crossings.
- Provide advice and direction to regional Fish and Wildlife staff with regards to mandate issues as well as provide direction with regards to day-to-day fisheries management interactions with industry and the public.
- Ongoing contact with other Divisions within SRD and other ministries for the purposes of issue resolution and development of guidelines/processes. Depending on the issues, contacts range from Directors, Section heads, Branch heads, Regional Approval Managers and professional staff.
- Ongoing contact with Fish and Wildlife regional and headquarters staff, senior managers and SRD Executive regarding issues management and strategic initiatives.
- Ongoing contact with federal department of Fisheries and Oceans in regards to Fisheries Act and resolution of jurisdictional issues.
- Ongoing liaison with provincial counterparts in other provinces.
- Ongoing liaison with industry and non-government organizations (e.g., Alberta Forest Products Association, Alberta Fish and Game Association, Alberta Conservation Association).

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- In-depth understanding of fisheries and aquatic ecology, landscape ecological principles, data interpretation of research initiatives, knowledge of forest ecology and soils which has been obtained through the minimum of a Bachelor's degree in Biology with a specialization in Fisheries/Aquatics as well as extensive experiences in fish and wildlife management at the field level.
- Thorough knowledge of current and emerging aquatic ecosystem issues as well as the current science of aquatic ecosystem management in Canada, U.S. and abroad.
- Sound understanding of legislation, policy, regulations and guidelines, as related to fish and wildlife and natural resource management.
- Sound understanding of resource allocation and regulatory processes.
- Strong leadership and facilitation skills to deal with a variety of stakeholders (federal and provincial government, non-government and private industry) at a variety of levels.

- Strong communication skills to discuss develop and share ideas/resolve conflicts (agreements, contracts) to mutual satisfaction.
- Strong negotiation and consensus building skills to resolve mandate issues and conflicts.
- Well-developed interpersonal skills for interacting with diverse interests and specialties unfamiliar with of fish management programs.
- Well-developed research, analytical, strategic planning and project management skills.
- Ability to lead and work effectively within interdisciplinary groups.

Organization

(Working titles of positions reporting directly to this position.)

There are no positions currently reporting directly to this position but this job provides leadership and advice on the development and implementation of provincial policy and programs to manage aquatic ecosystems in the province as well as provides project leadership for specific initiatives.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 058NR06

Identification Section

Working Title:	Lands Specialist
Department:	Environment and Parks
Division, Branch/Unit:	Operations Division, Approvals
Reports To:	Lands Team Lead
Levels to D.M.:	5
Job Description:	058NR06
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	058NR - Natural Resources 8

Comments on Role

The PUR manages the industrial, commercial and recreational activities in the white zone of the province within an assigned area. The PUR makes integrated resource decisions on the use and allocation on public land in consultation with other land and resource management staff and other stakeholders. Using knowledge, experience and information sources, makes land use decisions based on the principles of integrated resource management, legislation and policies. Provides advice, technical information and mediation to clients for a variety of uses on public lands.

Land management practices within the white zone of the province involve more complex issues relating to bed and shore lines, different occupancy (private land owners, agricultural users, demands for recreation potential, consideration of municipal plans and interaction with industrial and municipal infrastructure) and a high level of stakeholder engagement.

PUR works regularly with a variety of stakeholders (private land owners, municipalities, aboriginal groups, etc.) and must have an in-depth knowledge of the applicable legislation, regulations and land management principles and practices that relate to each stakeholder.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+I2 230	33% 76	R1 87	393

Comments on Evaluation

Knowledge:

Content:

A theoretical base of knowledge in Natural Resources or Forestry and extensive experience at a senior level is needed to apply land management principles for determining industrial, commercial and recreational use on public land. PUR requires in-depth knowledge of the sciences related to reclamation of soils and vegetation, riparian health, fisheries and wildlife management, physical geography, forest and grassland ecology, erosion protection and water resources for the management of multiple uses on the landscape. The push on the knowledge rating reflects the complexity associated with working in the white zone. PUR requires sound knowledge of the related acts, regulations, policies, procedures and management plans that guide integrated resource management. In addition, an in-depth knowledge of construction and reclamation standards and techniques and a sound working knowledge of industry business practices (oil & gas, tourism, recreation) is required.

Complexity and Diversity:

The position has an understanding of different pieces of legislation and how they interact with each other. PUR must understand a multitude of activities (i.e. oil & gas, sand & gravel, tourism, recreation) that take place on public land and is expected to apply integrated land management principles to analyze impacts and make decisions.

Human Relations Skills:

Strong HR skills are required to develop and maintain positive relationships with internal and external stakeholders to communicate and interpret legislation, policies and guidelines, and provide advice on land management practices. PUR is expected to influence stakeholders and resolve conflicts around complex land management issues involving multiple use of public land and competing interests.

Creativity/Problem Solving:

The position must exercise flexibility and independent judgement to meet objectives of standards and best practices. A high degree of problem solving is required to balance development, use and

conservation of public lands and the resources allocated to them. The PUR identifies and evaluates all variables that might impact decision making in order to make complex decisions for determining short and long-term land use.

Responsibility:

The position has a program delivery focus for ensuring overall sustainability of public lands in an assigned area. An R2 rating is not supported as compliance is not the primary role of the PUR.

Last Reviewed: July 5, 2016

Last Review / Update: 2017-01-06

Subsidiary 5 Benchmark Job Description - 058NR06

Identification Section

Working Title:	Lands Specialist
Department:	Environment and Parks
Division, Branch/Unit:	Operations Division, Approvals
Reports To:	Lands Team Lead
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The position is responsible for the management of industrial, commercial, recreation, and riparian activities on all public land within an assigned area. Using principles of Integrated Resource Management, existing policy, legislation, and department directives, the position ensures overall sustainability of public lands by balancing development, use and conservation of public lands and the resources located on them. The position delivers benefits to a wide range of stakeholders including, but not limited to, some energy activities (oil and gas), tourism, recreation, sand and gravel, and residential users while ensuring benefits are sustained for the long-term benefit of all Albertans. The result is maintenance and improvement in the quality of public land and resources, and long term sustainable use for agriculture, forestry, industrial, commercial, recreation, the public, and wildlife.

Professional scientific expertise and advice is provided to clients, other professionals, and local and provincial government officials on issues ranging from reclamation of soils and vegetation, residential and commercial subdivision planning, and riparian health maintenance to achieve land use stewardship and sustainability.

The position is required to determine the use of public land for Industrial, Commercial, and Recreational through consultation with stakeholders and other agencies while facilitating integration of other uses of the land. The position applies field inspections, establishes integrated uses and approves management plans on the public land. Operational compliance monitoring of disposition

approvals is completed through compliance audits, enforcement investigations and reclamation audits.

This is a complex position that requires professional skills and knowledge in a number of disciplines as well as an in depth awareness of all activities that occur on public land in order to evaluate the land, analyze impacts and make integrated land use decisions. This position works in a highly independent manner without ready access to supervision, and works directly with other Land Management Specialists, the Compliance Assurance Officer, and Integrated Planning Sections.

This position may also assist in the delivery of the forest protection programs such as pre-suppression and suppression duties in accordance with associated levels of certification and mutually agreed interdepartmental objectives.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Manage and administer industrial, commercial, residential, and recreational dispositions and activities in consultation with land and resource management staff, clients, and the public to ensure sustainable use of resources.**

Activities

- Make decisions to issue, renew, or cancel dispositions based on field inspections, consultation with resource agencies, and negotiations with new clients or existing disposition holders.
- Develop and advise clients on proper disposition operating conditions.
- Monitor and audit dispositions to ensure compliance.
- Issue approvals for temporary field authorities (early entry, access re-routes, temporary access, borrow pits, remotes sumps, landings, campsites, temporary workspace and exploration activities).
- Review and evaluate Conservation and Reclamation Plans for sand and gravel leases, define operating conditions, and monitor annual operating plans.
- Directly manage and administer Sand and Gravel program within defined work area, including day-to-day operations, extraction, and final reclamation.
- Review proposals for regulated pipelines and coordinate integration of approvals between EPEA and the Public Lands Act.
- Investigate unauthorized industrial/commercial/recreational use of public land and design reclamation/mitigation strategies with responsible parties as well as recommend appropriate enforcement action (warnings or penalties).

- Identify, report and monitor substance releases and the remediation of industrial pollution/contamination sites in conjunction with associated agencies.

2. Deliver extension services to meet client needs on all aspects of public land management and sustainable use.

Activities

- Develop and deliver knowledge transfer either through sole sources or through partnerships by way of meetings, workshops, and individual client contact to increase knowledge and enhance skills in specified areas affecting public land resources. (i.e. Area Operating Plans, Reclamation Standards, Public access, Riparian and Health Assessment, Educational Institutions, Field tours)
- Provide technical information and advice to clients and the public on land management practices to ensure sustainable development, use and conservation of public lands and resources. (i.e. noxious weed control, soil erosion control, bank stabilization, wellsite and pipeline reclamation)
- Participate and partner in applied research projects with a wide variety of clients to improve conservation and reclamation. (i.e. Wellsite reclamation using native species, Biopiling Systems, Wildlife impact on Riparian Areas, Natural recovery and Assisted Natural Recovery)
- Participate on Departmental and external teams and committees as a resource person (Respect the Land Committee, Referral Rules Committee).
- Mediate client and public disputes using conflict resolution, de-escalation skills, principled negotiation, and consensus based decision-making techniques. Disputes tend to be emotionally charged at the onset and must be de-escalated prior to achieving resolution. (i.e. public access, water body ownership disputes, bed and shore disputes between recreational users)
- Act/cover for Operational Section Heads within the Area when required and cover workload for operational field staff while they are away on time off, courses or fire duty.
- Educate junior and senior staff in whitezone land management for more effective and efficient delivery.

3. Provide input into public land management and operational policy and program development.

Activities

- Identify and recognize strategic issues that require policy formulation and forward the issues and possible solutions to the Lands Team Lead Committee and/or the Lands and Range Management Committee (LRC).
- Participate on committees to formulate and develop policies and procedures that are provincial in scope or are focused on regional land use issues.

- Review draft policies and provide direct input to Land Use Operations Branch and/or the LRC.

4. Evaluate land to determine the highest and best sustainable use of public land.

Activities

- Evaluate public land to determine suitability for various industrial, commercial and recreational uses.
- Participate in municipal/public land exchanges as required.
- Consults with and assesses the input of other resources agencies regarding the determination of land use.

5. Make integrated decisions to facilitate a balance of sustainable land uses.

Activities

- Examine various conflicting land use requests, evaluate and construct solutions to balance them on the landscape. (e.g. finding a balance between level of oil and gas development and impacts on endangered species)
- Co-ordinate referrals to and consult with other resource managers, local governments and stakeholders to make integrated land use decisions that will satisfy multiple use objectives.
- Resolve conflicts for competing or conflicting land uses. (i.e. consensus based decision-making and coordinated Resource Management).
- Place and manage reservations such as protective and consultative notations to address conservations or development objectives for public land
- Assist in development of local and regional land management plans (Natural Areas, Protected Areas, Regional Integrated Decisions and Access Management Plans).
- Participate in development and integration of Provincial Endangered Species Recovery Plans.
- Approve land exchange agreements to the mutual benefit of the government and the client.

6. Manage and administer vacant public land to provide a balance of development, use and conservation while maintaining biodiversity.

Activities

- Evaluate waterbodies/watercourses to determine if the bed and shore is crown owned under Public Lands Act.
- Investigate unauthorized use of bed and shore and recommend appropriate enforcement actions (warnings or penalties) and/or remediation.

- Investigate unauthorized use of public land or contravention of terms and conditions of the Letter of Authority and recommend appropriate enforcement action (warnings or penalties) and/or remediation. Ensure all enforcement packages are complete, concise, accurate and in accordance with the provincial Enforcement Framework.
- Identify, evaluate and select appropriate remedial action for weed control and reclamation problems.
- Issue and manage contracts for noxious species weed control and various reclamation projects.

7. Ensure delivery of Regional initiatives and divisional policy directives and guidelines.

Activities

- Ensure an accurate and current cabin inventory is maintained by locating and documenting Trappers Cabins to assist in the determination of unauthorized use of public land.
- Ensure an accurate and current gate inventory and monitoring program.
- Assist in manup and active fire duties within the province as required.

8. Ensure ministry resources are managed efficiently while providing quality service to clients in a timely and professional manner.

Activities

- Strive to continually improve and maintain the quality of service to all clients.
- Employ new and innovative technology to ensure high quality service is maintained.
- Maintain leading edge knowledge of new technology and practices by attending conferences, courses and workshops, literature review, and by peer and client contact.
- Maintain professional competency through membership in appropriate associations.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

This position makes complex decisions in determining short and long-term land use to insure and improve the long-term sustainability of the resources allocated on the land. The position is established to manage White Area land which due to an increased presence of; private land, agricultural users, demands for recreation potential, consideration of municipal plans and interaction with industrial and municipal infrastructure. With the increased frequency of disposition applications being affected by these factors, an increased understanding and skill set is required to ensure

decisions are defensible. These decisions are made independently on a daily basis in accordance with existing policy and practices under the authority delegated to the Lands Specialist. The Lands Specialist is responsible for identifying and evaluating all variables, which might impact a decision, and is accountable for that decision. Management of the public land resources requires careful coordination between a number of departments/agencies and diverse client groups. The Lands Specialist must have a sound working knowledge of a broad range of Acts and regulations due to the diversity of the position. This includes but is not limited to the Public Lands Act, Forest Act, Environmental Protection and Enhancement Act, Surface Rights Act, Mines and Minerals Act, Water Act, Species at Risk Act, Exploration Regulations, and Surface Materials Regulations. Because of the overall requirement for sustainability, Albertans are directly and indirectly impacted by the incremental, cumulative, day-to-day decisions of the position.

More specifically, the Lands Specialist uses his or her skills and knowledge to provide opportunity through disposition management for industry to utilize public land for economic benefits. At the same time, this position ensures the environment is protected and opportunity is available for all Albertans to enjoy the social and environmental benefits of Alberta's public lands. Unique resource management conflicts are common and may require complex and multifaceted solutions, as a result broad knowledge and creativity is required to bring these conflicts to a positive resolution. Examples of unique considerations are: determination of riparian zones and riparian health, soil science, forestry, endangered species, rare plant communities, recreational options, industrial development options and construction and reclamation techniques. The Lands Specialist makes integrated resource management decisions in consultation with other managers taking into account land capability and suitability, compatibility with other land uses, environmental impact, policies and regulations, local and regional plans, stakeholder concerns and unique local and regional considerations. Land use decisions and disposition contracts (including operating conditions) directly impact a wide range of public land clients. Typically clients come from the oil and gas, forest, agriculture, sand and gravel, tourism and recreation industry as well as the general public. Timing, level of consultation, day-to-day operating requirements, and reclamation have significant impacts on the overall cost of conducting an activity. The position commonly reviews and negotiates disposition approvals with clients who seek to reduce overall costs. Communication with clients is constant, often fast paced and high pressured as industry typically operates in a fluctuating economic environment with many timelines. This position must always respect the need for efficient and effective service to their clients.

The potential for conflict with clients, local municipal governments and the general public is high. Conflicts over land use arise on a regular basis due to the wide variety of potential uses and stakeholders. Conflict occurs regularly over issues such as location, timing and method of construction of proposed activities. Restrictions imposed on client activities can be very costly and disruptive to their plans for development. Furthermore activities may have a significant impact on resources such as water, rangeland and wildlife. This often results in anger from other clients, the public, or various user or interest groups who may not agree with or fully understand the circumstances surrounding the activity. The position requires strong skills in mediation and conflict resolution, such as principled negotiation and coordinated resource management to de-escalate the conflict and make sound land use decisions.

Compliance and monitoring responsibilities directly impact a stakeholder's ability to continue to use an area of public land and may result in assessment of significant penalties, as well as significant costs for reclamation and mitigation of damages. The position commonly facilitates conflict resolution with upset clients, followed by negotiations on how best and at what cost to repair or reclaim damages.

The position is generally assigned an exclusive area of work, without ready access to supervision, and therefore functions in a highly independent manner within the general framework of policy, guidelines, and legislation available. Success or failure of major clients (energy/tourism industry) is highly dependent on field operations therefore major clients do not easily forgive or make allowances for lack of knowledge during joint government/industry field reviews of proposed activities.

Creative and innovative land and resource management solutions are commonly developed by the position because of the inability of policy, guidelines, and legislation to provide more specific guidance to the myriad of complex management issues encountered on a day-to-day basis. Solutions are found using extensive knowledge and through experience gained through the job. (i.e. riparian area management, soil erosion protection, forestry, archaeology, geophysical operations, surface materials development, negotiation and mediation skills, investigative skills, computer skills, construction and reclamation techniques, analytical skills, and general wildlife management). The position is actively involved in the development and implementation of regional and local plans. Examples are Access Management Plans, Lake Management /Riparian Plans, Industrial Development Plans (e.g. Area Operating Agreements), and so on. All plans have a direct and significant impact on stakeholder's ability to use or conserve public land and resources. Close, collaborative working relationships are maintained with other Provincial government agencies, local municipal governments, conservation groups, and the general public during development of plans.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Knowledge

- A technical diploma or degree in natural sciences or forestry and 6 years related experience.
- Eligibility for membership in the College of Alberta Registered Professional Forest Technologists or College of Alberta Professional Foresters.
- Valid certifications maintained in TDG Air and Ground, WHMIS, H2S Alive, Standard First Aid and Basic CPR, ATV Rider Course and Defensive Driving.
- Sound knowledge of the Public Lands Act, Forest Act, Mines and Minerals Act, Forest Prairie and Protection Act, Water Act and associated Codes of Practices for Watercourse Crossings, Environmental Protection and Enhancement Act, Species at Risk Act, Surface

Rights Act, Freedom of Information and Protection of Privacy Act, Exploration Regulations, Surface Materials Regulations, Timber Management Regulations, Forest Protection Regulations, Soil Conservation Guidelines, departmental policy directives and guidelines.

- In depth knowledge of soil science and erosion protection, plant science, animal science, timber management, range management, riparian management, fisheries and wildlife management, physical geography, forest ecology and water resources
- Sound knowledge of principles and practices of integrated land management to accurately predict impacts and outcomes of use on a wide variety of land and resource values and benefits (wildlife, soil, timber, water). Considerable expertise in soils, vegetation and landscape in order to evaluate land capability.
- In depth knowledge of construction and reclamation standards and techniques to ensure land and resource benefits are maintained or enhanced while allowing use.
- Sound working knowledge of industry business practices, including the oil and gas industry, tourism industry, recreation industry, and sand and gravel industry.

Skills and Abilities

- Considerable skills in mediation, negotiation and conflict resolution to effectively deal with a wide variety of industry clients, local and provincial government agencies and the public to ensure public land management objectives are adequately maintained while allowing use.
- Strong organizational skills to maintain efficiency in a fast-paced work environment.
- Strong prioritization skills to respond to rapidly changing work environment and heavy workload.
- Creative ability to solve complex problems.
- Effective time management skills.
- Investigative and analytical skills relating to compliance monitoring and enforcement.
- Strong communications and interpersonal skills to effectively pass on management requirements and to develop and maintain partnerships with clients.
- Ability to work independently with limited supervision.
- Aptitude for independent decision-making based on accurate data and application submissions.
- Ability to lead working groups and be a team player.
- Orienteering skills (Geographic Positioning System and Compass)
- Skills in the operation of four-wheel drive vehicles and off-highway vehicles including quads and snowmobiles.
- Working knowledge of Occupational Health and Safety Regulations, Transportation of Dangerous Goods Act and Regulations, working alone, and wilderness survival techniques.
- Working knowledge and ability to use departmental/divisional computer programs such as EDS, DSPT, GLIMPS, ADEPT, EMS, and AGENT.
- Computer literacy in a windows platform including Microsoft Word, Excel, PowerPoint and Outlook systems.
- Ability to use the HIS energy website for surface disposition information.

Contacts

(Main contacts of this position and the purpose of those contacts.)

The position has considerable (daily) contact with industrial, commercial, agricultural, and recreational clients as well as contacts with other professional consultants, local and provincial government agencies (Municipal Affairs, Alberta Energy Regulator, Department of Fisheries and Oceans and AEP Policy groups as well as, municipalities, conservation groups (e.g. Alberta Conservation Association), User groups/associations (e.g. local snowmobile clubs), and the general public.

The position must maintain a high degree of professionalism during contacts with external groups/agencies at workshops, seminars, conferences, and meetings. The position is required to prepare advice (e.g. Ministerial Advisory Notes) for specific land and resource management issues that are politically sensitive or controversial. Participation occurs on local multi-stakeholder committees such as the Respect the Land Committee, Referral Rules Committee, and the LRC Management Committee.

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

This position has no full time supervisory responsibilities. The position provides direction to stakeholders and contractors and is required to mentor or train junior staff (i.e. Forest Officers, Agrologists, Wage, Summer Students).

Last Review / Update: 2017-01-06

Subsidiary 5

Benchmark Evaluation - 058NR05

Identification Section

Working Title:	Wildfire Operations Officer
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Protection Division, Smoky Wildfire Management Area (WMA)
Reports To:	Wildfire Area Manager
Levels to D.M.:	4
Job Description:	058NR05
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	058NR - Natural Resources 8

Comments on Role

The Wildfire Operations Officer supervises the Wildfire Operations component of the Forest Protection Program in the Smoky Wildfire Management Area. This involves efficient and effective execution of all pre-suppression, detection and suppression programs in order to minimize wildfire losses to crown and private lands within the area. This is accomplished through strategic Wildfire Management leadership, program planning, coordination, supervision and stakeholder communication.

At the provincial level, the key focus of the position is in the identification and development of the Operational Wildfire Management Programs, Policy and Standard Operating Procedures through active participation in a number of working groups and task forces/committees.

The Wildfire Operations Officer is also required to lead and/or participate on special provincial fire management teams in an effort to protect human life and infrastructure and mitigate fire losses on crown and private lands during times of extreme wildfire activity.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
EI+2 230	38% 87	R1 100	417

Comments on Evaluation

Knowledge:

A minimum of a Diploma in Forest Technology is required along with practical experience to provide knowledge of fire behaviour, fuels, weather and topography. Extensive knowledge of fire detection, preparedness, suppression and control and command activities training and understanding of prevention aspects, administration and planning processes is required. Extensive knowledge of related Acts, Regulations, Policies etc is required.

The 1+ reflects the exceptional leadership knowledge required to develop employees and contract staff through coaching and mentoring so that large numbers of staff and resources can be employed in emergent situations. This involves ensuring the proper equipment and personnel are in place when needed.

HR skills are needed to establish and maintain effective relationships with a broad range of individuals, groups and agencies to meet program objectives. The position and associated knowledge are critical in staff development. Position is actively involved and often leads in knowledge transfer through informal mentoring and instructing to formal course instruction.

Creativity/Problem Solving:

This role is considered to have the highest level of operational thinking to respond to fire activity and day-to-day program needs. It must consider information from all available sources (i.e., weather conditions, winds, temperatures, humidity) and utilize decision support systems (SFMS, RTS, FIRES and LLP) to make decisions in emergency situations.

The thinking challenge is complicated by the requirement to have knowledge of the geographic area, fire behaviour in the area, and issues related to various groups/stakeholders in the area. The position works in emergent situations requiring sound decisions based on a high level of knowledge, and the ability to consider multiple aspects which are often fluid or changing when formulating a decision.

Responsibility:

The role has a strong program delivery focus in the development and delivery of the Wildfire Operations component of the Forest Protection Program.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 058NR05

Identification Section

Working Title:	Wildfire Operations Officer
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Protection Division, Smoky Wildfire Management Area (WMA)
Reports To:	Wildfire Area Manager
Levels to D.M.:	4

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting directly to the Wildfire Area Manager, the Wildfire Operations Officer provides leadership at both the Wildfire Management Area, as head of the Area's Operations Section; and Provincially, as a member of the Wildfire & Aviation Working Group.

The key focus of this position, at the Wildfire Management Area, is to lead and ensure efficient and effective operations are attained in an effort to minimize Wildfire losses, by meeting, or exceeding Provincial Fire Management Objectives. This is accomplished through strategic Wildfire Management leadership, program planning, coordination, supervision and stakeholder communication.

At the provincial level, the focus of this position is to provide leadership in the development and implementation of Operational Wildfire Management Programs, Policy and Standard Operating Procedures, through participation on various working groups / task forces and committee's.

This position is also required to lead and/or participate on special provincial fire management teams in an effort to ensure the safety of firefighters and to protect human life, communities, watershed, infrastructure and to mitigate fire losses on crown and private lands during times of extreme wildfire activity.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Provide leadership to the Wildfire Management Area to ensure efficient and effective execution of all Wildfire Management programs and to minimize wildfire losses.

- Establish an organizational structure for the Operations Section (In-season & Off-season workload).
- Establish business practices / rules to meet wildfire management program objectives.
- Establish program priorities and monitor strategy, tactics and policy adherence to wildfire management area pre-suppression and suppression preparedness activities.
- Provide input and address wildfire management area planning and budget needs.
- Monitor and audit the contract and financial transactions / reporting associated with the operations section.
- Monitor wildfire management operations to ensure they are conducted in line with business plan parameters. Plan and coordinate an annual escaped fire plan for the wildfire management area.
- Plan and coordinate emergency response plans for the wildfire management area.
- Provide for on-going analysis of plans to ensure cost effective fire control action.
- Ensure meetings are conducted with local aircraft companies to ensure policy / information transfer and to resolve issues.
- Ensure equitable departmental hiring practices are followed in the hiring of fixed wing, light and intermediate rotary wing aircraft.
- Ensure that warehouse facility is operated effectively and that a sufficient supply of equipment and supplies is available during critical fire periods.
- Conduct meetings with area personnel to ensure the understanding of policy, standard operating procedures and business rules.
- Ensure timely stakeholder pre-suppression and suppression information transfer.
- Oversee and monitor operation of the fire centre to ensure policy adherence in proper scheduling of duty officers, dispatchers and administrative staff, as well as to ensure that all decision support systems (SFMS (Spatial Fire Management System), RTS (Resource Tracking System), FIRES (Fire Information Resource Equipment System), FBP 97(Fire Behaviour Prediction Models) and LLP (Lightning Location Protection) are utilized and are achieving effective results.
- Assess daily pre-suppression and suppression planning to ensure that the proper resources are in place and that appropriate strategy is followed to suppress fires.
- Ensure provincial objectives and wildfire management goals are met, or exceeded.
- Ensure the notification matrix is adhered to in an effort to advise Sr. Management of issues, and to forward accurate information in a timely manner.

- Ensure fire intelligence is valid and entered on a timely basis.
- Oversee and monitor the wildfire management area air attack program to ensure policy and standard operating procedures are adhered to and operations are run in a cost effective manner.
- Oversee Airtanker Base contract and maintain working relationship with local airport authorities.
- Plan for and coordinate fire management facility construction and maintenance plans.
- Establish, plan and co-ordinate food service contracts for all primary and secondary staging camps within the wildfire management area.
- Establish, plan and coordinate fleet needs for wildfire management area.
- Ensure wildfire management area airstrips, facilities and fuel caches are maintained and operated in accordance with legislation and aviation and departmental standards.
- Provide for and maintain a fire communication system for the wildfire management area.
- Monitor and ensure proper communication system usage.

2. Provide provincial leadership and support to ensure, and provide for, strategic program planning, consistent legislation & policy interpretation; and to promote the development of wildfire management programs, standard operating procedures and business rules.

- Report directly to the Wildfire Management Group Board of Directors and Fire Management Group.
- Attend the provincial Wildfire & Aviation Working Group monthly meetings.
- Chair and, or participate on subsidiary working groups task forces, as mandated under the Wildfire & Aviation working Group Terms of Reference.
- Prepare and submit reports on mandated initiatives.
- Develop policy / standard operating procedures and forward for Board of Director endorsement.
- Participate and, or contribute to the establishment of provincial contract parameters (example Fire catering, security, medical and personal service contracts).
- Participate provincially in support of fire training programs at the Hinton Training Centre as course chair, unit leader or instructor.

3. Provide Leadership and, or participate on special provincial Incident Command Teams in an effort to contain and suppress escaped Wildfires, so as to limit impacts to Stakeholders.

- Lead and, or participate on Incident Command Teams.
- Provide knowledge and expertise to annual team establishment.
- Maintain certification levels to enable participation on Incident Command Teams.
- Mentor and coach team members.

4. Provide leadership and, or participate in Wildfire Assessments / Audits and Escaped Fire Reviews.

- Conduct wildfire assessments on incident command teams.
- Work with incident command team personnel to ensure consistent application of policy, standard operating procedures and business practices.
- Purpose and implement required changes to correct in-consistencies in delivery.
- Prepare in-depth reviews and reports on large escaped wildfires.
- Attend and accountable for decisions made in response to escaped fire within the Wildfire Management Area, during escaped fire reviews.
- Take corrective action in response to review findings.

5. Oversee and supervise personnel assigned to the operations section to ensure that program delivery is in support of division business goals.

- Responsible for the development and execution of performance agreements, performance monitoring and performance reviews.
- Responsible for the establishment and review of contract position parameters.
- Responsible for development and assessment of contract personnel.
- Responsible for implementation of issue resolution for all associated human resource issues.
- Responsible for implementation of an annual training plan for all staff.
- Responsible for the safety of all assigned staff.
- Provide for annual certification reviews (FPD, Departmental and Industry staff).

6. Initiate and monitor consistent application of standards, business practices, legislation, policy and standard operating procedures among forest protection, departmental and industry personnel through direction, training and certification.

- Establish local task forces to develop local business practices.
- Conduct meetings and mentor personnel.
- Monitor program delivery.
- Assess performance.

7. Provide Leadership on Departmental and, or external committees, which have local and, or provincial impacts in terms of Wildfire Management program delivery.

- Attend meetings.
- Participate on committees.
- Provide knowledge and expertise in the area of wildfire management.

8. Advocate Wildfire Management programs and encourage compliance / participation through close working relationships with stakeholders, such as first nations persons, municipalities, timber industry, oil and gas industry, electrical industry, rail industry and other departmental and government agencies.

- Meet with local First Nations peoples to provide training / employment opportunities and to discuss and resolve issue.
- Promote and participate in inter-agency meetings to discuss wildfire management programs.
- Provide training programs with local government and industry.
- Plan and coordinate inspections to ensure compliance to legislated mandate and in accordance to business plan.
- Promote, plan and participate in public involvement programs and initiatives.
- Respond to public and industry inquiries regarding wildfire management practices and issues.
- Respond to requests to provide career and educational information to educational institutions.
- Maintain public and inter-agency contacts in an effort to support departmental direction.
- Meet with adjoining authorities to maintain border zone agreements.

9. Advocate and promote Wildfire training of non-FPD (Government and Industry) to ensure safe expedient response to Wildfire and ample support during times of extreme Wildfire activity.

- Meet with departmental, municipal and industry authorities in an effort to identify needs.
- Promote and support cross training opportunities.
- Sponsor out of service personnel to expand personnel knowledge and experience base.
- Monitor programs and make recommendations in terms of training direction.

10. Respond to Ministerial Orders and represent departmental interests in dealing with local and provincial wildfire issues.

- Attend meetings with MLA, local municipality representatives, public and other stakeholders to resolve conflicts.
- Prepare briefings in response to issues.
- Respond to FOIP requests related to Wildfire Management activities.
- Provide expert advise in support of conflict resolution.
- Attend disclosures and courtroom proceedings as required.

11. Participate in the delivery of the Wildfire Prevention Program within the WMA.

- Plan and coordinate to meet wildfire management area goals.
- Review and provide input to Industry Fire Control Agreements / Plans.
- Review and approve of burn plans for various landscape levels.
- Provide direction and expertise to staff on prescribed burn projects, fuel management, smoke management, hazard abatement and aviation management.
- Provide fire management and prescribed burn training opportunities for staff.
- Support fire investigations, court and cost recovery actions.

12. Promote and provide support to Departmental agencies in an effort to support and meet Departmental Goals.

- Promote inter-agency personnel exchanges in support of departmental goals and workload.
- Provide Wildfire knowledge & expertise in support of departmental goals and initiatives.
- Support departmental resource needs.
- Provide aircraft monitoring support.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- The Wildfire Air Operations Officer must work closely with other sections, wildfire management areas, divisions, government agencies, industry and the public to achieve effective delivery of provincial wildfire management programs. This is done to achieve common goals and resolve issues. However, this relationship is also imperative to meet performance measures being set for the division. Due to the nature of wildfire management, staffing levels will never meet staffing needs during extreme pre-suppression and suppression activity. Maintaining healthy relationships, access to outside personnel, training/ certification programs and especially a strong organizational structure is imperative, if the wildfire management area is to meet public, industry and political expectations.
- The impact of the Wildfire Operations Officer position, focuses mainly on effective program development and delivery and meeting provincial wildfire management objectives. This position is responsible for the development of policy, standard operating procedures and programs; and is directly accountable to the Fire Management Board of Directors and the Fire Management Working Group.
- This position is complex in nature and decisions made can impact a multitude of stakeholders. An example would be establishing priorities in a multi-wildfire situation, where life, communities, infrastructure and resources have to be balanced with available resources.

Consequences to decisions, can have profound and long lasting impacts on social and economic values i.e. loss of life, homes, destruction to a watershed and, or devastation of a resource, like timber and, or recreation, which could have severe impacts on a local economy.

- Decisions made also involves dealing with large volumes of staff, aircraft and associated firefighting resources, as well as the logistics of moving resources to remote locations in a cost effective and efficient manner. Annual Budget for routine operations is approximately \$1 million dollars; if a large escaped fire occurs, the impact to tax payer dollars can range from thousands of dollars to tens of millions of dollars, depending on the severity of the fire. Economic impacts to local economies are difficult to measure, but could easily exceed dollars spent to control the fire.
- Decisions associated with preparedness and pre-suppression planning are significant. The Wildfire Operations Officer must ensure that the WMA is prepared to fight fires in accordance with legislation, policy, program parameters and performance measures. This involves development of pre-suppression systems, guidelines and protocols; and making decisions, which will ensure adequate resources are in place to deal with fire starts. This includes, strategic placement of resources to protect values at risk, as well as determining the resources required. While there are operating procedures to guide decision making by subordinate staff, the Wildfire Operations Officer must apply their knowledge and expertise to monitor changing conditions and circumstances to effectively meet the challenge of program delivery and ever-changing serious situations.
- As the fire season progresses, the job also must make on-going decisions about resource utilization, reassignment, priorities and fire fighting tactics and strategy. The Wildfire Operations Officer must determine the appropriate suppression strategy by comparing the value of the resources at risk to the cost of suppressing the fire, as well as consider the environmental, social and political implications of those decisions.
- Achieving consistency within the wildfire management programs is an annual challenge. There is a multitude of staff; most of which are seasonal, contract and, or emergency; and all with varying degrees of knowledge and experience. Constant program monitoring, training, mentoring and coaching is required to achieve consistent application and results.
- The Wildfire Operations Officer directly supervises five permanent staff, oversees two contract positions and indirectly supervises four permanent staff members. The Operations Section also hires approximately 40+ seasonal staff and another 10+ casual wage staff during fire season. Emergency hire of personnel will usually range between 200 and 400 depending on fire season severity. Contract personnel are also hired including, Contract firefighters, Dozer Bosses, Wildfire Information Officer, Industry Liaison and a multitude of equipment contractors. In addition to Forest Protection Division staff, the operations section provides direction and supervision to all departmental staff participating in pre-suppression and suppression activities.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- On-going contact with Provincial Headquarters and adjacent areas is required to meet program expectations and achieve consistency.
- On-going collaboration with the Prevention Section is required to ensure delivery of wildfire management programs and resolution to wildfire management issues.
- On-going contact with First Nations is required to ensure a healthy working relationship to resolve issues related to wildfire management; and to provide training and employment opportunities.
- On-going contact with the public to provide information on wildfire management programs and to resolve local issues and concerns.
- On-going contact with Municipalities regarding programs, training, mutual aid agreements / fire control plans and issue resolution.
- On-going contact with Industry (Oil & Gas, Power, Timber Industry and Rail) regarding agreements, fire control plans, training and issue resolution.
- On-going contact with divisions within the department regarding wildfire management programs, training, certification and departmental goals.
- On-going contact with bordering provincial authorities regarding wildfire management programs, border zone agreements and issues.
- Ongoing contact with public, local government officials and industry during fire season with regards to pre-suppression and fire suppression activity including, notification and identification of values at risk. Often we deal with multi agencies and stakeholders who have conflicting interests which affect protection priorities.
- On-going contact with key stakeholders to identify available equipment and resources to assist with fire suppression in the WMA.
- Ongoing contact with aircraft companies to discuss and establish departmental needs and protocol, as well as to ensure safety concerns are addressed through inspections, equipment checks and monitoring of pilot experience.
- On-going contact with local airport authorities when negotiating contract agreements for Airtanker base operations.
- Participates on provincial, regional or national task forces/ committees to identify and address common operations issues, develop policy /guidelines /initiatives for approval by executive.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Forest Technical Diploma from a recognized institution, and extensive related experience in fire detection, preparedness, suppression and control and command activities.
- Extensive wildfire management knowledge in related programs, legislation, policy, standard operating procedures and business practices.

- Extensive understanding and expertise of Fire Behaviour, consisting of knowledge in the main area of Fuels, weather and topography.
- Extensive knowledge of associated and, or related legislation and agreements, including Occupational Health & Safety Act, First Aid Regulations, Transportation of Dangerous Goods, Public Lands Act, Environmental Protection and Enhancement Act, Water Act, and related codes of practice and Master and relevant Subsidiary Agreements.
- Exceptional leadership skills.
- Exceptional ability to think strategically and act decisively.
- Exceptional organizational skills.
- Exceptional planning skills.
- Exceptional communication skills.
- Exceptional analytical skills.
- Exceptional negotiation, conflict resolution and mitigation skills.
- Thorough knowledge of Departmental programs and business plan.
- Thorough knowledge of program management and budget parameters.
- In depth knowledge of decision support systems such as SFMS, RTS, FIRES and LLP.
- Ability to work within a team environment.
- Minimum certification level - Incident Commander 2.

Organization

(Working titles of positions reporting directly to this position.)

Reporting directly to this position are Forest Protections Program Coordinators (Forest Officer 3's - Forest Protection Technologists), Forest Protection Specialists (Forest Officer 3's - Air Attack Officers), Contract Positions (Industry Liaison / Wildfire Information Officers), Communication Technicians, Warehousing Staff (Warehouseman 2), Senior Dispatchers (Radio Operator 3's) and Information Coordinator's (Admin Support 4's).

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 058NR04

Identification Section

Working Title:	Forest Management Planner
Department:	Agriculture and Forestry
Division, Branch/Unit:	Public Lands and Forests Division, Forest Management Branch
Reports To:	Senior Manager, Forest Planning Section
Levels to D.M.:	4
Job Description:	058NR04
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	058NR - Natural Resources 8

Comments on Role

The Forest Management Planner is one of 3 positions responsible for the co-ordination of the planning processes for the development of Forest Management Agreements (FMA's) across the province. The FMA sets out what the forest company is entitled to in terms of timber allocation. The forest companies are responsible for development of the plan, and the Forest Management Planner is the lead for SRD input to the plan, and for ensuring that all relevant stakeholders are included. The plans must be consistent with legislation and adhere to forest management principles and practices.

The Forest Management Planner may work with approximately 8 forest companies in developing plans. These plans may take up to 5 years to develop.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+I2 230	38% 87	B 87	404

Comments on Evaluation

Knowledge:

The Forest Management Planner requires a Bachelor of Science Degree in Forestry to provide knowledge of forest management concepts, forestry science and principles of sustained forest management. As well as knowledge of the Public Lands and Forests Division operational plan and the department business plan, the position requires a thorough understanding of the practices and principles of forest management operations and long range planning.

Strong HR skills are required to develop and maintain positive working relationships with stakeholders and facilitate positive outcomes through mediation and conflict resolution.

Creativity/Problem Solving:

Leading the planning process and coordinating multidisciplinary input requires significant analytical and problem-solving skills. There is a requirement to evaluate numerous variable/issues such as conflicting interests of stakeholders, operational issues relating to Forest Management Plan administration, scientific standards and compliance with legislation and department objectives. Consideration of environmental, economic and social issues contributes to the complexity of the role. This position is considered the highest level of operational thinking.

Responsibility:

This is a balanced role that involves considerable consultation to coordinate the planning process for the delivery of FMA's in the assigned area.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 058NR04

Identification Section

Working Title:	Forest Management Planner
Department:	Agriculture and Forestry
Division, Branch/Unit:	Public Lands and Forests Division/Forest Management Branch
Reports To:	Senior Manager, Forest Planning Section
Levels to D.M.:	4

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

One of three forest planners reporting to the Senior Manager, Forest Planning Section of the Forest Management Branch. The main purpose of this section is to coordinate the planning process for the development of forest management agreements across the province (FMA's). Each position coordinates planning for an assigned portion of the province. The position is responsible for the forest management plans for approximately eight forest companies. Forest management plans can take up to five years to develop.

The FMA sets out what the forest company is entitled to in terms of timber allocation. The forest management plan sets out how the timber resource will be used in conjunction with other resources on the land, i.e. guides forest management over a 20 year period; updated every 10 years. The forest companies are responsible for establishing the planning team. This position is the lead for SRD input to the plan and coordinates the planning process by ensuring that all relevant stakeholders are included. The planning team includes PL&F, F&W and could also include other departments e.g. AENV.

The position coordinates the forest management planning process by ensuring that all relevant stakeholder input is included, that plans are consistent with legislation, and adhere to forest management principles and practices. In those areas of the province not covered by FMA's, this position and its counterparts will facilitate the development of the forest management plan.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Coordinates stakeholder input and provides forest management expertise on forest management planning teams to ensure an integrated approach and outcomes are consistent with legislation, provincial policies, forestry principles and standards of practice.**
 - Facilitates planning team discussions and planning process to ensure progress on plan development.
 - Negotiates to resolve issues and disputes between FMA company representatives and departmental field staff.
 - Ensures that complete and accurate records of planning issues are created and maintained to ensure that issues are tracked and resolved and decisions documented.

- 2. Prepares FMP Approval Decision document detailing the rationale for the approval/non-approval recommendation (10-20 page document).**
 - Coordinates internal plan reviews.
 - Conducts risk assessment and provides detailed forest management practice recommendations.

- 3. Develops and maintains effective working relationships with division field staff (e.g. Area Forest Planners) and with internal and external stakeholders to ensure that operational considerations, and all stakeholder interests are considered in the planning process and to ensure other branches in the division/department are aware of decisions that may impact them.**
 - Mediates disputes arising from plan interpretation between field staff and FMA staff.
 - Negotiates informal agreements.
 - Provides direction and leadership to area field staff on technical matters related to forest management planning.

- 4. Participates on interdisciplinary technical planning teams, regional forest management groups and other ad-hoc committees to represent Forest Management Branch interests and to provide technical expertise.**

- 5. Provides input to and develops proposed policies and reviews and provides Forest Management Branch input to policies proposed by other divisions. Prepares briefing notes in response to Action Requests.**

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Position provides coordination of multidisciplinary stakeholder input to the review and development of forest management plans for approximately one third of the province. The work involves considerable consultation with division and department staff as well as forest company representatives. Forest management planning must take into consideration all land values and set out how the timber resource will be used in conjunction with other resources on the land. The position ensures that the planning process proceeds in a timely and productive manner and that conflicts and issues that threaten to stall the process are dealt with.
- Strong analytical and problem solving skills are involved in leading planning processes. The position contributes a scientific perspective and analysis to this process to ensure compliance with legislated requirements, department objectives, and scientific standards and principles and improved uses of technology. Problems encountered typically involve mediating conflicting interests of key stakeholders during planning processes, providing consultation to field staff to resolve operational issues resulting from administration of FMP's, and mediating disputes between forest companies sharing same block of land. Examples of the types of problems that arise include issues related to protecting or enhancing biodiversity values. This position reviews plans to ensure that company values, and assumptions are realistic, and comply with accepted forest management principles and SRD objectives. Problem solving is also impacted by the increased pressure from external stakeholders including recreational, oil and gas, and others who want to use the land base. Consideration of the economic, social, and environmental issues are critical requirements of the work. Impact of the softwood lumber/countervail dispute with the U.S. also contributes to the complexity of the work.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Position participates on provincial and Forest Area planning teams to ensure integration, continuity, and effective and consistent policy development and program delivery. Represents Forest Management Branch on inter-disciplinary technical planning teams, regional forest management groups and other ad-hoc committees. In addition to providing technical expertise to the planning process, this position acts as a mediator to resolve

conflicts between stakeholders and facilitates planning processes. This position also acts as liaison and point of contact for the transfer of information between the field forestry staff and headquarters resource analysts.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- BSC in Forestry Membership or eligibility for membership in College of Alberta Professional Foresters, and considerable related experience.
- Knowledge of forest management concepts, forestry science and principles.
- Knowledge of the Public Lands and Forest Division operational plan and the department business plan.
- Considerable knowledge of the Acts, regulations, policies and agreements pertaining to forestry in Alberta.
- Knowledge of the principles of sustainable forest management.
- Thorough understanding of the practices and principles of forest management operations and long range planning.
- Knowledge of forestry certification schemes and CCFM Criteria and Indicators.
- Strong facilitation and negotiation skills to lead programs and processes.
- Highly developed technical writing skills.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 058NR03

Identification Section

Working Title: Area Forester (2)

Department: Agriculture and Forestry

Division, Branch/Unit: Public Lands and Forests Division - NW Region Smoky Area

Reports To: Senior Area Forester, N.R. 9

Levels to D.M.: 5

Job Description: [058NR03](#)

Minimum Recruitment Standard: See the Minimum Recruitment Standard for [Natural Resources](#)

Job Code: [058NR](#) - Natural Resources 8

Comments on Role

The Area Forester is the full working level field Forester responsible for ensuring sustainability of the forest resource through the review and audit of forest management planning and operations for the Smoky Area. The position has responsibility for 2 large forest companies having forest management agreements (FMA's) within a designated area. Assistance is provided as required to forest officers in the operational planning and administration of the Community Timber Program conducted by the Valleyview office. The administration involves ensuring clients have timely approval of their proposed activities, proper review of various forest management plans, annual review of processes and monitoring of on-going initiatives. Expertise will be provided to clients, other Department staff and stakeholders on aspects of forest management.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+I2 230	33% 76	R1 87	393

Comments on Evaluation

Knowledge:

- The position requires a Bachelor of Science Degree in Forestry and significant knowledge of forest management, environmental perspectives, company business modeling, operational practices, statistics/measurements and economics of forest harvesting. Knowledge of forest management planning, operations, land use management, compliance and performance monitoring, GIS assessments, auditing practices and local timber programs is required. The position requires knowledge of all relevant forest management, policies, directives, legislation, planning guidelines.
- Strong HR skills are necessary to develop and maintain effective working relationships with client groups and facilitating positive outcomes.

Creativity/Problem Solving:

- The position deals with issue resolution with the general public, the forest industry, special interest groups and timber associations. This includes addressing multiple concerns relating to integrating land and resource use plans and goals between multiple stakeholders. The role requires the ability to identify, define and analyze alternative courses of action requiring constructive thinking. The Area Forester must monitor the forest company's management plans and determine deficiencies, etc while at the same time maintaining a productive working relationship.

Responsibility:

- The position has a program delivery focus in terms of responsibility for the forest management planning and implementation for an assigned area.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 058NR03

Identification Section

Working Title:	Area Forester (2)
Department:	Agriculture and Forestry
Division, Branch/Unit:	Public Lands and Forests Division - NW Region Smoky Area
Reports To:	Senior Area Forester - Integrated Planning, N.R. 9
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting directly to the Senior Area Forester, this position is responsible for reviewing and auditing tenure based forest management planning and operations for the Smoky Area - Valleyview Office. The position holder will be a source of expertise on most aspects of forest management, including adaptive management.

Directly responsible for two large timber management companies within an appointed sphere in addition to temporary operational planning and administration of the Community Timber Program conducted from the Valleyview office. Ensure clients have timely approvals of operation pieces, proper review of management and preliminary plans, annual review of processes and monitoring of on-going activities.

Other responsibilities include operational auditing of FMA / Quota operations and act as the area representative on regional and provincial working groups as approved by the Senior Area Forester/Area Manager and contribute knowledge towards regulations and policy/procedure development.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Responsible for the forest management program delivered from the Valleyview Office.

- Operational planning (Public Lands and Forests responsible areas).
- Auditing of industry tenure planning/operations, silvicultural records, and auditing of prescriptions.
- Maintain currency in harvesting and silviculture practices.

2. Responsible to act as the lead contact on tenure holder issues and issue management, which involve responsibility areas, silviculture, and forest management plans, e.g. Canfor and Tolko.

- Ensure forest management approvals are completed on time.
- Ensure forest management within the sphere are in compliance with legislation, policy and management plans.
- Review sections of the management plans, discuss companies' progress by way of checks, make recommendations for any amendments to the plan.
- Cross reference with land use, oil and gas and other forest management units to ensure coordination of uses.

3. Responsible for Performance Monitoring systems.

- Monitor goals established by timber management companies.
- Review goals every five years to determine progress or set backs.
- In the event that a company has not completed their goals, assist them in reviewing targets, establish evolving goals, and a monitoring system.

4. Responsible for long-term planning issues.

- The planning level that is targeted is the Detailed Forest Management Plan (DFMP) and long-term issues such as performance monitoring. Planning is now less static; it involves an adaptive approach, which will require a longer-term commitment.
- The role in planning involves auditing and contributing to industry plan formation including GIS assessment support for the Valleyview office.
- Major Forest Management Plan development will derive from coniferous and deciduous tenure holders.

5. Responsible to act as the Smoky Area representative on various committees and groups that review issues and assist in policy development.

- Provides recommendations to Senior Area Forester, Compliance Officer, and the Operations and Approvals Forester in terms of forest management program, policies and objectives.
- Sits as member of regional and provincial task forces, as requested.
- Provides direct input into the development of regional and provincial policies.

6. Issues Management

- Work with land use issues and applicable stakeholders (in conjunction with the Land Management Planner and the Approvals Forest Officers).
- Requested to provide input on audits for large timber management companies.
- Mediate between forest management companies that are working on the same land base. Assist in the coordinating of harvesting, planning, mediate entry, and ensure compliance with legislation.
- Take in account public views, educate on operation of companies, work with concerns of the public including crisis management.
- Clear understanding of stakeholder schedules, companies in multi-use areas i.e. layering roads through timber company areas.

7. Acts to guide the area in ecosystem-based and adaptive management principles.

- Retains currency in these areas and ensures an appropriate level of knowledge is maintained with all field staff within the Area (training component).

8. Maintains close liaison with the Senior Forester in the area and other area staff to ensure linkage between operational issues and strategic or planning issues.

- Operationally involved through direct responsibility for working area inspections, auditing and compliance monitoring.
- Involves assuming responsibility operationally for areas operated by FMA holders and other tenure holders.
- Ensure Forest Officer staff are inspecting / auditing to standard to fully assess whether management planning goals are met.
- Assist compliance officer if required for enforcement issues in the Valleyview area.
- Assist in insuring proper functions of identified loggers and sawmills within Valleyview area.
- Assist operations in coordinating a timber management inspection.
- Training and mentoring role for new staff (FOs and Foresters).

9. Directly supervises wage staff that may be involved in silvicultural or forest management programs.

- Instructs employees in work methods and procedures, discusses employees' work performance with subordinate supervisors, identifies and takes corrective action on performance problems, plans for unit resources, i.e. material and human.
- Develops or assists in developing unit objectives, coordinates work within the unit and/or with other units.
- Participates in the interviewing and selection of new employees when requested.
- Indirectly supervises field staff by providing leadership and input and assists in ensuring the required number of inspections by field staff are conducted.

10. Administration and Email management including local office issues and needs; including the Request for Accommodations proposal.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Creativity and originality are required on a daily basis for problem solving, communicating with various stakeholders including operational staff within the area, and creating improvements to existing plans and systems.
- Decisions and recommendations are made on a regular basis on plan and policy implementation, compliance action, applicable program budget allocations, and in conjunction with the Senior Area Forester on workload delegation as it pertains to forest management.
- Need to integrate both timber management company plans in terms of multi-use, managing different tree species, access and management needs.
- Autonomy in decision-making and the ability to address multiple concerns relating to contravening land and resource use plans and goals between multiple stakeholders including determination of plan deficiencies.
- Ability to multi-task between various initiatives and stakeholder groups.
- Failure to monitor the timber management company's management plans could result in missed deadlines and strain to stakeholder relationships.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Assist two large internationally known timber management companies with management plans, reviews, and follow-up.

- Extensive liaison responsibilities with other area staff, regional and provincial offices, as well as other divisions within the department, and departments (Energy and Environment) on an operational level.
- Primary contact with timber management companies client services and general public on operational timber management issues within assigned sphere.
- Contact within the sphere with special interest groups, such as logging associations, trappers, outfitters, agriculture and grazing holders, aboriginal bands, environmental groups, recreationists, and local mills. Ongoing liaison with these stakeholders for the identification and resolution of operational issues.
- Provide information to local government officials by way of briefing notes and committee work.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Bachelor of Science Degree in Forestry, and considerable related experience.
- Eligible for Registered Professional Forester designation.
- Extensive knowledge in forest management, environmental perspectives, company business modeling, operational practices, statistics/measurements, economics of forest harvesting, theoretical background of models and principles.
- Experience and understanding of forest management planning, operations, land use management, compliance and performance monitoring, GIS Assessments, auditing practices, local timber programs.
- Supervisory skills including leadership skills, communication (written and verbal), negotiation and conflict resolution, feedback and performance management skills.
- Understanding and ability to use management plans and operational plans.
- Strong negotiation, mediation and interpersonal skills are required as this position deals with issues resolution with the general public, the forest industry, special interest groups, and timber associations.
- Understanding of forest management policies, directives, legislation, planning guidelines and their application such as Forest Management Planning Manual, Occupational Health and Safety Program, Code of Conduct and Ethics, Forests Act and Timber Management Regulations used in compliance, Directives, used as guides in decision-making, Ground Rules used operationally to ensure compliance, Forest Act, Timber Management Regulations, Public Lands Act, and Fisheries and Wildlife Acts.
- Multi-tasking skills including time management.
- Good understanding of issues facing the forest industry and maintain flexibility and adaptability in dealing with rapidly changing workload priorities.

- Ability to maintain a good working relationship with the Operations and Approvals Forester, field staff.
- Ability to operate all manner of ATV's and 4 x 4 trucks in an off-highway capacity.
- Computer literate in word-processing, spreadsheet and database skills, in particular MDS Office and departmental databases.

Organization

(Working titles of positions reporting directly to this position.)

- Directly supervises wage staff that may be involved in silvicultural or forest management programs. In terms of permanent staff, no direct supervision responsibility, however, the position has a strong role in mentoring and training as Valleyview is a satellite office and the Area Forester 2 position oversees staff within that area with regards to day to day issues as their manager is in Grande Prairie.
- This position also has flexibility or responsibility to assign work and allocate staff after consultation with the Senior Area Forester.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 058NR02

Identification Section

Working Title:	Wildlife Biologist
Department:	Environment and Parks
Division, Branch/Unit:	Fish and Wildlife Division
Reports To:	Area Biologist
Levels to D.M.:	5
Job Description:	058NR02
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	058NR - Natural Resources 8

Comments on Role

The Wildlife Biologist performs activities to ensure the long-term sustainability of wildlife species and wildlife habitat in an assigned section of a geographic area of the Northwest region. Key functions include program planning and delivery, conducting resource and user surveys, providing data analysis, making program recommendations, conducting reviews of land and resource use development applications, and assessing mitigation effectiveness of resource development approval. The Wildlife Biologist functions as part of an integrated team of professional and technical staff responsible for the management of wildlife resources in the region.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+I2 230	33% 76	R1 87	393

Comments on Evaluation

Knowledge:

This is a full working level biologist role that requires a Bachelor of Science degree in Biology providing a working knowledge of data collection and analysis, population habitat and inventory monitoring, population and habitat goal setting, disease identification and control. Related field experience is required to develop knowledge of issues and challenges related to mitigating resource development impacts on wildlife. The role requires a working knowledge of all relevant acts, regulation and procedures, such as the Alberta Wildlife Act and associated provincial/federal regulations.

Strong HR skills are required to deal with a variety of stakeholders and influence behaviour to obtain objectives.

Creativity/Problem Solving:

The position compiles information from research and surveys and makes recommendations that are incorporated into management decision-making processes. Decisions are made as research priorities to support Region/Ministry objectives. The thinking behind the decision making process is guided by clearly stated objectives. The Wildlife Biologist designs and conducts public consultation processes to obtain stakeholder input on wildlife program management issues and regulations.

Responsibility:

This position has a program delivery focus in terms of responsibility for ensuring long-term sustainability of wildlife species and habitats in the Northwest Region.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 058NR02

Identification Section

Working Title:	Wildlife Biologist
Department:	Environment and Parks
Division, Branch/Unit:	Fish and Wildlife Division
Reports To:	Area Biologist - Biologist III
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Area Biologist, this full working-level wildlife biologist is accountable for performing a wide range of professional program activities intended to ensure the long term sustainability of wildlife species and wildlife habitat in an assigned section of a geographic area of the Northwest region. The position functions as a key member of an integrated team of professional and technical staff responsible for the management of wildlife resources in this region. Key functions include program planning and delivery, conducting resource and user surveys, providing data analysis, making program recommendations, conducting reviews of land and resource use development applications, assessing mitigation effectiveness of resource development approvals and managing all aspects of assigned budgets.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Provides input to and implements species population inventory and monitoring programs for the area in order to develop strategies and priorities to ensure the long term sustainability of the wildlife resources in the area.**

- Participates in the development and implementation of species population inventory and monitoring programs to determine population size, health, distribution and structure.
- Compiles information for regional reviews of recommendations for allocation (harvest) of wildlife populations (e.g., hunting seasons and limits).
- Compilation and analysis of data necessary for the development of species management and recovery plans as well as implements approved plans within assigned area.
- Assesses agriculture wildlife depredation problems and provides recommendations to effectively deal with the issue.
- Provides input to Area Biologist or Regional Head on development of provincial population inventory standards.
- Maintains wildlife data base and assists in provides input to provincial data base development.

2. Participates in key land management decision making processes to mitigate habitat loss as a result of industrial and recreational impacts and/or to enhance area habitat needs to ensure long term viability of wildlife resources in the area.

- Participates in inter-department and intra-department environmental management decision-making processes to mitigate the impact of industrial and recreational impacts on wildlife habitat.
- Participates in providing input to the development of department and inter-agency standards, guidelines, practices, objectives and programs that will ensure habitat protection (e.g., Codes of Practice, Forestry Ground Rules, Caribou Guidelines, etc.).
- Participates in long-term landscape management planning activities (e.g., Detailed Forest Management Plans, integrated resource plans, parks management plans, access management plans, etc.).
- Carries out habitat inventory programs to determine and assess critical habitat use over various scales of space and time.
- Provides advice to others and assists in habitat restoration and enhancement projects (e.g. Fish and Game Association, Alberta Conservation Association, community, etc).

3. Identifies wildlife management research needs and prepares for review of the Senior Biologist, research business case and design plan to address data or knowledge gaps.

- Identifies research needs to address scientific data or knowledge gaps and develops business case and terms of reference for identified research areas. This may be department led, joint department initiatives or joint government-industry research projects.
- Leads or participates on regional, provincial, inter-agency, education institution and industry partnered wildlife related approved research projects.

- Prepares scientific reports, conducts peer reviews and presents research findings to others.
- Reviews project proposals submitted to and by the Alberta Conservation Association, NGO's, research institutes, industry to provide recommendations on approval or otherwise.
- Reviews and processes research permits received and makes recommendations to their approval or otherwise to the regional or provincial licensing authority.

4. Educates and informs the public, stakeholders and special interest groups about wildlife resources in the area as well as provides information about resource management, current issues and programs.

- Provides wildlife resource information (written or presentation) to internal and external audiences (i.e.: other departments, universities, schools, industrial stakeholders, NGO groups, various Associations, community organizations, local governments, etc).
- Develops and maintains effective relationships with various media over wildlife management program matters through interview, article write-up, film productions, etc.
- Participates in extension service activities that support wildlife conservation initiatives of others (e.g. school field trips, school projects, habitat restoration projects by volunteer organizations, etc).
- Assists in the design and development of extension materials to assist in public education and community relations activities designed to improve awareness, appreciation and understanding of Alberta's wildlife resources and their management.

5. Provides input to the development of area and regional budget preparation and administers allocated budget in accordance with financial administration guidelines. Assists regional and provincial program review of Alberta Conservation Association project submissions and their ranking for budget consideration.

- Identifies unit budget needs for manpower and projects and submits to supervisor. Upon receiving approved budget allocation must effectively assign resources to achieve identified workload objectives.
- Ensures all budget transactions are conducted within established financial policy and procedures by maintaining accurate and up to date records, meeting quarterly budget reporting and forecasting targets.
- Procures equipment to do the job, maintains accurate inventory, maintains assigned equipment according to established standards, and ensures it is operated safely.
- Responsible for OH&S within assigned work unit as per Act, regulations, established standards and protocols.

6. Designs and conducts public consultation processes to obtain stakeholder input on various resources management issues as well as participates on assigned committees and work teams.

- Designs and conducts user group public consultation processes to provide input to wildlife program management issues and regulations.
- Evaluates public/stakeholder input for the resolution of issues and develops strategy/recommendations for review of Area Biologist or regional head.
- Participates on various regional or provincial Divisional, intra-departmental or inter-departmental committees or task teams to develop policies, guidelines, review projects or develop strategies.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Performs advance level professional work to deliver wildlife resource management programs in a defined geographical area of the NW Region. Under the supervision of the Senior Biologist, this position has considerable independence in planning, organizing and carrying out field projects and programs and developing recommendations on land and water use referrals that will directly impact the sustainability of the wildlife population and habitat in that area.
- Stakeholders impacted will be hunters, special interest groups, first nations peoples, the timber and oil and gas industry as well as the public in general.
- Key recommendations include: (1) harvest allocation of wildlife resources, (2) identification of wildlife enforcement program priorities to Conservation Officers, (3) assessment of agriculture wildlife depredation problems and provision of recommendations for resolution, (4) recommendation to mitigate the impact of industrial and recreational impacts on wildlife habitat, (5) identification of research needs and developing study designs, and (6) development of work plans based on regional and provincial priorities to meet program objectives.
- Provides input to development of provincial fisheries and wildlife policy, regulations, standards, guidelines and procedures.
- Provides innovative ideas to further scientific knowledge, resolve user conflicts, land management strategies and techniques. An example, semi-wild horses owned by a native band were dying in a wildland park in northern Alberta. The band requested help and this position worked directly with the wildland management committee, the band, and local veterinarians to assess the situation and develop a solution. This involved working directly with stakeholders, namely the oil and gas industry and native band who were normally adversarial.

- Conducts reviews of land and resource use development applications in order to assess mitigation effectiveness of resource development approvals and acts as scientific advisor related to wildlife matters to regulatory bodies conducting assessment of major industrial developments.
- Represents the wildlife division in approval of landscape related integrated resource management planning exercises at sub-regional, local and project level. An example, Review of Detailed Forest Management Plan involved the position applying biological; expertise and knowledge of habitat requirements of wildlife population to recommend different sized buffers around the body of water depending on the water body and the species.
- Develops and undertakes consultation programs to integrate public/user/stakeholder input into resource management planning, and habitat protection in the area. Evaluates and integrates input when recommending population management strategies and balances this social viewpoint with biological expertise.
- Role includes resource management, public education, and research, advisory and administrative components.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Provides professional wildlife resource protection input into land use management issues/processes (Detailed Forest Management Plan, Annual Operating Plans, etc.). This will involve interacting directly with other SRD and provincial government departments as well as industry and special interest groups. Requires use of influence and persuasion, as the Biologist does not have regulatory authority.
- Facilitates public/user group consultation processes regarding resource management strategies and regulation/program delivery issues.
- Contact with aboriginal groups to discuss harvest allocation of wildlife resources as well as concerns regarding wildlife issues.
- Acts as scientific wildlife biological program advisor on matters relating to environment impact on wildlife as a result of land use/water use development in the area.
- Represents professional wildlife interests to print and electronic media.
- Provides public education function within area.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Considerable knowledge of the practice of biology which has been obtained through a Bachelor of Science in Biology which has provided for working knowledge of data collection and analysis, population habitat and inventory monitoring, population and habitat goal setting, disease identification and control.
- A minimum of four years directly related practical experience in wildlife management from which to apply formal scientific knowledge and establish an advanced professional level knowledge base.
- A working knowledge of issues and challenges related to mitigating resource development impacts on the wildlife resource.
- Working knowledge of pertinent acts, regulations, policies and procedures: Alberta Wildlife Act and Regulations, Public Lands Act, Provincial Parks Act, Water Act, Forest Act, Federal Species at Risk Act, Migratory Birds Act, Livestock Industry Diversification Act, Environmental Protection Enhancement Act, Prairie Fire and Protection Act, Canada Fisheries Act, Navigable Waters Act, Pesticide Chemicals Act.
- Knowledge of OH&S legislation, policy and procedures.
- Good administrative skills on organizing work, establishing priorities, project management, performance measurement financial management and reporting.
- Very good verbal and written communication skills, including writing scientific reports, making presentations, leading team sessions, providing advice and information to others.
- Good computer skills in data analysis, modeling, use of specialized programs and data base management.
- Proficient in wildlife capture and restraint.
- Ability to conduct resource risk assessments to determine the best course of action.
- Ability to resolve complex resource management problems and utilize persuasion skills that result in effective negotiation and influence to achieve win-win solutions.
- Ability to operate specialized equipment (e.g., 4x4, quads, ski-doo, radio telemetry equipment, drugs, capture equipment, etc).

Organization

(Working titles of positions reporting directly to this position.)

There are no positions reporting directly to this position. As necessary, the position provides supervision to wages staff or volunteers assisting with surveys.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 058NR01

Identification Section

Working Title:	Provincial Wildfire Science Forester
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Protection Division, Wildfire Prevention Branch, Wildfire Engineering Section
Reports To:	Section Head, Provincial Wildfire Engineering
Levels to D.M.:	4
Job Description:	058NR01
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	058NR - Natural Resources 8

Comments on Role

In the last several years, more emphasis has been placed on reducing the occurrence and minimizing the destruction and disturbance of wildfires. A major focus of this role is to act as an expert resource in knowledge/technology transfer and in the development of policy, strategy and tactics to support this initiative. This includes developing and incorporating FireSmart guidelines into various planning processes coordinated by Public Land and Forests Division staff/stakeholders. This expert resource assistance extends to the development and provision of program components including training, policy, decision support tools and adaptive management approaches as well as the coordination of Landscape Fire Assessments across the province.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+I2 230	33% 76	B 76	382

Comments on Evaluation

Knowledge:

A Degree in Forest Management or Forest Science is required to understand the theory of forest management/protection and to liaise with other fire management professionals. Considerable knowledge of forest management processes, silviculture techniques, fire behaviour and fuel types combined with topography and climate influence is required. An in-depth knowledge of related act and legislation is necessary which includes Forest and Prairie Protection Act and Regulations, Forest Protection Policies and SOP, Forest Acts and Regulations, etc.

Level I Incident Command Team Certification and knowledge of Incident Command Team Structure and functions is required.

Creativity/Problem Solving:

The field of fire science/management is relatively new so a large part of the challenge involves developing and deploying new methods and technologies to implement this science into the field. Variable situations influence which scientific/technical principle to use. A FireSmart component must be developed to introduce the new philosophy, provide a link to FireSmart communities and raise awareness. This leads to the challenges associated with change management to integrate FireSmart concepts into the planning processes of Forest and Oil and Gas industries. This extends to influencing changes in the department through education and negotiation.

Responsibility:

The intent of the position is to provide an advisory/consultative role in supporting the FireSmart program.

Last Reviewed:

Last Review / Update: 2016-03-11

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Subsidiary 5 Benchmark Job Description - 058NR01

Identification Section

Working Title:	Provincial Wildfire Science Forester
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Protection Division, Wildfire Prevention Branch, Wildfire Engineering Section
Reports To:	Section Head, Provincial Wildfire Engineering (Forester III)
Levels to D.M.:	4

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Section Head of Provincial Wildfire Engineering, the Provincial Wildfire Science Forester plays a key role facilitating the effective integration of fire management and forest management practices across Alberta in order to reduce and mitigate the impact of wildfires. Working collaboratively with staff from the Forest Protection and the Land and Forest Division as well as major stakeholders, this position acts as an expert resource in terms of both direct knowledge and technology transfer as well as in the development of policy, strategy and tactics. A major focus of the position is to work closely with Land and Forest Division staff/stakeholders to develop and incorporate FireSmart guidelines into various planning processes with the intent of reducing the occurrence and impact of wildfires. Another key element of the job is to develop and provide program components including training, policy, decision support tools, and adaptive management approaches as well as coordinate Landscape Fire assessments across the province and provide expert support to the ten Wildfire Management Areas, industry and other stakeholders in terms of Landscape Fire assessments.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Work collaboratively with SRD staff to develop and incorporate FireSmart forest management guidelines, strategies and tactics into forest and land management planning processes and operations to reduce the threat of wildfires and balance with other landscape values.**
 - Provide FireSmart Forest Management knowledge and technology transfer to the Land and Forest Division.
 - Work collaboratively with appropriate SRD staff to develop policies/strategies that support Fire Smart forest management, i.e. Debris Management Policy, Tree Freeing Policy to reduce hazards along power lines, etc.
 - Develop policies and strategies with Land and Forest Division to identify the location of and implement fire smart initiatives to protect Trappers cabins.
 - Develop standard operating procedures to implement FireSmart Landscapes effectively.
 - Coordinate Landscape Fire Assessments across the province.
 - Develop a FireSmart Landscape Component for the revised version of the Detailed Forest Management Planning manual.

- 2. Develop and deploy new FireSmart methods, techniques, tools, science and technology to support short and long term forest and land management strategic planning.**
 - Develop a FireSmart component into the revised Community Planner to introduce the new philosophy, provide a link to FireSmart Communities and raise awareness to local stakeholders.
 - Develop and update FireSmart website to allow for easy external/internal access to information.
 - Develop a FireSmart Manual.
 - Develop and disseminate educational information regard FireSmart Landscapes.

- 3. Provide FireSmart Forest Management technology transfer and expertise to the Wildfire Management Areas to support the effective integration of fire management and forest protection.**
 - Act as expert resource to WMAs with regards to effective integration of fire management and forest management practices.
 - Coordinate wildfire threat assessment training to SRD staff, stakeholders and consultants.
 - Act as unit leader and instructor on assigned FPD training courses.

- Act as liaison between the Engineering Section and the WMAs regarding issues and concerns.
- 4. Lead or participate on various divisional and intra-departmental committees or task teams to develop policies, guidelines, review major fire/forest management issues or develop fire/forest management integration strategies.**
- Lead task force groups to implement FireSmart Landscapes.
 - Represent Forest Protection on a range of intra-departmental committees/pilot projects to integrate fire and forest management and implement FireSmart Landscape initiatives.
- 5. Develop an effective network of key relationships nationally and internationally to maintain state of the art knowledge relating to the integration of fire management and forest/land management practices.**
- Liaise with other agencies such as the Canadian Forest Fire Centre, Canadian Interagency Forest Fire Centre, Forest Engineering Research Institute of Canada, United States Forest Service, etc.
 - Review published papers and reports and participate in relevant workshops, conferences and courses.
- 6. Participate on Incident Command Teams in order to contain and suppress escaped wildfires in the province of Alberta or in other jurisdictions while on export.**
- Perform variety of roles generally in planning and operations functions as required, (i.e., such as Resource Unit Leader Planning Section Chief, Situational Unit Leader Air Support Group Supervisor or Helicopter Coordinator).

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Scope of job is to act as provincial specialist regarding the integration of fire management and forest management practices to reduce and mitigate the impact of wildfire threat across Alberta. The position acts as an expert resource both in terms of direct technology and knowledge transfer as well as in the development of policy, strategy and tactics to be implemented in the field.

- Strong collaboration role with staff from both the Forest Protection Division and the Public Lands and Forests Division to effectively integrate fire management and forest management practices across Alberta in order to reduce and mitigate the impact of wildfires.
- Stakeholders impacted are the forest industry, oil and gas industry, energy companies, Public Lands and Forests Division staff (particularly the Planning Foresters), Forest Protection Division staff (particularly the Fire Prevention staff), municipalities, and Fish and Wildlife Division staff (particularly Biologists).
- Role involves a strong creative component as the field of fire science/management is relatively new and there is a significant requirement to develop and deploy new methods and technologies to implement this science in the field. Examples include: (1) Development of a FireSmart component into the revised Community Planner to introduce the new philosophy, provide a link to FireSmart Communities and raise awareness to local stakeholders; (2) Development and updating of FireSmart website to allow for easy external/internal access to information; (3) Development of a FireSmart Manual; and (4) Development and dissemination of educational material regarding FireSmart Landscapes.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Ongoing contacts with land and forest management division staff and stakeholders to develop and incorporate FireSmart guidelines into various planning processes to ensure element of wildfire is considered and reduced. This involves communicating with individuals with diverse backgrounds and interests and the ability to influence changes in the department as well as with stakeholders through negotiation and education.
- Actively participate on a number of committees and task forces within SRD to develop policies and strategies regarding the integration of fire management and forest protection.
- Ongoing contact with Forest and Oil and gas industry contacts for the purposes of integrating FireSmart concepts into their plans. Expected results include alterations in timber harvest sequencing, harvest designs, alignment, and size of linear disturbances.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Degree in Forest Management combined with considerable experience in both Forest Management and Forest Protection which has provided a strong knowledge base in forest

management planning processes, silviculture techniques, fire behaviour and fuel types combined with topography and climate influence.

- Eligible for Registered Professional Forester (RPF) designation.
- In-depth knowledge of the Forest and Prairie Protection Act and Regulations, Forest Protection Policies and Standard Operating Procedures, Forests Act and Regulations, Alberta Forest Legacy, Detailed Forest Management Planning Manual, Alberta's Commitment to Sustainable Resource and Environmental Management, and Land Use Dispositions.
- Strong knowledge of software applicable to the division and department.
- Knowledge of spatial data and Wildfire Threat assessments approaches and techniques.
- Strong listening, verbal and written communication skills in order to function as expert resource and educate others as well as present at the local, regional and provincial levels.
- Strong leadership skills to provide functional direction to Land and Forest staff and Forest Protection staff as well as major stakeholders regarding the integration of FireSmart forest management guidelines, strategies and tactics into the forest and land management planning.
- Strong facilitation and persuasion skills.
- Ability to work effectively within interdisciplinary groups.
- Strong organizational and effective time management skills due to the coordination involving two divisions as well as multiple tasks.
- Independent decision making, negotiation and conflict resolution skills.
- Level 1 Incident Command Team Certification and knowledge of Incident Command Team Structure and functions.
- Class 5 Driver's License.
- WHMIS, TDG (Air and Ground), OH&S training, First Aide and Defensive Driving certification required.
- Radio Operator's Certificate.

Organization

(Working titles of positions reporting directly to this position.)

This job has no positions reporting to it on an ongoing basis.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 057NR11

Identification Section

Working Title:	Facility Supervisor, Fish Hatchery
Department:	Environment and Parks
Division, Branch/Unit:	Operations, Infrastructure/Fish Culture
Reports To:	Fish Culture Manager
Levels to D.M.:	6
Job Description:	057NR11
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	057NR - Natural Resources 7

Comments on Role

The Facility Supervisor provides leadership and direction to a team of technical staff responsible for the operation of mechanical and control systems related to the incubation, rearing, and release of eggs/fish in a fish hatchery facility. The position ensures that the production of fish is delivered in accordance with the provincial fish stocking plan and within accepted practices and guidelines prescribed by Ministry policies, procedures, and legislation. The position provides support, direction, and consultation to staff and is responsible for team building and the efficient and effective delivery of the program.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
EI2 200	33% 66	R1 76	342

Comments on Evaluation

Knowledge:

Content:

- The position requires knowledge gained through a related diploma and extensive experience in a fish culture environment. The depth of knowledge includes fish culture techniques and systems, hatchery circulation processes, fish biology and diseases, fish life cycles including fish and egg rearing techniques, and water treatment chemistry and testing equipment. The position also requires knowledge of mechanical systems/controls relating to pumps, pipes, generators, and facility schematics.

Complexity and Diversity:

- The position has administrative and supervisory responsibilities which require knowledge of policy and procedures in areas of finance, HR and OH&S.

Human Relations Skills:

- The 2 rating in HR skills reflects the positions leadership and direction of a team of technical staff. The PUR communicates with all levels of the Ministry and external stakeholders to deal with issues related to stocking programs as well as deliver presentations and information sessions.

Creativity/Problem Solving:

- The position works within a framework of approved/established facility methods and standards for fish culture procedures to meet assigned production targets. The position is responsible to investigate and make recommendations to resolve problems with respect to fish rearing/production issues to the manager. Guidance is available from the manager on past practices; however, the manager is not on site and the position may need to make decisions in urgent situations in the absence of the manager.

Responsibility:

- The position's focus is on program delivery for fish production and operation of the hatchery facility.

Last Reviewed: July 5, 2016

Last Review / Update: 2017-01-06

Subsidiary 5 Benchmark

Job Description - 057NR11

Identification Section

Working Title:	Facility Supervisor, Fish Hatchery
Department:	Environment and Parks
Division, Branch/Unit:	Operations, Infrastructure/Fish Culture
Reports To:	Fish Culture Manager
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Facility Supervisor provides leadership and direction to a team of technical staff responsible for the operation of mechanical and control systems related to the incubation, rearing, and release of eggs/fish in a fish hatchery facility. The position ensures that the production of fish is delivered in accordance with the provincial fish stocking plan and within accepted practices and guidelines prescribed by Ministry policies, procedures, and legislation. The position provides support, direction, and consultation to staff and is responsible for team building and the efficient and effective delivery of the program.

The position is responsible with staff recruitment and selection, budget planning, problem-solving, and establishment and maintenance of stakeholder partnerships to help maintain facility operations and the overall program objectives. The primary focus of the position is to provide direction and support to facility staff in order to implement technical activities required for the delivery of programs and initiatives that support a major fish culture facility, including egg collection, incubation, rearing, transfer and distribution of cultured fish into the waters across the province.

The position provides advice and technical expertise to the Fish Culture Manager with respect to egg/fish production that helps enable the Ministry to meet business plan goals and help the facility to meet plan objectives. The position develops annual worksite plans; sets stocking and maintenance schedules; coordinates, leads, and actively participates in all egg/fish production activities; facilitates technical training for all staff; and ensures adherence to production standards practices. The position

is responsible for monitoring the facility expenditures to ensure spending is appropriate and that expenditures are within approved limits. The position is also responsible for overseeing ordering and purchasing supplies and materials, including fish food for all aspects of fish culture and facility operations. In addition, the position ensures optimum operational practices by investigating and reporting on mechanical problems and failure of equipment and systems that support facility operations to help maintain facility operations and protect egg/fish inventories.

The position must create and establish positive working relationships with a diverse range of internal and external stakeholders, including representatives from Alberta Infrastructure to help maintain the facility operations and structures. The position must also work closely with other regional egg/fish hatcheries to coordinate implementation of fish culture programs and initiatives, exchange information, and to ensure consistency in program direction, practices, and standards. In addition, the position facilitates and coordinates public tours of the facility and provides input into the development of public displays and educational materials in order to increase awareness of programs and initiatives delivered. The position is also the lead operational contact for consultants and engineers during periods of refit and facility improvements.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Leadership and direction to the facility technical staff is provided to ensure that egg/fish production activities are in alignment with Government and Ministry business plan goals and objectives.**

Activities:

- Recruits and evaluates highly skilled, motivated, and productive staff and supports their participation in personal and professional learning, achievement of performance and learning plans.
- Provides orientation, training, and coaching to all staff supervised.
- Monitors and evaluates individual and team performance to ensure programs are delivered in accordance with Ministry policies, procedures, practices and standards.
- Ensures that facility operations and activities are performed in accordance with Occupational Health and Safety standards and legislation.
- Monitors workloads to ensure equity among staff members and adjusts staff work assignments accordingly.
- Manages staff leave requests (vacation, etc.) to ensure adequate coverage is provided for all team members, including hiring casual employees and students to cover-off vacations.

2. Leadership and direction is provided to ensure that fish culture programs are delivered in accordance with accepted practices prescribed by Ministry policies, procedures, standards, and legislation.

Activities:

- Leads and coordinates egg/fish production activities, including development of egg/fish receiving shipment schedules, development of feeding strategies, ordering food, and allocating appropriate rearing units for all stock produced.
- Leads in the care and lot management of brood fish, including end use projections, genetic lot planning, strain and cross segregation, brood recruit selection, administration of pharmaceutical therapies, and on-going health management.
- Leads and coordinates egg production, incubation and fish rearing strategies, including calculating optimum rearing container loads to ensure eggs/fish are reared in a healthy and effective manner, advising of potential production surpluses and shortfalls, and developing strategies to optimize fish survival and growth.
- Leads and coordinates egg/fish transfer releases, including coordinating the distribution of fish with facility and regional staff; preparing contingency release plans in response to changing environmental conditions, access problems, and mechanical failure; and coordinating specialty stocking/egg collection equipment.
- Leads and collaborates on specialty fish species projects involving unique field work related to the collection of gametes, trials and establishment of incubation protocol, and adaptive rearing practices.
- Ensures that accurate fish culture data is accumulated and entered into internal data base system.
- Monitors the health of the fish, including overseeing the use of antibiotics and administration of prophylactic and therapeutic compounds for disease prevention/treatment and ensuring that established drug withdrawal practices are adhered to.
- Development of hatchery budget and monitors and tracks allocated expenditures to ensure appropriate spending and to ensure that allocated funds are within established budget.

3. Collaborative and effective working relationships are initiated and developed with representatives of government ministries, other facilities, stakeholders, and the public to ensure an integrated and coordinated approach is taken in the delivery of egg/fish culture programs and to create public awareness.

Activities:

- Maintains an effective working relationship and open communication with other regional egg/fish production facilities in order to coordinate implementation of fish culture programs and initiatives, exchange information, and to ensure consistency in program direction, practices, and standards

- Develops community coalition with stakeholders and maintains a network of community contacts to promote an understanding of egg/fish culture program strategies and policies through presentations to the public and stakeholder groups.
- Coordinates and facilitates presentations and public tours of the facility to community stakeholder groups and the public to increase awareness of the fisheries management program especially as it pertains to fish culture.
- Coordinates public displays and promotional and educational materials on facility operations and fisheries management programs.
- Develops and maintains partnerships with other provincial government ministries (i.e. Alberta Infrastructure) to help maintain facility operations and structures, improve administrative procedures, and to help ensure the facility meets program goals.
- Assists and provides input to the Alberta Infrastructure Site Manager on the prioritization of the day-to-day activities of Alberta Infrastructure staff to ensure the effective and efficient operation of the facility.
- Works cooperatively and provides direction to consultants and contractors to ensure effective stocking, filter cleaning, and site maintenance.

4. Management is provided with support in achieving the mandate and goals specific to the facility and the provincial fish culture program.

Activities:

- Informs the Manager of trends and workload pressures and makes recommendations for addressing areas of concern.
- Actively participates in management and team meetings; brings forward issues with facility, regional, or provincial implications and identifies options for their resolution.
- Provides the Manager with recommendations on issues and challenges identified through analysis of the data and information gathered.
- Leads and participates on research projects and new field operations initiatives, including providing technical support at wild spawn camps.
- Participates and represents the Branch on various committees, both internal and external.
- Collaborates with other fish culture facilities on joint ventures and to provide assistance when required.
- Provides cover-off for the Manager when required.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The primary focus of the position is to provide leadership and direction to a team of technical staff responsible for the incubation, rearing, and release of eggs/fish in a hatchery. The position ensures that the production of eggs/fish is delivered in accordance with the provincial fish stocking plan and facility operations and ensures that activities support the achievement of ministry business plan and branch operational plan goals. The position directly contributes to the Ministry's core business of providing sound stewardship of fish and wildlife resources to facilitate consumptive and non-consumptive recreation opportunities compatible with healthy, diverse fish and wildlife populations. Lakes, ponds and reservoirs support a large portion of the angling effort in the province, much of which relies on the hatchery program that stocks around 3 million fish annually. Stocking programs support approximately 25% of all angling activity in the province. In order to support recreational angling, fish population restoration, and aquatic science, the four major provincial fish culture facilities stock about 250 water bodies each year. This is conducted through the operation of an integrated program where seed stock is procured from within the program (including wild spawn interception) through to final stocking and ongoing brood fish rearing.

The position has an impact on a variety of other stakeholders including representatives of other ministries, including Alberta Infrastructure to help maintain the facility operations and structures; Agriculture and Rural Development; Alberta Environment; and Tourism, Parks and Recreation. The position also has direct impact on the public through active presentations and through leadership in the development and implementation of public displays and educational materials to increase awareness of programs and initiatives delivered. The position also has a direct impact on the recreational activities of the public across the province, particularly as it relates to fishing.

The position is a critical resource to the Branch in providing advice and recommendations on the appropriate application of egg/fish culture strategies as well as in coordinating and organizing the technical activities of the facility. The position also provides recommendations and advice to the Branch on the development of programs, policies, procedures, processes, and fish culture technology to ensure that programs and initiatives meets the needs of the Government, Ministry, stakeholders, and clients. As well, the position provides input into the development of standards and practices to ensure that the activities of all facilities are coordinated, efficient, and effective.

The position is subject to broad practices and precedents. Guidance and assistance in terms of past practice is available from the Manager. The position relies on knowledge of fish production principles, policies, practices, and past experience to resolve problems and to provide advice and recommendations to the Manager.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

The Facility Supervisor requires: Knowledge gained through a related technical diploma (ex. Fish Hatchery Technical Diploma, Fish and Wildlife Management) or a University Degree preferably in Biology or a Resource based program and a minimum five years of experience in a fish culture environment. This knowledge includes the following:

- In-depth knowledge of Government and Ministry policies, processes, and practices related to egg/fish production
- In-depth knowledge of fish culture methods, techniques, and water treatment concepts and processes
- In-depth knowledge of facility operations and procedures
- In-depth knowledge of fish life cycles, including fish and egg rearing techniques (spawning, incubation, fish growth, grading, transportation)
- In-depth knowledge of mechanical systems/controls, facility schematics, water chemistry, and test equipment
- Thorough knowledge of fish biology and fish diseases that are found within the hatchery rearing environment and methods to treat fish that are impacted by disease.
- Good knowledge of other ministry or provincial government programs and services (i.e. Alberta Infrastructure)
- Knowledge of Human Resource policies and related administrative systems, including collective agreements (master and subsidiary Agreements)
- Knowledge of Occupational Health & Safety policies and legislation
- Knowledge of applicable computer systems and a variety of common office software (PowerPoint, Word, etc.)
- The Facility Supervisor also requires well developed and demonstrated experience supervising others. The supervisor will be responsible for permanent and wage employees. The Facility supervisor needs to perform or have the skills for the following:
 - Leadership and team building skills
 - Interpersonal skills to interact and deal effectively with all levels of the Ministry, Branch, and with external clients and stakeholders, including the public
 - Verbal and written communication skills, particularly in terms of preparing reports, briefings, and making presentations
 - Conflict resolution, mediation, and negotiation skills
 - Problem-solving and decision making skills
 - Interviewing skills
 - Organizational and time management skills in order to organize own work plan and manage task completion by the team
 - Facilitation skills in order to provide information and deliver information sessions and presentations
 - Ability to work effectively with other stakeholders
 - Ability to pro-actively identify concerns, issues, and potential solutions and recommendations
 - Ability to manage resources, time, stress, work under pressure, and under high demands
 - Ability to utilize computer systems and operate specialized equipment

Contacts

(Main contacts of this position and the purpose of those contacts.)

The Facility Supervisor has contact with:

- senior representatives of the Ministry, Branch, and other staff to provide and exchange information on fish culture programs and initiatives
- Fish Culture Manager to provide briefings and updates, consultation, advice, and recommendations
- other ministry representatives to provide support and exchange information on facility and mechanical operations, coordinate activities, and long term facility planning
- other external representatives including contractors and engineers to provide direction, advice, consultation, and exchange information relevant to the effective operation of the facility and equipment
- colleagues in other jurisdictions for information exchange, collaboration on projects and initiatives, and reciprocal assistance
- the public to conduct tours of the facility, provide information, and deliver presentations

Supervision Exercised

(List position numbers, class titles, and working titles of positions direct supervised.)

Supervision is provided to a team of technicians working at the facility as well as visiting technicians, seasonal staff, and volunteers.

Last Review / Update: 2017-01-06

Subsidiary 5

Benchmark Evaluation - 057NR10

Identification Section

Working Title:	Parks Regional Land Use Officer
Department:	Environment and Parks
Division, Branch/Unit:	Parks, North East Region
Reports To:	Heritage Protection Team Lead
Levels to D.M.:	5
Job Description:	057NR10
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	057NR - Natural Resources 7

Comments on Role

The position works to integrate ecological management of Parks lands and a regulatory role for the region. The position ensures consistent operational application of policy, legislation and standards related to managing recreation, cottage, commercial, industrial and agricultural land use activities in parks and protected areas designated under the Provincial Parks Act or the Wilderness Areas, Ecological Reserves, Natural Areas and Heritage Rangeland Act with the exception of grazing dispositions in Ecological Reserves, Heritage Rangelands and Natural Areas. The position is involved in the review and conditioning of land use applications for all parks and protected areas located within the administrative region, and the monitoring of land use activity and ensuring compliance with the terms and conditions of those approvals. The position works with external and internal referral processes to support the goals and objectives of the Parks Program, as well as, aiding in the effective, integrated and sustainable management of Alberta's overall land base and its associated recreation, heritage resource and ecological values.

The position provides guidance, training, advice, direction and support to Regional and District staff and works directly with land use applicants, disposition holders, adjacent land owners, staff from other departments, municipalities, conservation organizations, and other stakeholders to ensure the effective management of recreation associated leases and approved agriculture, commercial and

industrial land use activities on park and protected area lands. The position also develops and implements compliance monitoring systems and processes for the region.

The position assists in developing and implementing the delivery of the regional Heritage Protection Program.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
EI2 200	33% 66	R1 76	342

Comments on Evaluation

Knowledge:

Content:

The position requires theoretical knowledge obtained through a university degree in a field of study such as natural resources management, biology, ecology, agriculture, forestry, or other related natural sciences and directly related experience. The position requires extensive knowledge and experience with the following legislation: Provincial Parks Act, Wilderness Areas, Ecological Reserves, Natural Area and Heritage Rangelands Act, Alberta Environmental Protection and Enhancement Act, Public Lands Act, Wildlife Act, Fisheries Act and the Exploration Regulation.

The position also requires knowledge relevant to First Nations Legislation and Government of Alberta First Nations consultation policy and procedures.

The position requires extensive knowledge in the application of land use management policies, procedures and best management practices for resource development, resource extraction and land reclamation, coupled with a thorough knowledge of resource management issues affecting park and protected area lands and natural resource management issues.

Complexity and Diversity:

The position must be able to interpret legislation and regulations that are complex in nature. Legislative or regulatory changes require extensive research and consultation and must meet resource management needs. The work requires identification and analysis of options and the development of recommended solutions.

Human Relations Skills:

The HR skills 2 rating reflects the position's strong HR and communication skills required to deal with difficult and politically sensitive situations in investigating possible contraventions.

Creativity/Problem Solving:

The position works to resolve or mitigate the competing interests of recreational, agricultural, commercial and industrial users on land base to effectively balance those interests with the ecological needs of natural systems contained within parks and protected areas. The position is responsible for the planning and implementation of the regional land use compliance assurance program including inspection, investigation, and stewardship monitoring. The position supports the Division's efforts to identify opportunities for improving its management of recreational, agricultural, commercial and industrial land use activities.

Responsibility:

The position has a program delivery role, developing compliance monitoring systems and processes, reviewing and conditioning of land use applications for all parks and protected areas located within the positions administrative region, and the monitoring of land use activity and ensuring compliance with the terms and conditions of those approvals. The main focus of the job is not compliance; therefore an R1 rating is appropriate.

Last Reviewed: July 5, 2016

Last Review / Update: 2017-01-06

Subsidiary 5 Benchmark Job Description - 057NR10

Identification Section

Working Title:	Parks Regional Land Use Officer
Department:	Environment and Parks
Division, Branch/Unit:	Parks, North East Region
Reports To:	Heritage Protection Team Lead
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Heritage Protection Team Lead, this position plays integrated role in ecological management of Park lands and a regulatory role for the regions. The incumbent ensures the consistent operational application of policy, legislation and standards related to managing recreation, cottage, commercial, industrial and agricultural land use activities in parks and protected areas designated under the Provincial Parks Act or the Wilderness, Areas, Ecological Reserves, Natural Areas, and Heritage Rangeland Act with the exception of grazing dispositions in Ecological Reserves, Heritage Rangelands and Natural Areas. This includes involvement in the review and conditioning of land use applications for all parks and protected areas located within the Land Use Officer's administrative region, as well as the monitoring of land use activity and ensuring compliance with the terms and conditions of those approvals. As it relates to lands outside of protected areas, the Regional Land Use Officer plays a key role in external and internal referral processes to support the goals and objectives of the Parks Program as well as aiding in the effective, integrated and sustainable management of Alberta's overall land base and its associated recreation, heritage resource and ecological values.

The position provides guidance, training, advice, direction and support to Regional and District staff and works directly with land use applicants, disposition holders, adjacent land owners, staff of other departments, municipalities, conservation organizations, and other stakeholders to ensure the effective management of recreation associated leases and approved agricultural, commercial and

industrial land use activities on park and protected area lands. The Regional Land Use Officer develops and implements compliance monitoring systems and processes for the region.

The position also assists in developing and implementing the delivery of regional Heritage Protection (Resource Management and Planning) Program within approved policy and priority direction established for parks and protected areas. The Heritage Protection Program encompasses the identification, qualification and evaluation of issues; and ongoing monitoring and management of natural and heritage resource features to achieve recreation and ecosystem management objectives including, and not limited to, sustainable use of lands, management of flora, fauna, historic, geomorphic and archaeological resources.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. At the Regional Level, the position plays a leadership role in the review, approval and administration of recreation licenses as well as cottage, commercial, industrial and agricultural land use activities at parks and protected areas located within a Region.**
 - The position works with Division staff, other Departments, applicants, disposition holders and other affected stakeholders or regulatory bodies to complete a review of applications for dispositions or other approvals, that are referred to the Region by the Land Management Branch.
 - The position develops recommendations for consideration by management for, or against, the approval, renewal or cancellation of dispositions as well as recommending any appropriate conditions for approval or cancellation of dispositions as well as recommending any appropriate conditions for approval or renewal as well as recommendations for rejection if warranted and provides these to the Land Management Branch within specified timelines.
 - Understands and implements the Divisional policies, guidelines and procedures for administration of fees as applicable to a wide range of dispositions and other land use authorizations.

- 2. Coordinates the regional role in the external and internal referral process for applications for approvals on lands outside of designated parks and protected areas.**
 - Works with Division staff, other Departments, municipalities, landowners, applicants and other affected stakeholders or regulatory bodies to complete a review of land use applications on adjacent lands or lands of interest which are referred to the position by the Land Management Branch for review and input from the Region within mandatory timelines.

- Maintains open dialogue and communication with other Departments and local governments to identify projects or land use proposals that have the potential to impact Park lands and ensures that the Division is included in referral processes where the Division is a stakeholder.
- For large projects that require Environmental Impact Assessments, or significant review by the Department, works with Regional staff and Land Management Branch staff to provide input to project reviews.

3. Monitoring of land use activities and ensuring compliance with terms and conditions and other legal requirements.

- On a regular basis visits, inspects and monitors dispositions throughout the region to ensure compliance with terms, conditions and relevant Legislation.
- Responsible for monitoring of approved recreation leases as well as cottage, agricultural, commercial and industrial land use activities and ensuring compliance with their associated approval conditions.
- Responsible for addressing and resolving conflicts between disposition holders or between disposition holders and adjacent landowners or public.
- Completes land use inspections to assess land condition, compliance with terms and conditions of dispositions and other approvals, impacts of land use, effectiveness of reclamation work, etc. Conducts follow up with disposition holders and assists with investigations to determine whether non-compliance has occurred, and if so, works with disposition holders to address non-compliance and issues compliance orders.
- Provides technical information and advice to clients on invasive plant species control and eradication within dispositions.
- Completes reports and develops recommendations to management as to what, if any actions should be taken or whether penalties should be assessed and carries out the necessary actions as directed by management.
- Provides advice and assistance to conservation officers in matters relating to illegal land use, adjacent land use and trespass issues, documents illegal activities noted in their course of duties and works with management and conservation officers to develop follow up investigation procedures.
- Maintains accurate and up to date files and other databases as it relates to all dispositions, agreements and other land use authorizations.
- Advises disposition holders on site specific reclamation expectations, working with lease holders to develop a final reclamation plan. Monitors reclamation work undertaken by disposition holders and supports Environment and Parks Operations Division in the issuance of reclamation certificates.
- Reviews reclamation and environmental reports, and works with the lease holder concerning any environmental concerns or emergencies.

4. Participates as a key member of the Regional Heritage Protection Team and works with the team to:

- Identify resource protection issues, goals and objectives and recommending policies, programs and mitigation and monitoring actions in park and protected area management plans.
- Develop resource protection plans for ecosystem and recreation management purposes (fire hazard reduction, dangerous tree management, vegetation management, heritage resources management, etc.)
- Provide input and advice on regional research and biophysical inventory needs.
- Provide input to park management and facility development plans.
- Provide input to public and First Nations consultation processes and activities.

5. As directed by the Heritage Protection Team Leader, coordinates the operational delivery of priority Heritage Protection programs, projects and other activities.

- May lead the regional implementation of priority programs such as Environmental Review Program, Natural Areas Steward Program, alien invasive species management (e.g. terrestrial and aquatic), management of commercial trappers, park guardians, research projects, etc.
- Serve as the Regional lead on Departmental task teams and committees identified to address training needs or specific issues or concerns.
- Provides input to a wide range of programs such as capital and infrastructure, environmental reviews of projects and activities, and local stewardship initiatives.
- Participates in Land Use Framework (LUF) planning exercises, LUF regional park plan development and management of new land bases.
- Assists with preparing responses on departmental issues brought forward through Action Requests, public complaints, and enforcement files.
- Supports steward efforts to fulfill their stewardship roles and responsibilities as established in voluntary agreements.

6. Leadership, Supervision and Contract Management

- Provides leadership to staff and consultants working on disposition and land management related activities.
- Direct supervision of seasonal and other wage staff working on priority programs such as Invasive Species management.
- Supervises volunteer stewards associated with Natural Areas and other stewardship groups carrying out activities on the park and protected areas land base.
- Supervises consultants and other contractors by preparing Terms of Reference, tendering, selecting successful bidders, monitoring progress, approving invoices, reviewing and accepting reports and other deliverables.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The position will have the following appointments: public lands officer, parks administrative officer, geophysical inspector and parks reclamation officer.

The incumbent must work to resolve or mitigate the competing interests of recreational, agricultural, commercial and industrial users on land base to effectively balance those interests with the ecological needs or natural systems contained within parks and protected areas.

Works directly with Environment and Parks Operations staff and municipal authorities to address land management issues.

Responsible for the planning and implementation of the regional land use compliance assurance program including inspection, investigation, enforcement and stewardship monitoring.

Coordinates the investigation and resolution of potential land use compliance issues with respect to potential contravention of the Provincial Parks Act and ensures that regional compliance activities are consistent with those occurring on a provincial basis.

Receives written representation from disposition holders and other land users and provides recommendations to regional management in regards to enforcement actions, including warnings and penalties under the Provincial Parks Act.

The position works directly with adjacent landowners and land managers (Departmental and Municipal) as well as industry groups, companies and landmen to address internal and cross-boundary land management issues.

The position works closely with Environment and Parks Operations staff especially on matters relating to the management of agricultural and other dispositions in ecological reserves, natural areas and heritage rangelands.

The position supports the Division's efforts to identify opportunities for improving its management of recreational, agricultural, commercial and industrial land use activities. This includes sitting on working committees as directed, participating in interdepartmental initiatives at the field level and/or submitting recommendations to management on how, or where, improvements can be made.

The position is responsible and accountable for ensuring that land use activity under recreation leases or industrial, commercial and agricultural disposition in their assigned parks and protected areas is appropriately conditioned, effectively monitored and managed and conducted within all terms and conditions and applicable legislation.

Works and an integral member of the Regional Heritage Protection Team providing advice, guidance and support to planning, resource management, land management, research, inventory and environmental review activities.

The position works with a considerable degree of independency to: complete work assignments, design and organize individual projects and establish related objectives and priorities, review progress and submit results to the Heritage Protection Team Leader and management.

The position impacts:

- Region. Division. Department at provincial levels as well as impacting industry, commercial ventures, park and protected area users and interests of non-government organizations.
- The ability of park lands to provide ecological goods and services such as clean air, water, and soil which support the province's flora, fauna and biological diversity.
- Staff involved with the preparation of park management and facility development plans.
- The ability to effectively manage new park lands created under the Province's Land Use Framework.
- Industry and private sector operators with interests in parks and protected areas as well as local governments that derive benefit through tourism and employment.
- Opportunities for park and protected area visitors and the general public to participate in outdoor recreation, heritage appreciation and heritage tourism.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Knowledge:

- The position requires a University Degree in a field of study such as; natural resources management, biology, ecology, agriculture, forestry or other related natural sciences and four years directly related work experience. Or, a technical diploma in Natural Sciences or related field plus 6 years of directly related work experience.
- Extensive knowledge and experience with the following legislation: Provincial Parks Act, Wilderness Areas, Ecological Reserves, Natural Areas and Heritage Rangelands Act, Alberta Environmental Protection and Enhancement Act, Public Lands Act, Land Stewardship Act, Wildlife Act, Fisheries Act and the Exploration Regulation. Incumbent must also have knowledge as it relates to relevant First Nations legislation and Government of Alberta First Nations consultation policy and procedures.
- Extensive knowledge and experience with the following manuals and documents: Geophysical and Surface Disposition Guidelines, Resource Road Planning, Erosion Potential

Index, Resource Handbook, G-50 Guidelines, 2010 Reclamation Criteria for Well Sites and Associated facilities, GLIMPS, CARS, and Water Act Codes of Practice.

- Extensive knowledge in the application of land use management policies, procedures and best management practices for resource development, resource extraction and land reclamation. Coupled with a thorough knowledge of current and potential resource management issues affecting park and protected area lands and natural resource management issues across the province, in general.
- Sound knowledge of best practices in land use management for a wide range of commercial and industrial land users.

Skills:

- Considerable investigative, compliance monitoring and management, analytical, negotiation and conflict management skills are required to effectively deal with a wide variety of clients and stakeholders to ensure program goals and objectives are adequately addressed.
- High level of skill in the use of spatial and other database systems, e.g. GLIMPS, ArcGIS, etc.
- Proficiency in using a wide range of equipment commonly used for field investigation (OHVs, Boats, OPS, cameras, etc.) as well as an understanding of the various types of equipment used by companies in management of their leases and dispositions.

Abilities:

- Ability to deal with multiple tasks and priorities with tight timelines in a highly political environment.
- Ability to work independently as well in a team environment.
- Ability to work alone in a field environment, with travel around the region and being away from home from time to time.
- Ability to make quick and common sense decisions in the absence of contact with supervisor and at times with no clear policy or procedures to follow or guide decision making.

Contacts

(Main contacts of this position and the purpose of those contacts.)

This position will report to the Heritage Protection Team Lead and will work closely with the Regional Ecologist, District Team Leaders, and Regional Director on a daily basis.

The position will work directly with staff in the Land Management Branch on a daily basis and with the Manager of Land Use and staff in other regions on a frequent basis.

The position will work with various staff in Environment and Parks Operations Division (Public Land Officers, Compliance Officers, Forest Officers, Reclamation Officers and geophysical inspectors) and Alberta Energy Regulator (AER) on a regular basis.

This position will also build and maintain close working relationships with industry organizations and representatives at the Regional level and with individual organizations and disposition holders as necessary.

These positions work closely with disposition holders and industry staff, municipal land use officials, and adjacent land owners in day to day management of land use issues and monitoring of land use activity within and outside of parks and protected areas.

Supervision Exercised

(List position numbers, class titles, and working titles of positions direct supervised.)

The position is expected to coach and support the development of Department staff and other stakeholders involved in conducting, monitoring or managing recreation, agricultural, commercial and industrial land use activities in parks and protected areas and to supervise their activities to ensure consistent application of policy and procedures at the Regional level.

Will have supervisory responsibilities for temporary wage positions associated with various projects and activities contained with the Regions Heritage Protection program.

This position will recruit and supervise lower classified permanent Land Use Officers (NR 5 or NR 6) within the Region, when lower classified positions are hired.

Supervises and manages contracts related to land use, such as reclamation or weed control, and monitors the construction of approved recreation, commercial or industrial developments such as cottages, well sites, industrial roads, pipelines and utility corridors.

On an annual basis, supervises and oversees the terms and conditions of 100-400 regional dispositions, agreements and other land use authorizations.

Depending on the region, oversee 10-50 volunteer groups involved with stewardship activities at Natural Areas.

Last Review / Update: 2017-01-06

Subsidiary 5

Benchmark Evaluation - 057NR09

Identification Section

Working Title: District Team Leader
Department: Environment and Parks
Division, Branch/Unit: Parks and Protected Areas, West Central Area, Hinton District
Reports To: Area Manager
Levels to D.M.: 4
Job Description: [057NR09](#)
Minimum Recruitment Standard: See the Minimum Recruitment Standard for [Natural Resources](#)
Job Code: [057NR](#) - Natural Resources 7

Comments on Role

The District Team Leader coordinates the district operations that include Heritage Appreciation, Heritage Protection, Infrastructure Management, Facility Operations, Enforcement, Public Safety and Administration activities in the Hinton District. Land bases managed are Provincial Parks, Provincial Recreation Areas, Ecological Reserves, Natural Areas, Wilderness Parks and Heritage Rangeland. The District Team Leader provides leadership and guidance to junior staff.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
EI2 200	33% 66	R2 87	353

Comments on Evaluation

Knowledge:

The District Team Leader will require a Bachelor of Applied Conservation Enforcement and extensive related field experience to provide a working knowledge of parks and protected area management, including planning of recreation and land use activities. Knowledge of the programs offered in the Alberta Provincial Parks and Protected Areas system is necessary. The role requires the knowledge to develop and implement a security compliance and public safety program. In conjunction with these programs, knowledge of investigation techniques, evidence collection, court procedures and documents, self-defence tactics, search and rescue and problem wildlife management are required.

Knowledge of a variety of legislation and Acts is required. These include Parks Act/Regulation, Gaming and Liquor Act, Criminal Code, Wildlife Act/Regulations, etc.

As part of the responsibility for leadership development of subordinate positions, good communication and supervisory skills are required. Strong HR skills are required to influence behaviour in a variety of situations that may include the requirement to enforce.

Creativity/Problem Solving:

The District Team Leader will work with the Heritage Protection Team Leader to ensure a Heritage Protection Plan is developed and implemented in the District. This incorporates natural resource inventories and monitoring programs, impact assessments, recommended resource management practices, problem wildlife control, management of natural significant resources, and the preparation, implementation and monitoring of resource management plans. Strategies must be developed to address each of these areas. The thinking/planning process is guided by clearly stated objectives.

The land use coordination activity requires monitoring commercial/industrial activities and acting on non-compliance of land use permits within the district.

The enforcement responsibility requires the ability to respond to situations and take the necessary action to resolve the issue. The Parks and Protected areas are high profile areas so all decisions made must promote a positive department image. As the Team Leader, there is a responsibility to mentor junior staff, and ensure that manpower allotments and program funds are applied in compliance to the Area Plan.

Responsibility:

The role is seen as regulatory due to the enforcement component so has an R2 profile.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 057NR09

Identification Section

Working Title:	Parks District Team Leader
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas
Reports To:	Area Manager
Levels to D.M.:	3

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The District Team Leader (CO III) co-ordinates day-to-day functions in the following main program areas: Facility Operations, Heritage Protection, Enforcement Operations, Public Safety, Land Management, and Administration activities in the assigned Parks and Protected Areas District. This position is responsible for managing and operating provincial land bases within the assigned District that include Provincial Parks, Provincial Recreation Areas, Ecological Reserves, Natural Areas, Wildland Parks and Heritage Rangelands. Management of human and financial resources in the most efficient manner to meet Area Business Plan requirements is a responsibility of this position.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Manage District Operations:

- Plan and implement a comprehensive facility operation, maintenance and public safety/health program for each District park and recreation area.
- Assist with implementation of the Heritage Appreciation and Heritage Protection plans including interpretation and communication to the public.
- Identification and assessment of recreational and resource utilization impacts on parks flora and fauna and determination of appropriate mitigation measures, this may involve discussions with the Heritage Protection Team Leader.
- Co-ordinate land use in the district collaboratively with appropriate Area staff.
- Provide recommendations in regards to land use issues such as utility corridors, roads, cottage development, and establishment of private business operations and infrastructure.
- Ensure compliance with permit conditions for a variety of activities including: special events, research and collection permits, guiding permits, commercial filming, oil and gas dispositions, cottage lot leases.
- Ensures compliance with disposition conditions and implements appropriate corrective measures with the disposition holder when required.
- Identify and prioritize capital and major repair needs within the District.
- Resource Management - the CO III will work with the Heritage Protection Team Leader to ensure a comprehensive Heritage Protection Plan for the district is developed and implemented. This plan includes natural resource inventories and monitoring programs, impact assessments, recommended resource management practices, problem wildlife control, management of significant natural resources, and the preparation, implementation and monitoring of resource management plans.
- Holds expenditure and revenue officer authority for the District.

2. Facility Operations (and Maintenance Services):

- The incumbent will have a key role in ensuring that a comprehensive facility operation & maintenance program is planned and implemented for each park or recreation area within the assigned area of responsibility. This would include utilization of staff, private contractors, lease agreements, partners, cooperating agreements and volunteers. Working agreements are maintained with other agencies involved with emergency response plans. The strategies must comply with the *Occupational Health and Safety Act*, *Public Works Act* and applicable department acts, regulations and procedures.

3. Heritage Protection (i.e. natural resource management - problem wildlife, etc):

- The incumbent will work with District Staff to ensure a comprehensive Heritage Protection Plan for the district is developed and implemented. This will include natural resource inventories and monitoring programs, impact assessments, recommended resource management practices, problem wildlife control, management of significant natural resources, and the preparation, implementation and monitoring of resource management plans.

4. Enforcement Operations:

- When responding to enforcement and public safety situations the incumbent is considered the lead individual and is expected to directly manage all situations to conclusion. Compliance, Enforcement, Visitor safety and Public Security are key components of this program. The incumbent will ensure that he/she and his/her staff maintain, via. annual recertification, the necessary training and qualifications required to carry out their responsibilities. In order to maintain the full range of responses to compliance and enforcement needs, the district staff will work in close cooperation with other law enforcement agencies.
- When responding to enforcement and public safety situations the incumbent is considered the lead individual and is expected to directly manage all situations to conclusion. Directly supervise and train permanent and seasonal conservation officers.
- Develops & maintains a comprehensive compliance program to ensure compliance with legislation, visitor safety and public security. It is the responsibility of the CO III to maintain a data base for all occurrences within the District to ensure proper processing of violation tickets, warrants, documentation and evidence security is being completed by conservation officer staff under his/her supervision.
- Maintain, and ensure that staff maintain, the necessary training and qualifications that are required to be in compliance with the Alberta Solicitor General and Public Security special constable appoints, use of hand guns & firearms.
- Work in close cooperation with other law enforcement agencies in the District.
- Conduct compliance inspections for permits and letters of authority and address non-compliance issues.
- Enforce and be knowledgeable of: *Parks Act/Regulations, Gaming and Liquor Act, Traffic Safety Act, Wilderness Area, Ecological Reserves and Natural Areas Act, Federal Fisheries Act, Canada Shipping Act/Small Vessel Regulations, Historical Resource Act, Environmental Protection & Enhancement Act, Wildlife Act/Regulations, Water Act, Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act, Municipal Taxation Act, Criminal Code, Department Policies, Procedures and Guidelines, Park Management and Operational Plans, Personnel Policies and Procedures and Union Agreements.*
- The incumbent will be required to appropriately apply the Alberta Association of Chiefs of Police (AACP) Use of Force model in all obligatory enforcement situations. The incumbent must be able to identify which laws have been violated what procedures and reports must be completed and how best to stop an offence to ensure the public is safe from resource hazards and dangerous visitor use activities. The

incumbent must be able to minimize conflicts between public use activities in a way that promotes consideration of each user's needs and interests.

- The CO III is required to provide direction and/or assistance to the CO II(s) & CO I(s) and Parks Seasonal Officer(s) (where applicable) on complex enforcement & public safety issues.

5. Heritage Appreciation (i.e. visitor services, interpretation, school programs, etc):

- The incumbent will provide local support and assistance in the delivery of the Heritage Appreciation programs within the District. The incumbent and support staff will provide whatever assistance is required to promote visitor satisfaction in the district parks and recreation areas.

6. Public Safety:

- This program involves various elements ranging from basic first aid service to technical helicopter rescue, body retrieval, inter-agency ground search co-ordination and technical rope rescue. The incumbent will be trained in and will participate in various elements of the public safety program, dependent on location needs, but will include the provision of first aid to injured Park users, assessing injuries and calling for medical aid when required, conducting initial ground searches for missing persons and basic water rescue. Additional training will be provided as location needs dictate to identify and correct public safety issues.
- The CO III is delegated the authority to independently close park sites and access roads temporarily due to safety concerns i.e. high fire hazards, floods, bears.

7. Land Management:

- The incumbent will assist in land use coordination activities within the district. This may include collaboration with outside agencies through referrals. The incumbent will report on matters relating to any commercial/industrial activities within the District. The incumbent will also make recommendations regarding land use for such things as utility corridors, pipelines, roads, private business operations, cottage lot development, and infrastructure. The incumbent will action matters relating to non-compliance of land use permits within his/her area of responsibility.

8. Capital Development and Majors Repair:

- The incumbent will provide to the Area Manager and Area Infrastructure Coordinator lists with cost estimates that identify capital development and major repair needs within the district parks. The incumbent may also monitor and make recommendations

to the management team as to the overall effectiveness of the projects as they relate to public needs.

9. Administration and Management:

- The incumbent is a key member of the team that is responsible for the effective management and administration of parks and associated lands within the district. With the help of staff directly under the supervision of the incumbent he/she directs activities on the land base. The incumbent helps with the effective and timely delivery of programs by identifying problems, and recommending solutions. The incumbent supervises and manages a team through effective scheduling and the implementation of operational plans for applicable areas of responsibility. The incumbent evaluates the performance of staff to identify areas of strengths, areas of improvement and recommended training requirements. The incumbent may represent the district/area on committees/task groups relating to park operations. The incumbent will also assist the Area Manager in responsibilities of Area concern. The incumbent will encourage the development of volunteer initiatives in all district programs, which may include cooperating associations, campground host programs and special interest groups. The incumbent is responsible for all related forms, reports, action requests, etc. within his/her assigned district.

10. Contract Development and Management:

- Day to day operations in Provincial Parks and Recreation areas are typically managed by the private sector using either Facility Operating agreements or simple fee for service contracts. CO III, supported by area and Head Quarters staff, is responsible for the effective management and administration of contracts and facility operating agreements within the District. The process of selecting private sector contractors includes preparation of proposals, advertising, conducting site tours, providing information to proponents, evaluation of proposals and bids and final selection of contractors.
- When contracts are in place, the incumbent is responsible to insure compliance by contractors with all terms and conditions. The CO III is expected to take appropriate action if the contractor is found in violation of the contract.

11. Occupational Health & Safety Program:

- The CO III is responsible for the development and implementation of an occupational health and safety program for the District that ensures the Occupational Health and Safety Act & Regulations are being adhered to by all department staff and contractors. He/she has the authority to intervene and take corrective action if a violation of the act or regulation is occurring. A violation can result in the immediate shutdown of the operation until the violation is corrected.

12. Revenue & Collection System:

- The CO III is responsible for the development and implementation of a user fee and permit collection system for the District that ensures fees are being collected from all users and permit holders, are up-to-date, and are within permitted department fee schedules. The CO III is responsible for the audit and check systems.

13. District and Area Planning.

- Provide operational input and advice into the development of detailed management plans for each land base. Develop a District Business Plan identifying system needs, issues and priorities.
- Co-ordinate the development of detailed program delivery plans with Area Team Leaders and Specialists, outlining time frame, program delivery steps and required human resources. Assist with the development of a comprehensive Heritage Appreciation and Heritage Protection plans for the District. Input into the development and implementation of Divisional strategic policy on major initiatives within the District.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Program activities are delivered in a team approach with the support and assistance from Area staff. The CO III supervises the day-to-day operations in the District and a number of permanent and seasonal officers as well as other permanent and wage staff. The CO III ensures that the delivery of provincial programs are within established policies and standards. Public safety, visitor management and natural resource protection are all impacted through the delivery of the enforcement operations program.
- The CO III is required to exercise judgement and make decisions when assessing and negotiating contractual disputes, dealing with enforcement situations and responding to public complaints. Communication skills and negotiation skills are essential to resolve a variety of disputes both within the public and in the private sector. Decisions by the CO III must be made on sound professional judgement and knowledge to minimize complaints and promote a positive department image - decisions and recommendations impact the Parks and Protected areas program within the District.
- The CO III interprets operational guidelines at the field level and applies procedural policies. The CO III is responsible for development and implementation of day-to-day field operations for the District. Manpower allotments and program funds must be applied in compliance to the Area Operational Plan. The CO III is required to make decisions relating to his/her responsibilities and make recommendations for program changes when required.

- The CO III is responsible for the development, direction and coordination of diverse, complex programs and services within the district parks and recreation areas, including planning of recreation and land use activities. The diversity and complexity of the programs and services delivered by the district require that the CO III have a broad understanding of the park system provincially as it relates to the Area & District. The CO III may be required to represent the Area to explain department decisions and policies at public forums.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- The CO III has considerable contact with the public and community groups within the District. Independently liaises with MLA's, elected municipal officials, local emergency and enforcement agencies, non-government organizations and business, concession operators (i.e. for restaurant, convenience store, golf and ski hill operations, general contractors and other government agencies).
- May represent the Area and District on inter-departmental committees.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- The incumbent must have a good working knowledge of the following: *Parks Act/Regulations, Gaming and Liquor Act, Traffic Safety Act, Wilderness Area, Ecological Reserves and Natural Areas Act, Federal Fisheries Act, Canada Shipping Act/Small Vessel Regulations, Historical Resource Act, Environmental Protection & Enhancement Act, Wildlife Act/Regulations, Water Act, Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act, Municipal Taxation Act, Criminal Code, Department Policies, Procedures and Guidelines, Park Management and Operational Plans, Personnel Policies and Procedures, and Union Agreements.*
- The ability and knowledge to develop and implement an enforcement operations and public safety programs. Knowledge in the areas of the Alberta Association of Chiefs of Police (AACP) Use-of-Force Model, investigation techniques, evidence collection, court procedures and documents, self-defence tactics, search and rescue and problem wildlife management are required.
- Valid class 5 driver's license, defensive driver's certificate, Standard First Aid Certificate or equivalent, Cardiopulmonary Resuscitation (CPR) Level 'C' certificate (one rescuer, two rescuers for child, infant and adult), firearms certification (handgun, rifle, shotgun), defensive

tactics certification, boat operator certification and special constable appointment. These noted qualifications must be maintained.

- Incumbent maintains the ability to safely operate a variety of equipment (i.e. trucks, tractors, boats, quads, snowmobiles) and must maintain a good level of physical fitness to respond to difficult and/or demanding situations. Incumbent must work shifts or irregular hours and respond to emergency situations as required.
- The incumbent must have well developed supervisory skills, communication skills and an excellent understanding of the programs offered in the Alberta Provincial Parks and Protected Areas system.
- An applied degree in conservation management/enforcement, extensive experience, as well as complete knowledge, skills and abilities assigned to the CO II level. Positions at the CO III level are filled through a competitive process. The CO III level is required to demonstrate they have highly developed communication, negotiation, problem solving, decision making and supervisory skills.

Organization

(Working titles of positions reporting directly to this position.)

Position will supervise Seasonal Officers, permanent Conservation Officers [CO I(s) and CO II(s)], and Administrative Support staff. Supervision of maintenance staff is dependent on the district staffing compliment.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 057NR08

Identification Section

Working Title:	District Fish and Wildlife Officer
Department:	Justice and Solicitor General
Division, Branch/Unit:	Fish and Wildlife Division, Enforcement Field Services Branch, Southeast Region
Reports To:	Area Superintendent, Red Deer Area
Levels to D.M.:	5
Job Description:	057NR08
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	057NR - Natural Resources 7

Comments on Role

The District Fish and Wildlife Officer is responsible for the delivery of compliance assurance and problem wildlife management programs within an assigned geographic area. Responsibilities include identifying work priorities and allocating district resources to meet established goals and program objectives. A key focus of the role is to supervise a team of Fish and Wildlife Officers and Administrative Support staff.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
EI2 200	33% 66	R2 87	353

Comments on Evaluation

Knowledge:

An Applied Degree in Conservation Enforcement and extensive related experience is required to provide a knowledge of investigative procedures, including interviewing techniques, statement analysis and an understanding of evidence that demonstrates the ability to obtain evidence to withstand charter challenges. As a Peace Officer, an advanced knowledge of arrest authorities, use-of-force policy and legislation associated with inspection/search/seizure is required. A thorough knowledge of related statutes that affect investigations is required.

Creativity/Problem Solving:

The District Fish and Wildlife Officer is required to develop comprehensive programs and strategies for the district (compliance assurance including education, prevention and enforcement; problem wildlife strategies; safety program). In addition, the job takes a lead role in the more complex or controversial investigations/matters in the district and requires the ability to evaluate options and reduce risks. Issues at this level involve a number of variables, have a major impact on fish and wildlife resources and can be sensitive in nature. Well developed leadership and problem resolution skills are required for the supervisory component of the job.

Responsibility:

The position is rated as an R2 because of the enforcement component ? authority to make final decisions in their field.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 057NR08

Identification Section

Working Title:	District Fish and Wildlife Officer
Department:	Justice and Solicitor General
Division, Branch/Unit:	Fish and Wildlife Division, Enforcement Field Services Branch, Southeast Region
Reports To:	Area Superintendent, Red Deer Area
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Under the direction of the Area Superintendent, the District Fish and Wildlife Officer (DFWO) is responsible for the delivery of the Enforcement Field Services compliance assurance and problem wildlife management programs within a geographic area of the South East Region. It is the role of the DCO to identify local work priorities, allocate resources, establish targets as well as plan and coordinate district work activities to meet program objectives. A key focus of the DFWO will be to provide leadership and supervision to a team of Fish and Wildlife Officers and Administrative Support staff.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Ensures effective delivery of the division's compliance program in accordance with the law, legislated authorities and established strategies, policies, standards and procedures.**

- Develops comprehensive compliance assurance programs for the district; incorporating education, prevention and enforcement elements designed to achieve conformity with fisheries and wildlife legislation by the public, industry, and various stakeholder groups.
- Supervises the delivery of the EFS program within the district through effective staff supervision, proper guidance and the efficient allocation of equipment and staff resources.
- Addresses public complaints, performs general patrol duties, conducts investigations and gathers evidence.
- Supervises and participates in inspections of taxidermists, meat cutters, fur dealers, trap lines and other related commercial enterprises.
- Ensures prompt and effective response to public complaints.
- Conducts enforcement of other provincial and federal legislation.
- Participates in departmental initiatives (G8 Summit, fire line security), often taking the lead enforcement role (Shifting Gears, log truck checks).
- Prepares trial briefs, liaises with Crown Prosecutors and performs judicial duties.

2. Supervises a unit of professional and administrative staff by effectively allocating staff resources, establishing work priorities, monitoring/evaluating performance and maintaining a safe and productive work environment in accordance with Human Resources, Occupational Health and Safety and union contract guidelines.

- Responsible for the supervision and 'field/office' training of Fish and Wildlife Officers and Administrative Support staff assigned to the district. The guidance provided to junior officer staff by the DFWO is a key element of the training program and vital to the success of new officers.
- Responsible for the development of performance management agreements, work plans, shift schedules.
- Monitors/evaluates performance, conducts performance reviews and deals with staff issues.
- Develops and maintains a safety program for the District and ensures that staff perform their duties in accordance with OH&S policies/procedures/guidelines.
- Develops a training program for staff and participates in training/certification exercises in accordance with standards and procedures.

3. Supports fish and wildlife resource management by mitigating and reducing negative interactions between wildlife and humans; monitoring commercial, recreational and subsistence harvests of fish and wildlife and providing assistance with scientific research and data collection when required.

- Develops and implements district problem wildlife strategies in consultation with the Area Superintendent and the Regional Problem Wildlife Specialist.

- Directs and participates in the delivery of problem wildlife programs within the District including ungulate damage prevention, wolf control, the Livestock Predator Compensation Program and bear control and initiatives.
- Directs and participates in the investigation of problem wildlife complaints, provides advice on prevention techniques and resolves issues using a variety of methods; including: establishment/maintenance of intercept feeding sites, setting of various traps and snares, tranquilizing/relocating/destroying problem wildlife.
- Directs and participates in activities associated with monitoring recreational and subsistence fishing and hunting, commercial fur and fish harvests.

4. Performs general administrative functions to ensure that district operations are effectively managed within budget; that equipment and other necessary inventory items are secured and allocated and that reports and other required documents are submitted in accordance with policy.

- Develops district action plans to reflect local priorities and to meet division objectives.
- Effectively manages the district budget in accordance with division policy and in consultation with the Area Superintendent; monitors and authorizes expenditures and assigns resources to priority matters in order to meet district objectives.
- Manages the district office, related infrastructure (warehouse), district equipment inventory and conducts ongoing evaluations of district needs; makes recommendations as required.
- Reviews, enters, prepares and submits reports: Occurrence Reports, ENFOR (Enforcement Occurrence Recording) system reports, trail briefs. Ensures that internal documentation such as Indian Violation Reports, are submitted as required by policy/procedures.

5. Establishes comprehensive public relations/education strategies for the district. Advocates Division programs and encourages compliance with legislation by establishing close working relations with other agencies and the public in order to promote provincial, regional and district strategies that address resource management issues.

- Liaises with representatives from other municipal, provincial and federal government departments on issues of mutual concern.
- Fosters relationships with other organizations and agencies: RCMP, other local enforcement agencies, municipal governments, aboriginal groups.
- Represents FWD interests at the district level on committees and at public meetings.
- Promotes private sector support and joint delivery of some EFS programs within the district.
- Establishes comprehensive public relations/education strategies for the district.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- The DCO occupies a work environment that may vary greatly from one district to another, depending on a number of factors. These include: geographic location, presence of large urban centres, ratio of public versus private land, presence of remote regions, numbers of lakes/streams and the species of wildlife and fish that exist in the district. Different aspects of fish and wildlife program compliance will be emphasized depending on the district and initiatives will be developed by the DFWO to address the major issues affecting resources in that district. For example, poaching fish from the Red Deer River is a real concern in this district. As a result, the compliance program here involves such initiatives as night patrols, under cover operations and articles in ethnic newspapers.
- The work impacts the fisheries and wildlife resource as well as a variety of stakeholders including: aboriginal groups, hunters, anglers, commercial fishers, trappers, guide/outfitters, urban and rural residents, the agricultural community and various other industries.
- The DFWO is responsible for all investigations undertaken by officer staff in the district and takes the lead role in complex investigations that may involve highly technical case law, securing/executing search warrants, making seizures, dealing with large numbers of witnesses and multiple pieces of evidence; laying of charges, arresting suspects and preparing for/attending court.
- The DFWO deals with matters that are typically very complex or controversial in nature. Inappropriate interpretation and application of policies, procedures and regulations could potentially result in injury, death, illness, financial or resource loss and/or negatively impact the client/s and/or department. May also involve the department in precedent-setting or publicly controversial situations, negatively affect the department's credibility and/or impact the possibility of successful prosecution. Analysis and reduction of risk/uncertainty are key aspects of the job.
- Compliance issues typically dealt with directly by the DFWO would be those more complex issues involving a number of variables such as infractions involving multiple agencies, major impacts on fish and wildlife resources, aboriginal rights, and /or political overtones (i.e. major environmental infraction). An Example, involved a group in the Red Deer area hunting for profit. The DFWO led this investigation which involved a large organized group who were hunting 200+ animals out of season.
- Manages issues at the district level that may reflect on government programs.
- Role includes compliance assurance, public education, advisory and supervisory administrative components.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- The DFWO communicates at the district level with representatives from various levels of government as well as municipal, federal and other government departments/ agencies for the purposes of resolving issues of mutual concern.
- The DFWO represents EFS at the district level and acts as media spokesperson for local issues.
- Liaises with Crown Prosecutors and performs judicial duties in order to support prosecution of offenders.
- Investigates and responds to complaints from public.
- Fosters relationships with other organizations and agencies: RCMP, other local enforcement agencies, municipal governments, aboriginal groups.
- Represents FWD interests at the district level on committees and at public meetings.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- An applied degree in conservation or natural resource management and extensive related experience.
- A thorough understanding of the relationships between the division and other organizations, departments and agencies combined with an ability to work collaboratively to meet objectives.
- Highly developed communication skills to deal with a broad spectrum of the public, including an advanced understanding of verbal and non-verbal communication skills, strong listening skills and written communication skills.
- An ability to develop district strategies to respond to local challenges and opportunities.
- An ability to lead, and be part of, a team in order to meet Division goals.
- An ability to apply extensive experience, effective coaching skills and constructive feedback to help junior officers develop their skills.
- Extensive investigative skills are required, including: interviewing skills, statement analysis, a comprehensive understanding of evidence and a variety of investigative techniques that demonstrate an ability to obtain evidence that will withstand Charter challenges.
- An expert knowledge of a broad range of natural resource-related provincial and federal statutes (Wildlife Act, Fisheries [Alberta] Act, Migratory Birds Convention Act, Fisheries Act (Canada), EPEA, etc.).
- A thorough knowledge of other related statutes that affect investigations including: Charter of Rights and Freedoms, Criminal Code, Alberta Evidence Act, Interpretations Act, Provincial Offences Procedures Act and other provincial legislation (Gaming and Liquor Act, Motor Vehicle Administration Act, Highway Traffic Act, Off Highway Vehicle Act).
- As a peace officer, has an advanced knowledge of arrest authorities, use-of-force policy and legislation associated with inspection/search/seizure.

- A demonstrated ability to effectively employ enforcement safety equipment in accordance with the law, division standards, procedures and other protocols.
- An ability to explore, understand and react to current trends in resource law enforcement and associated case law.
- A demonstrated ability to use tact and good judgment when dealing with sensitive and high profile cases.
- Good time management skills to work independently on multiple projects and tasks.
- Good organization skills to logically analyze multiple facts, statements and evidence in order to come to a reasonable conclusion on a case.
- Well developed leadership and supervisory skills and abilities.
- The skill and ability to develop and maintain strategic partnerships with various stakeholders.
- Good personal computer skills.

Organization

(Working titles of positions reporting directly to this position.)

The District Fish and Wildlife Officer supervises three Fish and Wildlife Officers and three Administrative Support staff.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 057NR06

Identification Section

Working Title:	Timber Management Specialist
Department:	Agriculture and Forestry
Division, Branch/Unit:	Public Lands and Forests Division, Forest Management Branch, Lac La Biche Area
Reports To:	Operations and Approvals Section Head
Levels to D.M.:	5
Job Description:	057NR06
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	057NR - Natural Resources 7

Comments on Role

The Community Timber Permit Program (CTPP) ensures that an annual supply of timber is provided to the local community timber operators and timber mills that does not compromise the economic viability of the forest industry in the area. The Timber Management Specialist coordinates the CTPP and associated timber management administration, which includes record systems, volume tracking, timber sales and disposition issuance. Issuance of various timber dispositions to the forest industry ensures that timber volume harvested is accounted for and Crown dues and revenues are collected for all timber harvested. As the role has supervisory responsibilities, there is an on-going responsibility to mentor and develop staff.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
EI2 200	33% 66	R1 76	342

Comments on Evaluation

Knowledge:

A diploma in Forest Technology is required to provide the academic foundation for the position.

A thorough knowledge of forestry principles ranging from disposition management to all aspects of the field component such as timber cruising, compliance inspections and audits, and check sailing is necessary. The position requires extensive working knowledge of relevant forest policy, legislation and administration, and all Public Lands and Forest Division policy directives, manuals and guidelines. As the Timber Management Specialist has significant interaction with the public, the forest industry, aboriginal community, special interest groups and timber associations, strong interpersonal and negotiation skills are required. Strong leadership and team building skills are necessary for the supervisory component of the job.

Creativity/Problem Solving:

Ensuring an equitable allocation of timber requires conflict resolution among operators or between the operators and the Department. Considerable judgement is required when interpreting the ground rules relating to size of tree harvested. The CTPP must be administered in a timely and accurate manner in order to prevent financial hardship for local timber operators or lack of revenue for the Crown. There is also a compliance element to the role where the job will consult with the Compliance Specialist to review alternatives in pursuing penalties or warnings on issues that involve decisions on whether to or how to pursue collection of dues.

There is a requirement to develop standardized processes within the Area to ensure consistency with respect to permit issuances, inspection, cancellation, revenue collection, and to some extent production monitoring and auditing.

There is a significant planning aspect to the job in preparing operational plans for final sign-off. Based on knowledge and experience, jobholder judgement generally determines how objectives are accomplished.

Responsibility:

The focus of the Timber Management Specialist's responsibility is to deliver the timber management program in the Lac La Biche Area; an R1 profile reflects this.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 057NR06

Identification Section

Working Title:	Timber Management Specialist
Department:	Agriculture and Forestry
Division, Branch/Unit:	Public Lands and Forest Division, Forest Management Branch, Lac La Biche Area
Reports To:	Operations and Approvals Section Head - Forester II
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This technical position, reporting to the Operations and Approvals Forester, is responsible for ensuring consistency and quality in the delivery of the timber management program in the Lac La Biche Area. Working with the area team, the position coordinates the Community Timber Permit Program (CTPP) and associated timber management administration, which includes record systems, volume tracking, timber sales, and disposition issuance. This position supervises several Forest Officers, has extensive liaison responsibilities with other area staff, regional and provincial offices, as well as other divisions within the department, on an operational level. The position provides guidance and direction to area staff on proper implementation of timber management legislation, regulation, policies, and enforcement, and ensures operational consistency and accuracy. The position is also the area liaison for white zone timber issues.

Consistency in the operational delivery of forest management is a key component in maintaining the high quality in client service Albertans have come to expect.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Provide an annual supply of timber to the local community timber operators / timber mills on an equitable and timely basis to ensure continuing economic viability of the forest industry in the local area.

- Assist Area Forester in harvest planning and design for the purpose of issuing timber dispositions, with the results being mapped locations.
- Participate in development and implementation of strategic CTPP guidelines for the Lac La Biche area.
- Liaison with timber associations, special interest groups, First Nations, and MÉtis groups, including identification and resolution of operational issues.
- Review and endorse operational aspects of Annual Operating Plan (AOP) approvals for both the quotas and CTPP.
- Provide training and direction to forest officers with respect to operational reviews of AOP's and follow up compliance monitoring.
- Provide direction, guidance, and advice to area staff for all matters pertaining to timber management legislation, regulations, policies, directives and ground rules.
- Ensure that policy and legislation are applied consistently throughout the forest area.
- Assist Area Forester in planning silvicultural treatments on old timber dispositions not yet under the mandate of Forest Resource Improvement Assoc. of Alberta (FRIAA).
- Liaison with Compliance Assurance Officer to ensure effective delivery of the compliance monitoring program through direction of staff. Staff reporting to the Timber Management Specialist will carry out the field delivery of the compliance monitoring program on behalf of the Compliance Assurance Officer.

2. Oversee accurate and timely issuance of various timber dispositions to the Forest Industry to ensure that timber volume harvested is accounted for and that Crown dues and revenues are collected for all timber harvested.

- Coordinates the accurate and timely preparation, issuance, renewal, cancellation and closure of timber permits for the area.
- Conducts timber sales for both the green and white zone, including those requested by Public Lands for grazing purposes.
- Ensures Timber Production Revenue System (TPRS) data is entered accurately and on a timely basis.
- Ensures that the collection of timber revenues and dues is completed following proper procedures.
- Ensure the timely delivery of the timber production monitoring activities, including volume tracking, mill inspections, mill studies, truck checks, and check scaling.
- Ensure that deficiencies discovered are dealt with promptly and correctly, with the correct legislation and policies followed.

- Provide input into the regional audit framework, including development of protocols and process.
 - Act as audit team member regionally or provincially, upon request.
- 3. Ensure that field staff carry out their duties in an operationally consistent and safe manner and are offered developmental opportunities to increase their skills, abilities and knowledge.**
- Coordinates workload assignments, ensuring a balanced workload among assigned staff, as well as assisting staff to set workload priorities and ensures that workload is carried out in an operationally consistent manner.
 - Ensures consistent and fair application of legislation, policies and procedures by field staff in accordance with the expectations and goals of the Area Manager.
 - Ensures that Employee Performance Agreements and Learning Plans are completed annually on a timely basis, and that plans are periodically reviewed throughout the year.
 - Provides training and development opportunities as determined in the Learning Plan or as required.
 - Ensures that all staff are familiar with and follow the policies and procedures outlined in Occupational Health and Safety legislation / policy.
 - Identify the need for and arrange for staff to take timber production monitoring and associated training courses and exercises that will be conducted from time to time in the area.
- 4. Provides support to regional and provincial policy development to ensure that ensuing policies are necessary, logical and can be implemented at the field level.**
- Member of regional timber management team which provides technical support to staff throughout the region as well as provides recommendations to Operations and Approval Forester in terms of forest management program, policies and objectives.
 - Sits as member of regional and provincial task forces, as requested.
 - Provides direct input into the development of regional and provincial policies.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Position deals directly with local timber operators with respect to timber supply, which often results in difficult or sensitive issues requiring conflict resolution amongst operators or

between the operators and the department, usually in terms of equitable allocation amongst the various operators and quality and quantity of timber supply. An example: Ground rules state that only a certain size of tree can be harvested. Company X indicates that while trees are of the right size, they don't want trees that have been damaged by fire. Rules are not clear on this issue so the position must look at legislation and ground rules and past practices. Solution was to ask the company to prove that the timber was not salvageable by cutting and scaling the trees. If company refused, the Timber Mgt. Specialist would discuss the issue with the compliance specialist and look for precedents. Considerable judgment must be applied when interpreting ground rules.

- Failure to administer the timber program in a timely and accurate manner could lead to financial hardship for local timber operators, which leads to MLA and Minister Action Requests, AND/OR loss of revenue to the Crown.
- Makes recommendations directly to the Area Manager with regards to revenue collection for those operators in arrears with timber dues payments.
- Creativity is required in the development of standardized processes within the area to ensure consistency with respect to permit issuance, inspection, cancellation, revenue collection, and to some extent, production monitoring and auditing.
- Creativity is required in interpretation of policy and legislation for staff and the Area Manager, as most regulations and policies are either not clearly defined or relatively complex.
- Key decisions making involves:
 - Operational Plans - recommending to Manager final sign off.
 - Dispositions - can determine volumes, species of trees, and criteria as to who can receive permits.
 - Compliance - pursues warnings or penalties on issues and decides whether or how to pursue collection of dues.
 - Policies - recommends changes as part of a committee.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Extensive liaison responsibilities with other area staff, regional and provincial offices, as well as other divisions within the department (including Public Lands) on an operational level.
- Chairs / facilitates public meetings with regards to local timber supply.
- Primary contact for client services and general public on operational timber management issues.
- Primary contact within the area for special interest groups, such as logging associations, First Nations, and MÉtis colonies who are requesting a timber supply from the CTP program. Ongoing liaison with these stakeholders for the identification and resolution of operational issues.
- Ongoing contact with the aboriginal community regarding permits for timber harvesting as the first Nations and MÉtis communities wish to create jobs for their members. The

aboriginal community is a relatively new player in the timber game where most of the wood has already been allocated. This position provides various options including referral to mills or oil companies where timber salvage work can be obtained.

- The position is also the area liaison for white zone timber issues.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Diploma in Forest Technology, and extensive related experience.
- Eligibility for membership in College of Alberta Professional Forest Technologists.
- Holds a valid Alberta Scaler's permit.
- Thorough knowledge of forestry principles, ranging from disposition management to all aspects of the field component such as timber cruising, compliance inspections and audits, and check scaling.
- Thorough knowledge of compliance assurance principles, and ability to convey said knowledge to staff.
- Experienced in all aspects of silviculture treatments, including an ability to utilize the ARIS database.
- Extensive working knowledge and ability to interpret forest policy, legislation, and administration - Forests Act, Timber Management Regulation, Public Lands Act and associated regulations, Regeneration Survey Manual, Ground Rules, and all PLFD policy directives, manuals, and guidelines.
- Extensive and thorough knowledge and understanding of the Occupational Health and Safety requirements, and the ability to implement required processes.
- Knowledge of TPRS, timber returns, and check scaling information is.
- Good understanding of issues facing the forest industry.
- Ability to prioritize and delegate appropriately when given a large number of tasks to perform.
- Ability to maintain a good working relationship with the Operations and Approvals Forester, Area Forester, senior rangers, and field staff, as he will be called upon to mentor, supervise, or delegate workload to many of these staff.
- Ability to operate all manner of ATV's and 4 x 4 trucks in an off-highway capacity.
- Computer literate in word-processing, spreadsheet and database skills, in particular MDS Office and departmental databases such as TPRS, ARIS and Corporate Accounting and Reporting System (CARS).
- Strong negotiation, mediation and interpersonal skills are required as this position deals with issues resolution with the general public, the forest industry, special interest groups, and timber associations.

- Strong leadership and team building skills are required as this position is involved with area, regional, and provincial teams and task forces in developing timber management policies and procedures.
- Flexibility and adaptability in dealing with rapidly changing workload priorities.

Organization

(Working titles of positions reporting directly to this position.)

Supervises 4 Forest Officers directly; 2 seasonally (Forest Officers from Forest Protection Division - winter is the busy time for timber management and not for FPD) - oversees the workload of the timber management clerk functionally.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 057NR05

Identification Section

Working Title: Regulations Officer

Department: Justice and Solicitor General

Division, Branch/Unit: Fish and Wildlife Division, Enforcement Field Services, Legislation and Advisory Services Section

Reports To: Head, Legislative and Advisory Services

Levels to D.M.: 4

Job Description: [057NR05](#)

Minimum Recruitment Standard: See the Minimum Recruitment Standard for [Natural Resources](#)

Job Code: [057NR](#) - Natural Resources 7

Comments on Role

The Regulations Officer assists with the development of draft legislation, regulations, orders and certificates as well as assesses and recommends amendments. A focus of the role is to ensure that legislation is interpreted for the public and staff and is consistently applied across the Ministry. The position also liaises with staff to ensure that legislation and regulations are current, effective and address issues and emerging trends that affect public and management needs.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+I1 200	33% 66	B 66	332

Comments on Evaluation

Knowledge:

The position requires a Bachelor of Applied Conservation Enforcement and extensive related experience that has provided a strong knowledge of relevant Acts and Regulations, related policies and enforcement techniques/procedures and an understanding of natural resource management programs, principles and objectives. The position requires an understanding of constitutionally protected rights to harvest game and fish and knowledge of stakeholder perspectives.

The HR skills recognize the technical nature of the position and the requirement to provide functionally specific information.

Creativity/Problem Solving:

The Regulations Officer must be able to interpret legislation and regulations that are complex in nature and not clearly defined. Legislative or regulatory changes require extensive research and consultation and must meet a number of enforcement and resource management needs. These changes require the ability to introduce and implement change to accomplish management objectives in a positive manner. The work requires the identification and analysis of options and the development of recommended solutions.

Responsibility:

The role is seen as balanced between development and consultation. The expected result is the development of effective and current legislation, regulation, orders and certificates. However, the process cannot occur without significant consultation with field staff and stakeholders.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 057NR05

Identification Section

Working Title:	Regulations Officer
Department:	Justice and Solicitor General
Division, Branch/Unit:	Fish and Wildlife Division, Enforcement Field Services, Legislation and Advisory Services Section
Reports To:	Head, Legislative and Advisory Services
Levels to D.M.:	4

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Head, Legislative and Advisory Services, the Regulations Officer assists with the development of draft legislation, regulations, orders and certificates as well as assesses and recommends amendments and provides interpretations to the public and staff. The Regulations Officer is also responsible for maintaining an up-to-date library of case law, legal opinions and interpretations for the unit. The Regulations Officer liaises with staff of the division and other agencies as necessary to ensure the effectiveness of Fish and Wildlife Division legislation. The position is guided by internal policies of the Fish and Wildlife Division as well as the department's Business Plan. The position of Regulations Officer plays an integral role in ensuring that fish and wildlife related laws effectively meet management and societal needs and are properly interpreted and applied across the province.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Under the direction of the Head of Legislative and Advisory Services develops concise and accurate draft amendments to existing legislation (or regulations) and/or creates new legislation (or regulations).

- Identifies and assembles potential legislative and regulatory changes, including identifying, assessing and researching needs independently through contacts with field staff or other stakeholders.
- Develops draft legislation and regulations for review by the Head of Legislative and Advisory Services to satisfy enforcement and resource management needs and objectives for the division.
- Deals with Alberta Justice and Attorney General solicitors and federal regulatory analysts to finalize draft legislation and regulations under the guidance of the Head of Legislative and Advisory Services, including developing and assessing new drafts, altering wording for consistency with division objectives where required or recommending changes to reflect user group expectations and ensure consistency with sporting or commercial regimes.
- Develops legislative and/or regulation briefing packages, speaking notes and special briefing packages for review by the Head of Legislative and Advisory Services prior to presentation to Standing Policy Committee, Caucus or Cabinet, as the case may be.

2. Proactively identifies issues and emerging trends that need to be addressed by the Legislative and Advisory Services Section to ensure that existing legislation and regulations reflect public and management needs.

- Reviews existing or proposed legislation administered by other agencies or governments.
- Maintains contact with staff at all levels as necessary, members of the public and others to identify inconsistencies in law and interpretation as well as changes in user activities (i.e. new techniques and equipment used) that may warrant amendments.
- Maintains ongoing review of licensing systems, allocation processes and procedural matters involving both resource management and branch enforcement activities.

3. Researches legal interpretations as directed in response to enforcement and management needs.

- Provides responses for review and, where necessary, coordinates responses with solicitors from the Justice and Attorney General's Department.
- Exhausts information sources from within the department (i.e. case law records, file materials) and outside the department (i.e. seeking information from a law library or another department) before referral to others.
- Legal opinions and case law are retained and filed for future reference. Most needs are resolved with existing records.

4. Provides advice to staff at all levels regarding the interpretation of Acts and Regulations to ensure legislation is properly interpreted and applied.

- Conducts research into laws applicable to problem circumstances and situations as identified to the incumbent by staff.
- Liaises with staff of other governments (i.e. Fisheries and Oceans Canada, Canadian Wildlife Service) and other departments (i.e. Alberta Agriculture, Food and Rural Development), members of the public and representatives of private associations as necessary to provide interpretations and assess needs.

5. Develops responses to Ministerial requests, briefings and special needs for review by the Head of Legislative and Advisory Services.

- Drafts responses that conform to legal interpretations and policy.
- Provides assistance on a routine basis to branches within the Fish and Wildlife Division regarding the development and/or review of Ministerial Orders, Orders In Council, Ministerial certificates and delegations of authority.
- Develops draft responses for division input where legislative and regulatory details or comments are sought by other divisions, branches or agencies outside of SRD.

6. Develops draft directives and summaries relating to the interpretation and application of legislation administered by the Division.

- Participates on an assignment basis to develop draft directives in response to needs identified or predicted from instances of conflict (i.e. prosecutions and investigations) or in response to changes to policy.
- Takes part in developing summaries of laws for public distribution and responds to public inquiries regarding interpretations of acts and regulations.

7. Develops responses to special needs and provides assistance to other Fish and Wildlife Division staff where issues hinge on interpretation of legislation or regulations.

- Researches applicable subject matter, including existing policies, procedures, authorities and legal opinions, including conducting historical research as necessary.
- Input is developed and drafted or otherwise provided to staff as required.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- The Regulations Officer operates in a dynamic environment with ongoing issues involving fish and wildlife of a legal and technical nature; these arise regularly from a variety of sources and require attention and resolution.
- Fish and wildlife related issues that are dealt with are provincial in scope. These are both internally generated (i.e. issues requiring resolution to satisfy identified fish or wildlife related resource management concerns or to resolve enforcement problems) or externally from a variety of users (having both recreational or commercial involvement), some of whom have conflicting interests. Examples of external user groups are recreational fishers and hunters, commercial fishers, outfitters/guides, subsistence users and wildlife service industries (taxidermists, tanners, fur dealers, meat cutters).
- Regulations Officer has key role in ensuring that fish and wildlife related laws effectively meet management and societal needs and are properly interpreted and applied at field level.
- Independent research, consultation and legislation development are ongoing responsibilities of the job, along with making recommendations and providing solutions as required to the supervisor (in most cases), but also in response to staff /others to satisfy needs, meet objectives and resolve questions of interpretation.
- Minimal supervision or technical guidance is received on most projects (subject to complexity). As much of the project development and information needs are technical and can only be obtained through research or consultation, the job consults directly with resource managers, solicitors or others as required.
- Diversity lies in the extensive number of Acts, associated Regulations, etc. that are dealt with.
- Problems resolved often require the development of unique solutions with minimal supervision. An example, the Regulations Officer reviews proposed enforcement changes and ensures that all issues are considered in deciding what revisions may be made to the legislation/regulations. A high percentage of proposals to amend the law do not result in amendments as the issue can be dealt with in another way. This maybe because there is already a law in place to address the proposal (SRD or other) or, based on previous experience, the Regulations Officer assesses the situation and determines that proceeding with a proposed amendment will be encumbered by hidden issues and therefore it will not likely receive the necessary approvals. In these cases, the position suggests alternatives to creating or amending laws which often includes placing conditions on licenses (where the issue deals with licensed activities) or creating internal policies or directives. Another alternative to changing the law maybe to ask for voluntary compliance by the public. A recent example involved senior department biologists who requested a change to the law in order to require trappers to submit the carcasses of certain legally trapped animals to the department for study. After examining the request, the position determined that changing the law to bring about this result was not best option. Instead, the position recommended that the result being sought could be achieved another way. This solution involved communicating the department's needs to trappers in the Guide to Trapping Regulations, and by offering trappers a small payment for submitting the carcasses. The Regulations Officer will monitor

the compliance with this voluntary request and, if necessary, consider whether a regulation change is required in the future.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Maintains contact with division staff at all levels as necessary, members of the public and others to identify inconsistencies in law and provide interpretations as well as identify changes/trends in user activities (i.e. new techniques and equipment used) that may warrant amendments to existing legislation, etc.
- Liaises with staff of other governments (i.e. Fisheries and Oceans Canada, Canadian Wildlife Service) and other departments (i.e. Alberta Agriculture, Food and Rural Development), members of the public and representatives of private associations as necessary to provide interpretations and assess needs.
- Deals with Alberta Justice and Attorney General solicitors and federal regulatory analysts to finalize draft legislation and regulations and coordinate responses to requests for legislative interpretations.
- Advises and provide support to other branches of the division with regards to the regarding the development and/or review of Ministerial Orders, Orders In Council, Ministerial certificates and delegations of authority.
- Various associations and user groups like Fish and Game Association, Taxidermy Association, Outfitter's Society, etc. for interpretations, consultation regarding proposed changes to legislation, receiving recommendations for changes to legislation and dealing with complaints.
- With local County councilors and town councils to respond to queries and provide interpretations.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- An applied degree in conservation or natural resource management and extensive related experience.
- Must be eligible for appointment as a Special Constable and hold a valid Driver's License.
- Position requires expert knowledge of relevant Acts and Regulations, related policies and enforcement techniques/procedures as well as an understanding of natural resource management programs, principles and objectives.

- The incumbent maintains all appointments and training required by field officers as he/she may be required to assist in provincial enforcement/problem wildlife activities from time to time.
- Experience in resource related enforcement matters and a thorough understanding of constitutionally protected rights to harvest game and fish and knowledge of public viewpoints, user group needs, sporting regimes and resource related commercial industries is essential.
- Position must be familiar with and utilize the processes of implementing change to accomplish management objectives in these areas with limited supervision (i.e. legislative development processes).
- Resource management knowledge and legal interpretation skills are required in conducting consultations and providing interpretations.
- This position assesses legislative needs through inter- and intra- departmental consultation. This involves assisting with a needs assessment process which is critical to maintaining ongoing management objectives and meeting commitments for change.

Organization

(Working titles of positions reporting directly to this position.)

This job does not have any positions reporting directly to it.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 057NR04

Identification Section

Working Title:	Senior Wildlife Technician
Department:	Environment and Parks
Division, Branch/Unit:	Fish and Wildlife Division, Northeast Region
Reports To:	Area Wildlife Biologist, N.R. 9
Levels to D.M.:	5
Job Description:	057NR04
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	057NR - Natural Resources 7

Comments on Role

The Senior Wildlife Technician provides technical support to all areas in the region through participation in research studies and input into habitat protection. This involves routine research, data collection and analysis. An initial assessment is conducted and recommendations are provided regarding the potential impact of resource development on wildlife resources. This extends to providing input to the land use approval process by conducting field inspections and providing mitigation strategies to be placed on approvals issued by the land manager. Responsibilities will also include participation in public education presentations, providing assistance to the Species at Risk program, and related wildlife projects.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
EI2 200	29% 57	R1 66	323

Comments on Evaluation

Knowledge:

The position requires knowledge gained through a related diploma and extensive field experience. This knowledge includes how to collect, analyze and interpret data, and an understanding of wildlife resource management techniques. There must be a working knowledge of various wildlife species common to Alberta, including diseases and treatment methods. Involvement with the land use approval process requires knowledge of various resource industries and potential impacts to wildlife resources. Knowledge of Alberta Fish and Wildlife policies, procedures and legislation is necessary.

The Senior Wildlife Technician will chair meetings with stakeholders in the region such as the Hunting Association and the Trapper Association. There is also contact with industry to plan for development that will reduce impact on wildlife habitat. Good communication skills are required to negotiate resource management applications and present data in reports and visual presentations. These forums require effective human relations skills to facilitate a positive outcome.

Creativity/Problem Solving:

The Wildlife Technician provides recommendations that require some innovative thinking. The provision of mitigation strategies requires analysis and interpretation of data and research results. The role involves researching and reviewing information and making recommendations based on this analysis.

In cases of land use issues, recommendations will be made to the Land Manager. Where these recommendations are not supported, the Area Wildlife Biologist will become involved so there is access to assistance.

Responsibility:

There is a large program delivery role in participation in scientific management and research studies.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 057NR04

Identification Section

Working Title:	Senior Wildlife Technician
Department:	Environment and Parks
Division, Branch/Unit:	Fish and Wildlife Division, Northeast Region
Reports To:	Area Wildlife Biologist, N.R. 9
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Under the direction of a senior Biologist, this position provides technical support to all areas in the region primarily through participation in scientific management and research studies as well as providing input to habitat protection. The Senior Wildlife Technician conducts routine research involving data collection and analysis, makes initial assessments of data collected and provides recommendations regarding the potential impacts of resource development on wildlife resources. Additionally, this position participates in public education presentations, provides assistance to the Species at Risk programs and is involved in numerous wildlife projects. Specific work activities are guided by the departments business plan, the strategic direction established by the division, and the performance management outcomes established for the position.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Under the supervision of a more senior biologist, participates in scientific management and research studies conducted to obtain the data and/or knowledge required to make wildlife resource management decisions in the area.**

- Assist with related research biological fieldwork that includes organizing logistics, research set-up, data collection, data entry, surveys and reporting.
 - Monitors existing populations to determine levels through surveys such as winter ungulate surveys, aerial surveys, surveys of bird populations etc., interprets and coordinates data.
 - Assist in analysis of research results, in preparing of field reports and developing recommendations.
 - Assist in communicating research findings (report preparation, developing presentations and presentation).
- 2. Provides input to the land use approval process by conducting field inspections to assess the land use impacts on wildlife resources and provide mitigation strategies to be placed on approvals issued by the land manager.**
- Conducts field inspections of proposed development on resource sensitive applications to assess potential impact, determine appropriate mitigation or monitor compliance of approved projects.
 - Makes recommendations to supervisor through the application of scientific knowledge, divisional guidelines, and input of other professionals.
 - Applies land use guidelines and uses referral mechanisms to determine appropriate mitigation strategies.
 - Provides analysis and input to land use regulatory process revisions and guideline development.
- 3. Develops wildlife management input to various integrated resource management planning activities by applying scientific knowledge, management guidelines, resource management objectives, teamwork and experience.**
- Under the direction of a senior biologist may conduct cursory review of existing integrated resource plans and provide recommendations on suggested changes or additions.
 - Under direction of senior biologist, or as an assigned member to a departmental working team may develop wildlife management input in the development of integrated resource management plans.
- 4. Using established policies and procedures is responsible for routine administration and financial management activities.**
- Basic financial management practices associated with equipment purchases, invoice processing, contract preparation, budget reconciliation and reporting.
 - Conducting equipment inventories, preparing write-offs and equipment management routines.

- Responsible for complying with OH&S policy and legislation in the performance of his duties and with those of subordinates or contractors.
- Responsible for maintenance and operation of all assigned equipment as per established policy and procedures.

5. Provides hands-on field assistance to support various programs and projects being conducted in the region.

- Assists regional staff with the fieldwork for the Species at Risk program - nest counts, habitat monitoring, etc.
- Provides assistance to staff who receive queries regarding dead animals brought in with diseases, contaminated carcasses, etc.
- Responding to various issues arising out of public concerns as well as assisting with projects to aid educational institutions and other jurisdictional agencies such as bat removal, skunk kidney collection, building hibernating shelters for snakes, etc.

6. Performs a public education function within the region.

- Delivers school presentation, project Wild Presentations and participates in the Hunter Education program.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- The position operates at an assigned project level within the NE Region (i.e.: research project, assigned integrated resource management initiative, guideline development, specialized task, etc.).
- The position may be assigned to a work team to undertake specific task analysis and/or develop recommendations. As an example, on an annual basis in conjunction with the regional wildlife biologist, determines quotas and licensing for hunting for the region.
- Recommendations made in support of species or integrated resource management and other regulatory processes carry a limited degree of organizational impact. As an example recommends to the Land Manager limitations on industrial activities such as sand and gravel exploration on crown land from a wildlife perspective.
- Considerable freedom is exercised in making recommendations (i.e.: developing innovative solutions, effective approaches to problem solving. An example, an applicant wanted access to a gravel pit on a river bank and this is initially approved by the Land Manager. However, if the Wildlife Technologist disagrees due to habitat concerns, he would discuss with the

Land Manger and attempt to have a more environmentally friendly agreement negotiated. If a suitable compromise could not be reached, this would be referred to the Biologist III.

- Moderate or complex resource management decisions are referred to and approved by the supervisor.
- Matters that fall outside of established policy or procedures are referred to the supervisor.
- Personal judgement is exercised within established guidelines, policies, procedures and instructions.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Chairs meetings with stakeholders in the region such as the Hunting Association and the Trapper Association to obtain input for setting quotas.
- Contact is with industry in the region (Timber and Oil and Gas primarily) to plan for roads/common corridors that will reduce impact on the wildlife habitat.
- Contact with hunters to provide information regarding changes to quota, regulations, etc.
- Delivers school presentations and participates in the Hunter Education Program as well as the Project Wild presentation.
- Member of various internal and external committees in the region (Allocation of Trap Line Committee, Crown Lease Bison Grazing Committee, and Trapline Policy Committee) and provides Fish and Wildlife perspective.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Technical diploma in fish and wildlife management sciences and extensive experience in wildlife biology.
- Knowledge of how to collect and analyze data.
- An understanding of wildlife resource management techniques.
- Working knowledge of various wildlife species common to Alberta, including diseases and treatment methods.
- Awareness of Alberta Fish and Wildlife policies, procedures and legislation.
- Familiarity with land use issues associated with various resource industries and has a general knowledge of potential impacts to wildlife resources.
- Familiarity with Occupational Health and Safety standards, issues and practices.
- Some general understanding of Alberta fish and wildlife resource management programs.

- Good writing and verbal communication skills.
- Very good skill and capability in operating computers and various program (data bases, GIS, MS WORD, MS Excel, MS PowerPoint, etc.).
- Analytical in interpreting data and research results, cause and effect relationships generated by human activity.
- Understanding of negotiation techniques associated with resource management applications, problem solving decision-making, conflict resolution.
- Ability to work in a team environment.
- Ability to organize and interpret technical and scientific knowledge.
- Ability to clearly present data and results of biological studies in reports and visual presentations.
- Ability to communicate with other departmental staff, key stakeholders and the general public and achieve understanding.
- Ability to use specialized equipment including: radios, radio telemetry, administer drugs, capture equipment, etc.
- Ability to operate various field equipment, 4x4's, quads, ski-doo's, small boats and motors.

Organization

(Working titles of positions reporting directly to this position.)

This position does not have any positions reporting to it directly.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 057NR03

Identification Section

Working Title:	Area Forester (1)
Department:	Agriculture and Forestry
Division, Branch/Unit:	Public Lands and Forests Division, Woodlands Area Whitecourt
Reports To:	Senior Area Forester, N.R. 9
Levels to D.M.:	5
Job Description:	057NR03
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	057NR - Natural Resources 7

Comments on Role

This is a professional Forester position that gains increasing responsibility to ensure the sustainability of the forest resource in the Woodlands Area. This entails participation with industry in development of forest management plans and negotiation of company specific ground rules. These plans must be based on ecological and landscape management principles and consistent with regional and provincial policies, acts, regulations, directives and strategies. The position also reviews forest operating plans and submits recommendations for approval. The Forester will also play a key role in reviewing Detailed Forest Management Plans, provincial legislation, policy and departmental directives. As this role is an entry-to-immediate level position, more independence is gained as competency level increases.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
EI2 200	29% 57	R1 66	323

Comments on Evaluation

Knowledge:

A BSc. in Forestry is required to provide an understanding of the forest science behind the various forest management policies. As experience grows, knowledge of current forestry terms and practices, and the ability to adapt to a variety of forest conditions will expand. The knowledge necessary to interpret and implement new scientific data and technologies and negotiate its use in industry development plans is required. Knowledge of all relevant Acts, Policies and Regulations is required along with operating manuals such as Forest Management Planning Manual, Scaler's Manual, etc.

The knowledge to participate effectively in teams as well as mediate and negotiate towards conflict resolution is necessary.

Creativity/Problem Solving:

The challenge of the role involves working with timber companies producing similar or different forest products who operate on a land base with competing/conflicting land users. Long and short term forest management plans must be developed which require strong communication skills and the ability to mediate between conflicting natural resource objectives. The Area Forester will also provide consultative advice to forest officers and staff as required to resolve local issues. There is access to assistance from the senior Foresters.

Responsibility:

The position has a program delivery focus to ensure the sustainability of the forest resource in the Woodlands Area.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 057NR03

Identification Section

Working Title:	Area Forester (1)
Department:	Agriculture and Forestry
Division, Branch/Unit:	Public Lands and Forests Division, Woodlands Area Whitecourt
Reports To:	Senior Area Forester, N.R. 9
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Under the direction of the Senior Area Forester, this position is responsible to ensure the sustainability of the forest resource in the Woodlands Area. This is achieved through increasing involvement in the review of industry operating plans, input into provincial forest management policy and area forest management planning, and ensuring that such plans are prepared and implemented based on sound ecological and sustainable forest management principles. This position will also play a key role in the monitoring of industry planning, silvicultural activities and forest operations to ensure linkages are maintained to FMA and quota Detailed Forest Management Plans, Provincial legislation, policy and departmental directives. Communicate sustainable forest management to various stakeholders including forest and industries, municipal governments, public and first Nations. Mediate conflicts between various interest groups to ensure issues are managed locally.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Detailed Forest Management Planning.**

- Planning team member for the development of detailed forest management plan.
- Responsible for initiating and participating with industry in the development of Forest Management Plans based on ecological and landscape management principals. Conducting referrals, requesting stakeholder input and reviewing.
- Ensure planning is consistent with regional and provincial policies, acts, regulations, directives and strategies.
- Participate in the development of a performance matrix to monitor DFMP implementation.
- Participate in negotiating company-specific ground rules (planning and operating standards).
- Ensure continuity between the DFMP and operational planning.
- Input local knowledge and concerns into forest management plans.

2. Reviews forest industry operating plans for approval by the area manager.

- Reviews timber dispositions prior to issuance to ensure they are consistent with DFMP and spatial harvest sequence.
- Co-ordinate the referral, review and make recommendations for the approval of compartment assessments; compartment designs; annual operating plan (AOP) and general development plans (GDP). Ensure the accuracy and quality of plans and their conformation with the Forests Act, Timber Management Regulation, Timber Harvesting Planning and Operating Ground Rules and with scientific knowledge.
- When requested from Operations Forest Officers, field inspects the AOP and consults with the respective timber companies on their operating plans.
- Ensures that operating plans are integrated with other forest resource users and disposition holders and mediates relevant conflicts between users. Works closely with operations Forest Officers to ensure natural resources integration and to resolve disputes between various users.
- Facilitate in addressing concerns of other agencies and incorporating them into plans.
- Submits various plans to the area manager with recommendations for approval.
- Interpret government policy, establish local guidelines and work with the Forest Officers to ensure all timber harvesting is carried out as per the AOP, DFMP, and within government legislation, department policy and operating ground rules.
- Ensure that GDP matches spatial harvest sequencing and the approved annual allowable harvest levels.
- Review FMP assumptions and ensure that they are consistent with proposed operations. Ensure that monitoring is being carried out and assumptions regularly evaluated by the industry as being correct.
- Work with companies to ensure integration of FMA holders, small timber permits and quota holders.
- Provide support to Forest Officers in linking management plan assumptions and on-the-ground operations.

- The above work involves consultation with, and mediation between other government agencies, industries, public and First Nations.

3. Forest Health Program Woodlands Area Representative.

- Review of forest health documentation relevant to Woodlands Area.
- Provide assistance to Forest Officer responsible for forest health in Woodlands Area.
- Assist in the review and provide input on area and provincial forest health program when requested by regional representative.
- Provides specialized advice and assistance to other professional and technical staff where required.

4. Represent department on local and public advisory committees.

- Maintains active liaison with the forest industry, First Nations, special interest groups and the general public on matters pertaining to the Forest Management program.
- Prepares for and participates in meeting with the general public, private industry, First Nations and special interest groups to resolve issues, concerns and conflict over program implementation.
- Informs stakeholders of provincial legislation, policy and relationship to allocation and utilization by various industries and user groups.

5. Provide input on Provincial Policy Development and Implementation.

- Anticipates and recommends future and or new program direction and policy based on current scientific information.
- Review and input area perspective to draft provincial policy.
- Informs other professional and technical staff of new policy and ensures implementation.

6. Silviculture/Reforestation and Woods Operations Monitoring.

- Review industries and FRIAA's silviculture planning and operations and provides comments to Operations Forest Officer who make recommendations on approval to Area Manager.
- Will assist Operations Section staff with compliance audits for reforestation (scarification, planting, regeneration surveys, herbicide and stand tending) and woods operations compliance audits.
- Audit timber companies to ensure legislation requirements are being met for reforestation activities (replacement of incidental species, reforestation of forest fires, enhanced forest management, alternative silviculture systems).

- Ensuring silviculture data submitted at the Forest Area level from both industry and FRIAA is 'clean' and is entered in a timely manner into ARIS.

7. Production Monitoring.

- Assist in Production Monitoring program to fulfill Area targets i.e. vehicle checks, scaling.
- Evaluates production reporting to ensure allowable cuts are not exceeded and to ensure secondary species reporting is being reported. Also ensuring that merchantable residual structure being retained in harvested areas is being charged as production unless otherwise has been accounted for in the calculation of annual allowable harvest levels.
- Understand timber revenue systems and timber dues rates.
- Affective user of TPRS; data entry; queries.

8. Support.

- Understand the Department's Business plan, its linkage to Division and Area operational plans and ensure activities carried out in the forest management program are consistent with these higher level plans.
- Provide assistance or support to other area staff and to Edmonton staff when requested.
- Input area perspective on draft provincial policy and informs other staff of new policy changes.
- Works with Land Management to minimize impacts of toxic weeds and invasive species.
- Determine workload, manpower and budget requirements for internal projects and submit request through Section Head to the Area Manager.
- Ensure that Area Plans are consistent with the current legislation, department business plans, policies and scientific information.

9. Forest Protection: in the department forest protection program.

- Assist the forest protection division (FPD) in fire suppression activities where and when possible. Assistance is dependent on training and experience.
- In consultation with FPD staff, ensure fuel modification is addressed in the overall landscape planning of the annual operating plans.
- Participate with FPD staff to ensure landscape level and community level planning of the FireSmart program to reduce risk of wildfire.
- Provide forest management expertise and participate in wildland urban interface planning and fuel modification.

10. Issues Management.

- Requires the ability to prepare briefing notes and respond to action requests on any politically sensitive issues for the Area Manager's approval.
- Requires ability to recognize potential issues and conditions and provide solutions and/or recommendations to solve the problem.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Under the direction of a more senior forester, position works at a strategic planning level involved with industry foresters of similar or greater education in the development and implementation of forest management plans. The complexity of planning initiatives/activities increases as experience is gained. This position works with forest companies who have a variety of forest tenure holdings (FMA, Coniferous Quota, Deciduous Timber Allocations, Commercial Timber Permits) and whose operations are tightly intertwined with other timber companies producing similar or different forest products. These forest management activities are occurring on a forested landscape with numerous other users and a variety of natural resources objective i.e. conservation of threatened caribou herds. This position works with other government staff, various industrial and commercial users (trappers, grazing operators, O&G, ect0, first Nations, municipal governments as well as general public through formal and informal processes to develop and implement short and long term forest management plans. This position provides consultative advice to forest officers and to the Area Managers as well as resolves local issues while implementing the forest management program. Less supervision by the senior forester is required of this position as work experience and knowledge is gained.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and

skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- B.Sc. in Forestry and eligible for registration as a Registered Professional Forester (RPF).
- Knowledge of Provincial Legislation including the Forests Act, Timber Management Regulation, Environmental Production and Enhancement Act, Forest and Prairie Production Act and Regulations, Forestry Profession Act, Public Lands ACT, Forest Management Branch Directives, Forest Management Planning Manual, Forest Management Herbicide Manual and Regeneration Survey Manual, Scaler's Manual, Land Management Directives, Forest Protection Policy and Financial Policy.
- Strong interpersonal and communication skills including mediation and negotiation skills.
- A developing knowledge of current forestry terms and practices and the ability to adapt knowledge to a variety of forest conditions. A strong understanding of the forest science behind the various forest management policies is required.
- Good organizational and decision making ability.
- Problem solving skills.
- Conflict resolution ability.
- Timber management skills (mapping, orienteering, photo interpretation).
- Ability to operate all equipment required to carry out the job (chainsaw, off highway vehicles, 4x4 vehicles).
- Ability to interpret and implement new scientific data and technologies and negotiate its use in industry development plans.
- A thorough knowledge of computer software including software government applications, LSAS, ARIS, ADEPT, TPRS Arc View and other GIS applications.

Organization

(Working titles of positions reporting directly to this position.)

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 057NR02

Identification Section

Working Title: Wildfire Technologist
Department: Agriculture and Forestry
Division, Branch/Unit: Forest Protection Division, Lac La Biche Wildfire Management Area (WMA)
Reports To: Wildfire Air and Operations Section Head
Levels to D.M.: 5
Job Description: [057NR02](#)
Minimum Recruitment Standard: See the Minimum Recruitment Standard for [Natural Resources](#)
Job Code: [057NR](#) - Natural Resources 7

Comments on Role

The Wildfire Technologist is responsible for the operational delivery of the key aspects of the detection, pre-suppression and suppression programs in the Lac La Biche WMA. The detection component involves planning and overseeing the implementation and development of the wildfire detection system in the WMA. The pre-suppression and suppression components involve providing leadership to up to 6 programs that ensure the necessary resources/facilities are in place, trained and current. A key focus of the position is coordination of the safety program for the WMA in order to ensure that all operations are conducted in accordance with all applicable policy and legislation.

The suppression and pre-suppression components require knowledge and ability to make the appropriate decision in an emergent fire situation.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
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Comments on Evaluation

Knowledge:

The role requires a Diploma in Forest Technology, in-house training and extensive field experience to provide knowledge of fire detection, preparedness, suppression and control and command activities and wildfire prevention activities such as enforcement, education and fire investigation. An in-depth knowledge of wildfire behaviour and wildfire management with appropriate certifications is required along with knowledge of decision support tools such as SFMS, RTS, FIRES, LLP and the Internet. The position requires knowledge of relevant legislation and policy, including Occupational Health and Safety requirements.

Strong HR skills are required to supervise staff with large program responsibilities. There is also stakeholder involvement with the development of programs, and liaison with departmental staff in the development and implementation of wildfire strategies.

Knowledge and understanding of tactics and resource utilization and a consideration of multiple factors is incorporated into decisions. This requires an understanding of relationships between such things as fire behaviour, values at risk, resource capabilities in different situations, weather and its effects, topography, forest cover types and their burn potential, and safety.

Creativity/Problem Solving:

The detection component of the Forest Protection Program requires ongoing analysis of statistics in terms of detection timeframes. If these do not meet provincial standards, modifications must be made. This involves preparing a number of options and making recommendations. In terms of preparedness and pre-suppression, decisions are made in relation to ensuring resources and facilities are in place. In terms of planning, changing situations require increased latitude to consider which procedure to use. There is access to assistance in the planning process.

Responsibility:

The Wildfire Technologist has a program delivery focus in the operational delivery of key aspects of the detection, pre-suppression and suppression activities in the WMA.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 057NR02

Identification Section

Working Title:	Wildfire Technologist
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Protection Division, Lac La Biche Wildfire Management Area (WMA)
Reports To:	Wildfire Air and Operations Section Head
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Under the general direction of the Wildfire Air & Operations Section Head, the Wildfire Technologist is accountable for the operational delivery of key aspects of the detection, pre-suppression and suppression programs in the Lac la Biche Wildfire Management Area (WMA.). Through the supervision of three subordinate Wildfire Rangers, this position plays a key leadership role which involves constant program monitoring, training, mentoring and coaching to achieve consistent application and results. Another key focus of this position is its accountability for the coordination of the safety program for the Lac la Biche WMA in order to ensure that all operations are conducted in accordance with all applicable policy and legislation.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Coordinate the operational delivery of the detection component of the Forest Protection program in the Lac la Biche WMA to ensure that detection activities meet or exceed provincial standards.**
 - Plan and oversee implementation and development of the wildfire detection system (fixed, ground and aerial) in the WMA.
 - Oversee the maintenance and operation of fire weather stations and weather contracts.
 - Analyze fire statistics in terms of detection timeframes compared to provincial standards and make appropriate changes/recommendations.

- 2. Coordinate the operational delivery of the pre-suppression and suppression components of the Forest Protection program in the Lac la Biche WMA to ensure that performance meets or exceeds provincial standards.**
 - Provide leadership to the HAC program, WFC Type II Contract program, Wildfire Crew Coordinator program, Sector Leader Program, Look out Program and the Camp Boss Program. This involves ensuring that the necessary resources/facilities are in place, trained and that operational issues identified during past fire season are addressed when 'manning' up for the next season.
 - Assist with preparation and review of tender package and make recommendations regarding awarding of contracts.
 - Coordinate food services contract at Wildfire Bases through the WMA and address needs/concerns identified throughout the fire season.
 - Oversee Wildfire Base Operations by providing direction and advice to assigned Wildfire Ranger.
 - Develop and update maintenance plan for the WMA facilities.

- 3. Function as Duty Officer on a rotational basis and coordinate pre-suppression and suppression activities according to the Forest Protection Standard Operating Procedures.**
 - Determine district and fire readiness levels through the effective use of SFMS and PPS planning in order to pre-position resources.
 - Ensure the timely and consistent build up of fire resources as outlined in the Forest Protection Standard Operating Procedures.
 - Identify hazard and ensure smooth transition from the Initial Attack to Sustained Action on wildfires.
 - Make time constrained decisions to ensure that appropriate resources, strategy and tactics are utilized to suppress wildfires in the WMA.

- 4. Coordinate the safety program for the Lac la Biche WMA ensuring that all operations are conducted safely and in accordance with all applicable policy and legislation.**

- Implement safety program within the WMA and ensure that all staff are familiar with OHS guidelines.
- Audit all WMA facilities/working sites to ensure that operations adhere to OH&S guidelines.
- Conduct joint work site safety meetings.
- Investigate near-miss accidents and make recommendations as appropriate.
- Develop site specific safety guidelines.

5. Provide leadership to and/ or participate on special provincial Incident Command Teams according to certification in an effort to contain and suppress escaped Wildfires.

- Lead and, or participate on Incident Command Teams according to certification.
- Provide knowledge and expertise to annual team establishment.
- Maintain certification levels to enable participation on Incident Command Teams.
- Mentor and coach team members and trainees.

6. Participate in provincial task forces working groups and committees to assist with the development of various Forest Protection Standard Operating Procedures, development/revision of contracts and training requirements.

- Member of Provincial Type II Firefighter Contract Working Group, Detection Working Group, and Safety Group.
- Provide input, advice and assistance with the development of Standard Operating Procedures, development/revision of contracts and training requirements from a front line WMA perspective.
- Participate as an instructor in wildfire training courses and programs at the Hinton Training Centre.

7. Support the delivery of the Prevention component of the Forest Protection program to minimize the impact of human caused fires in the Lac la Biche WMA.

- Develop and implement wildfire prevention strategies and programs in conjunction with the Wildfire Prevention Team.
- Assist with and coordinate delivery by subordinate staff of the three aspects of Forest Fire Prevention Program (Education, Engineering and Enforcement).

8. Supervise the human resources in assigned to this section of the Wildfire Air and Operations Section to ensure that services delivered support the area/division business goals.

- Responsible for the supervision and training of staff (salaried and seasonal) assigned to the section.
- Responsible for the development of performance management agreements, performance monitoring and performance reviews.
- Mentor/coach staff with regards to Forest Protection policy and standard operating procedures.
- Mentor other area staff to promote smooth and efficient operation within the area.
- Participate as an instructor in wildfire training courses and programs in the WMA.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Work directly impacts the safety and well being of the natural resources, communities and infrastructure in the Lac la Biche WMA This position has direct responsibility for coordinating the delivery of key elements (detection, pre-suppression and suppression) of the Forest Protection program in this WMA. Impact is both as a result of the strong supervisory / coordination role that position has in order to deliver these components of the operations program in this WMA as well as the accountability that the job has as a Duty Officer in the WMA.
- Impact of work is also provincial in terms of the contribution the Wildfire Technologist makes on a number of provincial working groups which are accountable for the development of key recommendations regarding Operations Program policies and Standard Operating Procedures.
- The Wildfire Technologist directly supervises three permanent staff who in turn supervise thirty six seasonal staff (10 Tower personnel, 5 sector leaders (supervise 11 crews with 8 members each), 5 camp bosses and 16 HAC members. It should be noted this is the size of the organization that is initially in place to fight fires - during an active fire season, these numbers increase significantly during periods of high hazard and fire incidence.
- Strong leadership role given this number of human resources and involves significant mentoring, monitoring, training and problem resolution. While subordinate supervisors deal with day to day operational issues, the Wildfire Technologist is overall accountable for ensuring that staff are trained and conversant with all FPD guidelines and operating procedures. Coordination of safety program for the WMA impacts the safety of all staff (permanent, contact and seasonal) within this geographic area.
- This position deals with complaints regarding hiring and discipline and deals with the ongoing performance problems/issues relating to seasonal and contract staff. This is particularly sensitive when dealing with issues associated with the aboriginal fire fighters who make up the Type 2&3 Crews.

- Decisions associated with ensuring that the detection component of the Forest Protection program is effectively delivered include ongoing analysis of statistics and associated with detection timeframes. If these do not meet provincial standards, this position must review and make recommendations for changes i.e. is there a need to enhance tower detection with aerial detection, need to clear foliage or is staff performance/training an issue.
- Decisions associated with preparedness and pre-suppression planning are significant. This job provides leadership to the HAC program, WFC Type II Contract program, Wildfire Crew Coordinator program, Sector Leader Program, Look out Program and the Camp Boss Program. This involves ensuring that the necessary resources/facilities are in place, trained and that operational issues identified during the fire season are addressed.
- Critical thinking as Duty Officer involve making time constrained decisions to ensure that appropriate resources, strategy and tactics are utilized to suppress wildfires in the WMA. Duty Officers in each WMA determine resource requirements, deal with issues arising from fire activity in the various districts of the WMA and make decisions regarding assignment of resources/tactics which have a direct impact on safety of firefighters and communities affected by the wildfire.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Ongoing contact with varying levels of the MÉtis and First Nations community in Lac La Biche regarding fire fighting contracts and related training and performance requirements. Often responds to complaints that competing groups/bands have with regards to unfair treatment regarding hiring of members and/or discipline. This job is the key link between the WMA and the Contract Managers from the MÉtis and First Nations communities.
- As Duty Officer has on-going contact with Provincial Headquarters and adjacent WMAs, stakeholders/industry/municipalities in the WMA to discuss strategy and tactics, resources and mutual aid requirements for pre-suppression and suppression activities. During role as Duty Officer has contact with the area's municipalities, key stakeholders and the public to provide information on wildfire management and address concerns regarding fire management strategy and activities for the WMA. These discussions include the identification of key values at risk including resources, communities, infrastructure and providing input on the strategy or tactics that may be used under the different scenarios both in and outside of the Forest Protection Area.
- Ongoing liaison with contract companies (food, facilities and fire fighting) regarding services provided deficiencies in performance and required changes as well as monitoring of contract standards. For example, food services contract won't list a specific menu but it is the responsibility of this position to monitor services provided and ensure that the quality of food meets the standards identified in the contract. The service provider is interested in economics so deficiencies must be handled skillfully.
- On-going collaboration with the Prevention Section to ensure delivery of wildfire management programs and resolution to wildfire management issues.

- Participates on provincial working groups to identify and address common operations issues and develop policy/guidelines/initiatives for approval by task executive.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Diploma in Forest Technology.
- Extensive experience in fire detection, preparedness, suppression and control and command activities.
- In depth knowledge of wildfire behaviour and wildfire management and certification at the Incident Commander II level.
- Strong knowledge of decision support tools such as SFMS, RTS, FIRES, LLP and Internet.
- Computer skills (MS Word; MS Excel; MS Outlook; MS Power Point).
- Working knowledge of GIS systems and ARC View.
- Thorough knowledge and understanding of the Occupational Health & Safety requirements.
- Strong supervisory skills and the ability to prioritize delegate and motivate subordinate staff during periods of high activity.
- Well developed communications skills (written and oral).
- Well developed negotiation and conflict resolution skills.
- Extensive working knowledge and ability to interpret Forest Protection legislation and related policy including Forest and Prairie Protection Act and Regulations, Forest Protection Division Policies and Standard Operating Procedures.
- CPR/First Aide, Transportation of Dangerous Goods Ground and Air modes, WHIMIS, Defensive Driving and Class 5 Driver's Licenses, Radio Operator's certificate.

Organization

(Working titles of positions reporting directly to this position.)

Reporting directly to this position are three permanent staff who in turn supervise thirty six seasonal staff (10 Tower personnel, 5 sector leaders (supervise 11 crews with 8 members each), 5 camp bosses and 16 HAC members.

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Evaluation - 057NR01

Identification Section

Working Title:	Fisheries Biologist (1)
Department:	Environment and Parks
Division, Branch/Unit:	Fisheries Management, NE Region, Fish and Wildlife Division
Reports To:	Area Fisheries Biologist
Levels to D.M.:	5
Job Description:	057NR01
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	057NR - Natural Resources 7

Comments on Role

This entry- to intermediate-level project position is responsible for planning and implementing a specific fisheries management project or study, participating in area research activities, conducting population surveys, providing data analysis, and supervising technical staff. Representing the fisheries management program, it participates on various committees and makes presentations to government and public groups. Senior biological staff mentor this position, as it gains progressive knowledge and experience in the program and area of scientific study.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
EI2 200	29% 57	R1 66	323

Comments on Evaluation

Knowledge:

The position requires a 4-year Bachelor of Science degree in Fisheries Biology or related discipline. Planning and implementing fisheries management studies and projects requires a working knowledge of various fisheries and wildlife species, fish and wildlife resource management techniques, and applicable procedures and legislation.

The HR rating of 2 recognizes the supervisory role and the need to influence the interests of stakeholder groups who often have conflicting viewpoints.

Creativity/Problem Solving:

This position has access to assistance and is mentored by experienced senior biologist staff in the area. Thinking is guided by guidelines and past practices. However, the position may play a lead role in managing and developing fisheries management studies, and develops innovative ideas on how to address the conflicting interests of various stakeholder groups.

Responsibility:

This is a field position that is primarily focused on delivering a portion of the area's fisheries management program.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 057NR01

Identification Section

Working Title:	Fisheries Biologist (1)
Department:	Environment and Parks
Division, Branch/Unit:	Fisheries Management, NE Region, Fish and Wildlife Division
Reports To:	Area Fisheries Biologist
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is a project biologist or entry level permanent position. Responsibilities include planning for and implementing a specific project or study, participating in area research activities, conducting population surveys, providing data analysis, and supervising technical staff. The position functions as a key member of an integrated team of professional and technical staff responsible for managing fisheries in an area setting. Represents the fisheries management program on various committees. Makes presentations to government and public groups. As an entry level Biologist, the position will be mentored by senior biological staff, and will gain progressive knowledge and experience in the program and area of scientific study.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Resource Management - General

- Organizes workload, develops work plans, assigns priorities with assistance from supervisors, and maintains databases.

- Participates in development of work plan to effectively accomplish assigned resource management objectives.
- Leads development of project scheduling and coordinates field sampling crew on a day-to-day basis.
- Coordinates and oversees database maintenance associated with fisheries study.

2. Resource Management - Species/Population

- Develops study or research programs with assistance from supervisor and leads program delivery.
- Leads the development and implementation of population inventories, and monitoring to determine population health and status.
- Assists in development of creel surveys and other techniques (e.g. computer modeling) to determine impact of exploitation and other stressors on fish populations in the area.
- Provides input to Biologist 3 or Regional Head for making resource management decisions.

3. Research

- Identifies management research needs and helps prepare research business cases and study designs for future program(s). Implements assigned research projects and may participate on regional, provincial, inter-agency, education institution and industry-partnered research projects. Prepares technical and scientific reports, participates in peer review of related research activities.
- Identifies research needs to address scientific data or knowledge gaps. Assists in development of business case and terms of reference for identified research areas. This may be department led, joint department initiatives or joint government-industry research projects.
- Leads or participates with others in approved research projects.
- Prepares technical and scientific reports, conducts peer reviews and presents findings to others.

4. Education and Community Relations

- Educates and informs the public, stakeholders and special interest groups about study or other fisheries management activities. Provides extension services to other departments, schools, industry, NGO's, and various user groups through presentations, field trips, meetings, mail out of materials.
- Provides limited study or other fisheries management information (written or presentation) to internal and external audiences (i.e. other departments, universities, schools, industrial stakeholders, NGO groups, various Associations, community organizations, local governments, etc).

- Assists in the design and development of extension materials to assist in public education about the study.

5. Finance & Administration

- Provides input to the tracking of project budget, its allocation and management. Ensures adherence to all policy and procedures in terms of completeness, accuracy and timeliness. Responsible for assigned equipment operation, repair, inventory and use.
- Ensures all budget transactions are conducted within established financial policy and procedures by maintaining accurate and up to date records, meeting quarterly budget reporting and forecasting targets.
- Procures equipment, maintains accurate inventory, and maintains equipment according to established standards, and ensures that it is operated safely.

6. Supervision

- Provides supervision to technical staff. Responsible for matters of employee relations, staff development and training.
- Monitors performance, deals effectively with employee relations matters keeping supervisor informed, provides ongoing performance feedback.
- Provides new staff orientation. Provides identified training and development opportunities.
- Provides administrative, supervisory and resource management advice to non-government organizations and volunteers that are partnering in fish resource management activities.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- This is an entry level biologist position that provides scientific knowledge and expertise in the area of a specific study or biological assistance to area Biologist. Position plays a lead role in a management studies or an assisting role to area management activities, the results of which will impact key resource management decision-making and program direction for the province. Position is required to provide input into the development of fisheries management options, and to provide innovative ideas to address the interests of stakeholder groups with often conflicting interests.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Area Biologist - for direct job supervision, direction, brainstorming, progress reporting.
- Seasonal staff - to supervise and direct their work, resolve any HR issues,
- Public, universities, other researchers (prov. and fed. gov. and academia), federal and other provincial departments - to make presentations (formal and informal), communicate study and fisheries management goals and education, participate on regional, provincial, inter-agency, education institution and industry-partnered research projects, discuss our findings with researchers in other jurisdictions, participates in peer review of related research activities.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Knowledge

- A Bachelor of Science degree (4 year) in Fisheries Biology or a related discipline from a recognized post-secondary institution.
- An understanding of fish and wildlife resource management techniques.
- Working knowledge of various fisheries and wildlife species common to Alberta.
- Knowledge of how to collect and analyze data.
- Knowledge of Alberta fish and wildlife policies, procedures and legislation.
- Familiarity with Occupational Health & Safety standards, issues and practices.
- General understanding of Alberta fish and wildlife resource management programs.

Skills

- Good writing and verbal communication skills.
- Very good skill and capability in operating computers and various programs (data bases, GIS, MS WORD, MS Excel, MS PowerPoint, etc.).
- Effective teamwork.
- Analytical and research skills - interpreting data and results.

Abilities

- Ability to organize and interpret technical and scientific information and data.

- Ability to clearly present data and results of biological studies in reports and visual presentations.
- Ability to communicate with other departmental staff, key stakeholders and the general public and achieve understanding.
- Ability to conduct resource risk assessments to determine best course of action.
- Ability to use specialized fisheries equipment including radios, radio telemetry, gill nets, trap nets, etc.
- Ability to operate various field equipment : 4x4's, quads, small boats and motors.

Organization

(Working titles of positions reporting directly to this position.)

N/A.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 056NR05

Identification Section

Working Title:	Lands Officer
Department:	Environment and Parks
Division, Branch/Unit:	Operations Division, Approvals
Reports To:	Lands Team Lead
Levels to D.M.:	6
Job Description:	056NR05
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	056NR - Natural Resources 6

Comments on Role

The position is involved in public lands application review, site inspection, planning initiative, public awareness and education and ensures that various public land uses are conducted appropriately and consistent with legislation and policy.

Specifically:

Review and conditioning of approvals for various applications for land use activities from various commercial/industrial applications and recreational uses as related to oil and gas, sand and gravel and other industry and aboriginal stakeholders. This includes monitoring and auditing dispositions via field inspections to determine compliance with operational conditions, legislation and policy.

Examine conflicting land use request and recommend solutions to supervisor for a balanced landscape. Decisions on approval of activities are determined through discussion with affected stakeholders, referrals with other internal agencies, and recognition of legislative requirements and expectations.

Ensure various public land uses are conducted appropriately and consistently with legislation and policy.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+I2 175	29% 50	R1 57	282

Comments on Evaluation

Knowledge:

Content:

Education related to Natural Resources or Environmental Science and several years of related experience is needed to apply land management principles that range from disposition management to all aspects of the field component such as field assessment, inspection, and audits. Position requires a solid understanding of the concepts, techniques, and investigative skills of compliance assurance. In addition, the PUR requires a broad general knowledge of the sciences related to reclamation of soils and vegetation, riparian health, fisheries and wildlife management, physical geography, forest and grassland ecology, erosion protection and water resources. A working knowledge and ability to interpret lands policy and legislation such as the Public Lands Act, Forests Act, Timber Management Regulation, Wildlife Act, and Regeneration Survey Manual is also required. The breadth of knowledge in science and technical disposition management supports a D+ rating.

Complexity and Diversity:

Position is an individual contributor that must understand the legal requirements and environmental impacts of stakeholder activity on crown land.

Human Relations Skills:

PUR is required to influence stakeholder behaviour and achieve desired outcomes by communicating department policies and procedures relating to land management activities. Strong negotiation, mediation and interpersonal skills are required to work with external stakeholders in an effective manner to resolve joint or multi-stakeholder conflict situations.

Creativity/Problem Solving:

The position must ensure various public land uses are conducted appropriately and consistently. Interpretation of complex legislation and policies is required when evaluating company results and

determining whether sustainability criteria has been compromised. The position examines land use requests and considers a variety of conflicting stakeholder interests in order to recommend solutions for a balanced landscape. The position has access to readily available assistance from the Senior Lands Officer. The PUR works within acts and regulations related to land management.

Responsibility:

The position has a program delivery focus for ensuring overall sustainability of crown lands in an assigned area. An R2 rating is not supported as compliance is not the primary role of the PUR.

Last Reviewed: July 5, 2016

Last Review / Update: 2017-01-06

Subsidiary 5 Benchmark Job Description - 056NR05

Identification Section

Working Title:	Lands Officer
Department:	Environment and Parks
Division, Branch/Unit:	Operations Division, Approvals
Reports To:	Lands Team Lead
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Under the direction of the Lands Team Lead, the Lands Officer is responsible for the operational delivery of Public Land approvals and field inspections within the Region. This position is responsible for the processing, management and approval of applications in accordance with provincial policy for land and resource dispositions in their area of responsibility. Substantial workload is attributed to assisting the client in lands applications including guidance on first nation consultation. The position consults with applicants, identifies operational issues and concerns, which require follow-up and monitoring to ensure the timely processing of integrated approvals. At the operational level, they will seek opportunities and facilitate linkages with, all land users in order to achieve sound integrated sustainable resource management. This position performs field inspections of new and existing industrial dispositions within their work area.

This position is integral for ensuring compliance on issued dispositions and authorizations as per established guidelines, policies, principles and legislation, the position assists in keeping the industry focused on land management and stewardship. The position is the final check in the feedback loop that indicates whether sustainable management practices are being followed or whether there is a need to re-plan and adjust the approvals or planning process.

This position ensures consistency of operational application of statutes for industries operating on public lands, and ensures that compliance monitoring on disposition approvals is completed in a timely manner. This will include compliance audits, enforcement, and reclamation. The position is responsible for ensuring stewardship monitoring is undertaken, including operational requirements

as identified in resource management plans. This position conducts inspections to verify compliance in accordance with the Compliance Assurance Framework Document. Resolves incidents of non-compliance through an abatement approach and/or refers incidents of non-compliance to the Compliance Program using the Integrated Compliance Process.

This position can assist with the operational delivery of the Provincial Wildfire Prevention program in accordance with associated levels of Certification and mutually agreed to operational objectives of the Agriculture and Departments mandate. As requested, this position may also assist other Programs within Operations Division.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Ensures timely processing, management and approval of applications in accordance with provincial policy for land management dispositions to ensure companies are conditioned as per accepted practices, policy or legislative requirements, and conform to their letters of approval.**

Activities

- Reviews all land use referrals, within established timelines utilizing approved provincial protocols and standards, for the purpose of rejection or refusal or application submissions, and the identification of appropriate conditions for disposition approvals, renewals and amendments.
- Ensure stakeholders concerns are considered in disposition application, amendment or renewal decisions. Stakeholders may include, but are not limited to:
 - Public
 - Industry (Forest Industry, utilities, rail etc.)
 - First Nations
 - Special interest groups
 - Internal Agencies (i.e. Resource Management)
 - Other government agencies (i.e. Agriculture and Forestry)
 - Municipalities - towns, counties, municipal districts etc.
- Maintains up to date land management approval databases in within area of responsibility as per departmental standards ensuring continuity between District approval and compliance processes.
- Advises clients and reviews consultation submissions by proponents to ensure adequate consultation is achieved.

- Consults with applicants and stakeholders, identify operational issues and concerns which require follow-up in accordance with provincial policy to achieve timely, integrated land management Approvals.
- Delivers active consultation to industrial, commercial and timber industry providing direction and advice for approval of land use and timber applications.
- Conducts pre-start meetings with disposition holders to discuss approval conditions, and site specific environmental and / or access issues.
- Issues as per provincial policy and guidelines, Temporary Field Authorizations (TFAs) or Disposition Operational Approval (DOAs) as per the PLAR Approvals and Authorizations Administration Procedure.
- Addresses public queries and ad hoc requests within his area of responsibility in a timely and effective.
- Conduct field reviews and makes recommendations regarding timber volume assessments, calculations and environmental considerations with respect to Land Disposition Requests, fenceline clearings or range improvement projects.
- Acting as a land manager, review all applications and amend applications in reference and consideration of other associated or affected land values. (i.e. Fish and Wildlife, Watershed values).
- Facilitate integrated access management and use at the field operational level amongst all industrial users including the; Forest Industry, commercial and industrial users and manage issues related to:
 - Common access corridors
 - Access management strategies
 - Access control

2. Responsible for field monitoring and inspection to report industrial and commercial dispositions and vacant public land activities within the province.

Activities

- Monitor and inspect the disposition to ensure that the disturbance is in accordance with the associated approval document.
- Audit dispositions, reclamation certificates, letters of closure and clearance requests to ensure compliance with guidelines, policy and regulations.
- Conduct annual inspections for Reclamation Certificates, Letters of Clearance and no entries.
- Communicate with the disposition holder about unsatisfactory conditions to achieve compliance.
- Update appropriate databases with inspection or abatement information.
- Audit self-reporting submissions for compliance in respects to wildlife objectives and associated wildlife plans (i.e. caribou protection plan).
- Act on complaints received from stakeholders or public.

- Facilitates inspections of resource management objectives at the landscape level (e.g. Stream and Recreation buffers, Wildlife Zone (Caribou, Ungulate Winter Range), Special Access Areas, Access Control points, etc).
- Field check operations for compliance, take appropriate corrective measures, communicate legal requirements and prepare the penalty information package for the Compliance Officer.
- Ensure any incidents identified are documented and assessed for abatement actions by the Approvals Program or referred to the Compliance Program for investigation.
- Implements abatement or recommends remedial measures to mitigate negative impacts associated with instances of non-compliance.
- Where potential contraventions are identified, researches and presents findings to the Compliance Program for review.
- Plans and conducts regular patrols/inspections on vacant public land to raise awareness of public land use.

3. Assists when required with operational delivery of the Provincial Wildfire Prevention program in accordance with associated levels of Certification and mutually agreed to operational objectives of the Forestry and Emergency Response Division and Operations Division mandates.

Activities

- Fulfills role of Response Officer within the Wildfire Management Area program including:
 - Investigation and assessment of new fire starts.
 - Participation in pre-suppression and manup activities.
 - Participation in Fire Export duties beyond the boundaries of Wildfire Management Area.
 - Issues/cancels fire burning permits to industrial users as per the Forest and Prairie Protection Regulations.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Impact of work includes all stakeholders as having an interest in crown land.
- Facilitates conflict resolution amongst stakeholders relating to activities on crown land. Seeks opportunities and facilitates linkages at the operational level with all land users in

assigned area to achieve sound, integrated resource management. Stakeholders may include but are not limited to:

- Public
 - Industry (Forest Industry, utilities, rail etc.)
 - Aboriginal groups
 - Special interest groups
 - Other Alberta Sustainable Resource Development Divisions
 - Other government agencies
 - Municipalities, County's, municipal districts etc.
- Develops strategies for efficient use of crown land amongst stakeholders including facilitation of stakeholder interaction prior to disposition applications.
 - Improper application of processes and guidelines can have direct detriment to environmental ecosystems and bring the Department into situations where regulations, policies or procedures could potentially result in financial loss or legal action.
 - Applies thorough working knowledge of departmental procedures, legislation, policies, guidelines and operational frameworks to ensure the operational delivery of timely, integrated disposition approvals. Utilizes and incorporates traditional and leading edge science to address challenges/issues relating to the operational delivery of the approvals program.
 - Proper review of company plan submissions prior to approval is imperative to minimize the potential for detrimental impact and to ensure that the resource is managed for the best use of all Albertans. Multi-user groups (in addition to the numerous companies cited above, this also includes trappers, private land owners, and industrial consultants/contractors, etc.) on the same land area means greater planning is required for lesser impact (i.e. roads/permanent access structures).
 - Recommends companies for penalty action when it is determined that they are not operating according to the letter of authority. Creativity is required in interpretation of policy and legislation when evaluating company results and in determining whether the sustainability criteria has been compromised as most regulations and policies are either not clearly defined or relatively complex.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Diploma or degree in Environmental Sciences.
- Thorough knowledge of land principles, ranging from disposition management to all aspects of the field component such as field assessment, inspection and audits.
- Thorough knowledge of compliance assurance principles, strategies and the ability to convey said knowledge to staff.

- Considerable knowledge of a broad range of investigative skills and techniques, such as interviewing, gathering and analyzing evidence, making findings of fact and applying appropriate legislation to make a determination.
- Ability to communicate both orally and in writing to individuals and groups at various levels by obtaining and then providing information of a complex, technical or sensitive nature in an effective, concise and logical manner.
- Ability to use electronic systems including computers, GPS and mobile technology.
- Able to work independently in the field and remote locations on a regular basis with little direct supervision.
- Ability to deal with problem wildlife in remote situations.
- A working knowledge and ability to interpret lands policy, legislation, and administration including associated acts - Public Lands Act and associated regulations, Forests Act, Timber Management Regulation, Wildlife Act and associated regulations, Regeneration Survey Manual, Ground Rules, and all AEP policy directives, manuals, and guidelines.
- Extensive and thorough knowledge and understanding of the Occupational Health & Safety requirements, and the ability to implement required processes.
- Ability to show leadership and act in a proactive manner.
- Ability to mentor and assist other staff during increasing workloads or specific projects.
- Flexibility and adaptability in dealing with rapidly changing workloads and the ability to prioritize without guidance.
- Ability to operate all manner of ATV's and 4 x 4 trucks in an off-highway capacity.
- Computer literate in word-processing, spreadsheet and database skills, in particular MS Office and departmental databases.
- Strong communication, negotiation, mediation and interpersonal skills are required as this position deals with issues resolution with the general public, the forest industry, special interest groups.
- Ability to deal with resistant individuals or groups at various levels within and outside the organization effectively, remaining focused on outcomes and responding appropriately to provide or obtain information, to convey the information they may not want to hear, to resolve issues and or provide assistance.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Extensive liaison responsibilities with departmental staff, regional and provincial offices, as well as other associated agencies at an operational level.
- Primary field contact within an assigned area for land management companies and stakeholder groups such as trappers, private landowners, municipal districts, first nations and commercial and non-commercial ventures.
- Contacts with the general public for issuance of permits, complaints and field inquiries.
- Consults with applicants, identifies operational issues and concerns which require follow-up and monitoring to ensure the objective of timely, integrated approvals.

- Delivers active consultation to industrial, recreational and commercial companies providing direction and advice for approval of land use applications.
- Conducts pre-start meetings with disposition holders to discuss approval conditions and site-specific environmental and/or access issues.
- Communicates department policies and procedures relating to land management activities to external stakeholders in an effective and constructive manner and is often involved in joint or multi-stakeholder conflict resolution processes.
- Works directly with peers/stakeholders and solicits direction and advice from specialists, scientists and other sources in the performance of assigned duties.

Supervision Exercised

(List position numbers, class titles, and working titles of positions direct supervised.)

There are no positions directly reporting to the Lands Officer, **however** the Lands Officer can supervise wage staff (Wage/Summer Students) as required.

Last Review / Update: 2017-01-06

Subsidiary 5

Benchmark Evaluation - 056NR04

Identification Section

Working Title:	Conservation Officer 2
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas
Reports To:	District Team Leader
Levels to D.M.:	5
Job Description:	056NR04
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	056NR - Natural Resources 6

Comments on Role

This is a full working level Conservation Officer responsible for the day-to-day field operations of assigned Parks and Protected areas within the Grande Prairie district. The main areas of responsibility include Facility Operations, Enforcement, Public Safety and Administration with assigned roles in Heritage Appreciation, Heritage Protection, and Infrastructure Management. The operating and management responsibilities include provincial parks, provincial recreation areas, natural areas and wildlife parks within the Grande Prairie district. These responsibilities are divided into 3 main areas that include operating services, support activities and planning. The Conservation Officer provides leadership to Community Development staff, contracts and volunteers to ensure an effective program delivery within the district.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+I2 175	29% 50	R2 66	291

Comments on Evaluation

Knowledge:

A Bachelor of Applied Conservation Enforcement and considerable related field experience is required to perform at the full working level. This will provide knowledge of a variety of acts and regulations. Some of these include Parks Act/Regulations, Gaming and Liquor Act, Traffic Safety Act, Wildlife Act/Regulations, Water Act etc. The knowledge to develop and implement a security compliance and public safety program is required along with knowledge in investigative techniques, evidence collection, court procedures and documents, search and rescue and problem wildlife as required.

The position requires HR skills to influence behaviour and take enforcement action as necessary.

Creativity/Problem Solving:

Problems encountered include assessing and negotiating contractual disputes, dealing with enforcement situations and responding to public complaints. These require strong assessment skills to read the situation and respond accordingly. A diverse number of situations will be encountered where there is increased latitude to consider which response/action would be most appropriate and effective. Conflict resolution and mediation skills may be required and/or the ability to take enforcement action as required.

Responsibility:

The position has a regulatory focus in that it can take enforcement action and is named in legislation to do so.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 056NR04

Identification Section

Working Title:	Parks Conservation Officer 2
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas
Reports To:	District Team Leader - Conservation Officer 3
Levels to D.M.:	4

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the District Team Leader (CO III), the Conservation Officer II is responsible for the day-to-day field operations of assigned Parks and Protected areas within the assigned District. Under the direction of the CO III the main areas of responsibility will include Facility Operations, Enforcement Operations, Public Safety, Heritage Protection (i.e. natural resource management-problem wildlife, etc) and Heritage Appreciation (i.e. visitor services, public programming, etc) and Administration. The incumbent may be responsible for supervising staff, (permanent and wage), contracts and volunteers to ensure an efficient program delivery within the District Business plan (where the CO III deems it appropriate).

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

Provide support and direction to the District team to ensure the protection of Alberta's Natural Resources within the Parks and Protected Areas network.

1. Facility Operations (and Maintenance Services):

- The incumbent will have a key role in ensuring that a comprehensive facility operation & maintenance program (i.e. Water treatment facilities, building inspections, tree removal, etc.) is planned and implemented for each park or recreation area within the assigned area of responsibility. This would include utilization of staff, private contractors, lease agreements, partners, cooperating agreements and volunteers. Working agreements are maintained with other agencies involved with emergency response plans. The strategies must comply with the *Occupational Health and Safety Act*, *Public Works Act* and applicable department acts, regulations and procedures. Operational Strategies take into consideration visitor satisfaction and public safety.

2. Enforcement Operations:

- The CO II may be directly responsible for the supervision of CO I's and Seasonal Conservation Officers, and assists the CO III in the development and implementation of a comprehensive compliance program. . Compliance, Enforcement, Visitor safety and Public Security are key components of this program. The incumbent will ensure that he/she and his/her staff maintain, via. annual recertification, the necessary training and qualifications required to carry out their responsibilities. In order to maintain the full range of responses to compliance and enforcement needs, the district staff will work in close cooperation with other law enforcement agencies. The incumbent will also conduct compliance inspections for permits/letters of authority and initiate action for non-compliance.
- When responding to enforcement and public safety situations the incumbent is considered the lead individual and is expected to directly manage all situations to conclusion.
- The incumbent will be required to appropriately apply the Alberta Association of Chiefs of Police (AACP) Use of Force model in all obligatory enforcement situations. The incumbent must be able to identify which laws have been violated what procedures and reports must be completed and how best to stop an offence to ensure the public is safe from resource hazards and dangerous visitor use activities. The incumbent must be able to minimize conflicts between public use activities in a way that promotes consideration of each user's needs and interests.
- The CO II is required to provide direction and/or assistance to the CO I and/or Seasonal Officers (where applicable) on complex enforcement & public safety issues.

3. Public Safety:

- This program involves various elements ranging from basic first aid service to technical helicopter rescue, body retrieval, inter-agency ground search co-ordination and technical rope rescue. The incumbent will be trained in and will participate in various elements of the public safety program, dependent on location needs, but will include the provision of first aid to injured Park users, assessing injuries and calling for medical aid when required, conducting initial ground searches for missing persons and basic water rescue. Operational strategies ensure that visitor satisfaction and public safety issues are addressed in the planning process.
- The CO II is delegated the authority to independently close park sites and access roads temporarily due to safety concerns (i.e. high fire hazards, floods, bears).

4. Heritage Protection (i.e. natural resource management - problem wildlife, etc):

- The incumbent will work with District staff to ensure a comprehensive Heritage Protection Plan for the district is developed and implemented. This will include natural resource inventories and monitoring programs, impact assessments, recommended resource management practices, problem wildlife control, management of significant natural resources, and the preparation, implementation and monitoring of resource management plans.

5. Heritage Appreciation (i.e. visitor services, interpretation, school programs, etc):

- The incumbent will provide local support and assistance in the delivery of the Heritage Appreciation programs within the District. Strong public relations skills required to staff tradeshow booths, deliver school informational presentations, etc. This may include providing materials, facility set up, special event planning and public information/promotion. The incumbent and support staff will provide whatever assistance is required to promote visitor satisfaction in the district parks and recreation areas.

6. Land Management:

- Working in conjunction with the CO III the incumbent will assist in land use coordination activities within the district. This may include collaboration with outside agencies through referrals. The incumbent will report on matters relating to any commercial/industrial activities within in the District. The incumbent will also make recommendations regarding land use for such things as utility corridors, pipelines, roads, private business operations, cottage lot development, and infrastructure. The incumbent will action matters relating to non-compliance of land use permits within his/her area of responsibility.

7. Contract Development and Management:

- The Conservation Officer II, supported by Area staff, is responsible for the effective management and administration of contracts and facility operating agreements within his/her assigned area. The process of selecting private sector contractors includes preparation of proposals, advertising, conducting site tours, providing information to proponents, evaluation of proposals and bids and final selection of contractors.
- When the contracts are in place the CO II is responsible for the monitoring of contracts to ensure compliance by contractors with all terms and conditions. The CO II is expected to take appropriate action if the contractor is found in violation of the contract. Consultation with the Department's legal services may be involved with these issues.

8. Occupational Health & Safety Program:

- The CO II will participate in the development and implementation of an occupational health and safety program for his/her area of responsibility that ensures the *Occupational Health and Safety Act & Regulations* are being adhered to by all department staff and contractors. The OH&S program would include the prescribed use of equipment and all safety items necessary to complete the task. He/she has the authority to intervene and take corrective action if a violation of the act or regulation is occurring. A violation can result in the immediate shutdown of the operation until the violation is corrected.

9. Revenue & Collection System:

- The CO II is responsible for the development and implementation of a user fee and permit collection system for his/her area of responsibility that ensures fees are being collected from all users and permit holders, are up-to-date, and are within permitted department fee schedules. The CO II will be required to participate in the audit and check systems.

10. Budget Preparation:

- The incumbent will assist the CO III in the development of the annual Capital & Operational budget for applicable program areas of responsibility.

11. Capital Development and Major Repair:

- The incumbent may be required to provide to the CO III lists with cost estimates that identify capital development and major repair projects for the district parks. The incumbents may also monitor and make recommendations to the management team as to the overall effectiveness of the projects as they relate to public needs.

12. Administration and Management:

- The incumbent is part of the team that is responsible for the effective management and administration of parks and associated lands within the district. The incumbent may be required to represent the district/area on committees/task groups relating to park operations. The incumbent may also assist the CO III and/or Area Manager in responsibilities of Area/District concern. The incumbent will encourage the development of volunteer initiatives in all district programs, which may include cooperating associations, campground host programs and special interest groups. The incumbent is required to complete all required forms and reports related to daily operations (i.e. ENFOR reports, Timesheets, etc.).

13. Input into Area and District Planning:

- Working with the District staff, the incumbent assists in the preparation of management plans for applicable land bases with consideration given to department and management strategies, policies and standards.
- The incumbent will also assist the CO III in the development of a Business plan that identifies system needs, issues, and priorities within the District. This plan becomes a component of the Area Plan, which identifies management and operational guidelines within the area.

14. Scheduling and Control:

- The CO II will provide assistance to the CO III in the development and coordination of detailed program delivery plans. These plans outline time frames, procedures and human resources required to deliver the applicable program. The human resources may include wage staff, permanent staff, private sector contracts, volunteers or partnerships.
- The incumbent will also be called on to provide input into the development and implementation of operating services policies. Input may include recommending, reviewing and implementing divisional policies on major initiatives. Some of these initiatives may include campground operating contracts and revenue collection programs. The incumbent may also be assigned committee responsibilities of area or provincial scope.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- The incumbent is required to exercise judgement and make decisions when assessing dealing with enforcement situations, responding to public complaints and negotiating contractual disputes. Communication skills and negotiation skills are essential to resolve a variety of disputes both within the public and private sector. Decisions by the incumbent must be made on sound professional judgement and knowledge to minimize complaints and promote a positive department image - decisions and recommendations impact assigned Parks and Protected areas within the District (the CO III will be informed of these activities/decisions).
- The incumbent interprets operational guidelines at the field level and applies procedural policies. The incumbent is responsible for day-to-day field operations of identified parks and recreation areas within the district. Manpower allotments and program funds must be applied in compliance to the District Plan. The incumbent is required to make decisions relating to

his day-to-day program responsibilities and make recommendations for program changes when required.

- The incumbent is responsible for assisting in the development, direction and coordination of diverse, complex programs and services within the district parks and recreation areas, including planning of recreation and land use activities. The diversity and complexity of the programs and services delivered by the district require that the incumbent have a broad understanding of the park system provincially as it relates to the district. The incumbent may be required to represent the District to explain department decisions and policies at public meetings.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- The purpose of the contact in terms of park or recreation area management involves working with volunteers and special interest groups to support the development of educational and volunteer activities to promote the areas, establish public safety and enforcement programs, and contract negotiation and follow-up. The development of management plans for land bases may involve collaboration with outside agencies through referrals.
- The incumbent, with direction from the CO III, may have the responsibility to represent the District in direct contact with or in a liaison with the general public, other government agencies, law enforcement agencies, special interest groups, volunteers, or local advisory committees within the district.
- The incumbent is a key component of the District team that includes the CO III and program specialists such as Area Planner, Heritage Appreciation Specialist, Heritage Protection Specialist, etc. These contacts would be to develop facility operation plans, heritage protection plans, land use coordination plans, etc.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

The incumbent must have a good working knowledge of the following:

- *Parks Act/Regulations, Gaming and Liquor Act, Traffic Safety Act, Wilderness Area, Ecological Reserves and Natural Areas Act, Federal Fisheries Act, Canada Shipping Act/Small Vessel Regulations, Historical Resource Act, Environmental Protection & Enhancement Act, Wildlife Act/Regulations, Water Act, Occupational Health and Safety Act,*

Freedom of Information and Protection of Privacy Act, Municipal Taxation Act, Criminal Code, Department Policies, Procedures and Guidelines, Park Management and Operational Plans, Personnel Policies and Procedures and Union Agreements.

- The ability and knowledge to develop and implement an enforcement operations and public safety program. Knowledge in the areas of the Alberta Association of Chiefs of Police (AACP) Use-of-Force Model, investigation techniques, evidence collection, court procedures and documents, control tactics, search and rescue and problem wildlife management are required.
- Valid class 5 driver's license, defensive driver's certificate, Standard First Aid Certificate or equivalent, Cardiopulmonary Resuscitation (CPR) Level 'C' certificate (one rescuer, two rescuers for child, infant and adult), firearms certification (handgun, rifle, shotgun), control tactics certification, boat operator certification and special constable appointment. These noted qualifications must be maintained according to established standards.
- Incumbent will maintain the ability to safely operate a variety of equipment (i.e. trucks, tractors, boats, quads, snowmobiles) and must maintain a good level of physical fitness to respond to difficult and/or demanding situations. Incumbent must work shifts or irregular hours and respond to emergency situations as required.
- The incumbent also requires supervisory skills, communication skills and a good understanding of the programs offered in the Alberta Provincial Parks and Protected Areas system.
- An applied degree in conservation management/enforcement, and considerable experience to acquire a full working knowledge and a complete skill set in all program areas assigned to a CO I. The CO II level is required to demonstrate that they have developed communication, negotiation, problem solving, decision making and supervisory skills.

Organization

(Working titles of positions reporting directly to this position.)

Seasonal Officers and CO I's (where applicable), some wage maintenance positions, booth registration personnel (where applicable) and a multitude of contractors, concession operators and volunteers. Additional supervisory responsibilities will be assigned by the CO III when appropriate.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 056NR03

Identification Section

Working Title: Fish and Wildlife Officer (2)
Department: Justice and Solicitor General
Division, Branch/Unit: Fish and Wildlife Division, Enforcement-Field Services Branch, South East Region
Reports To: District Fish and Wildlife Officer, N.R. 7
Levels to D.M.: 6
Job Description: [056NR03](#)
Minimum Recruitment Standard: See the Minimum Recruitment Standard for [Natural Resources](#)
Job Code: [056NR](#) - Natural Resources 6

Comments on Role

The Fish and Wildlife Officer (2), at the full working level, provides operational delivery of the compliance assurance and problem wildlife management programs in a district. As part of a team, the Fish and Wildlife Officer 2 provides input into basic elements of the district operation, including allocation of resources and the planning of district work activities to meet program objectives.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+I2 175	29% 50	R2 66	291

Comments on Evaluation

Knowledge:

An Applied Degree in Conservation Enforcement is required along with several years experience to provide knowledge of sound investigative skills. This includes interviewing skills, statement analysis, a comprehensive understanding of evidence and a variety of investigative techniques that demonstrate an ability to obtain evidence that will withstand Charter challenges. As a Peace Officer, a thorough working knowledge and application of arrest authorities, use-of-force policy and legislation associated with inspection/search/seizure and knowledge of enforcement safety equipment is required. Knowledge of all related statutes that affect investigations is required.

Strong HR skills are required to influence behaviour and resolve situations that may lead to enforcement action.

Creativity/Problem Solving:

The enforcement component of the role requires assessing the situation and responding accordingly based on knowledge and experience. The compliance assurance program implemented includes education, prevention and enforcement and must satisfy a variety of stakeholder interests, including adherence to fisheries and wildlife legislation.

Responsibility:

The position is rated as an R2 because of the enforcement component - authority to make final decisions in their field.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 056NR03

Identification Section

Working Title:	Fish and Wildlife Officer (2)
Department:	Justice and Solicitor General
Division, Branch/Unit:	Fish and Wildlife Division, Enforcement-Field Services Branch, South East Region
Reports To:	District Fish and Wildlife Officer, N.R. 7
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Under the direction of the District Fish and Wildlife Officer, the Fish and Wildlife Officer 2 provides operational delivery of the Enforcement-Field Services Branch's compliance assurance and problem wildlife management programs in a district. The Fish and Wildlife Officer is an experienced, fully functional field officer responsible for conducting standard work assignments with little or no supervision. The Fish and Wildlife Officer 2 provides input into basic elements of the district operation, including allocation of resources and the planning of district work activities to meet program objectives.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Provides operational delivery of the division's compliance program at a district-level in accordance with the law, legislated authorities and established strategies, policies, standards and procedures.**

- Provides input and participates in the delivery of the district's compliance assurance program, which includes education, prevention and enforcement elements designed to achieve conformity with fisheries and wildlife legislation by the public, industry, and various stakeholder groups.
- Responds to an array of public complaints, conducts investigations, gathers evidence, performs judicial duties and undertakes general patrol duties.
- Executes a variety of legal processes including search and seizure with/without warrant, and detention, arrest and release.
- Participates in inspections of taxidermists, meat cutters, fur dealers, trap lines and other related commercial enterprises.
- Ensures prompt and effective response to public complaints.
- Conducts enforcement of other provincial and federal legislation.
- Participates in Departmental initiatives (G8 Summit, Shifting Gears, log truck checks).
- Prepares trial briefs, liaises with Crown Prosecutors and performs judicial duties.

2. Supports fish and wildlife resource management by conducting problem wildlife control duties, monitoring commercial, recreational and subsistence harvests of fish and wildlife and participating in scientific research and data collection when required.

- Participates in the delivery of problem wildlife programs within the district including ungulate damage prevention, wolf control, the Livestock Predator Compensation Program and bear control and aversion initiatives.
- Participates in the investigation of problem wildlife complaints, provides advice on prevention techniques and resolves issues using a variety of methods; including: establishment/maintenance of intercept feeding sites, setting of various traps and snares, tranquilizing/relocating/destroying problem wildlife.
- Participates in activities associated with monitoring recreational and subsistence fishing and hunting, commercial fur and fish harvests.
- Participates in resource population census, creel data collection, and research programs; including the Species at Risk Program.

3. Supports public education and inter-agency relations within the district. This will involve advocating division programs and encouraging compliance with legislation by maintaining close working relationships with other agencies and the public in order to promote provincial, regional and district strategies that address resource management issues.

- Fosters relationships with other organizations and agencies: RCMP, City and Municipal Law Enforcement agencies, aboriginal groups, APOS, Fish and Game Assoc., Western Walleye Council.
- Represents district operations at public meetings.

- Participates in the delivery of public relations/education strategies for the district.
- 4. Maintains notes, records and other documents in accordance with policy as required and performs other administrative tasks related to program delivery.**
- Participates in the development of district action plans that reflect local priorities and meets division objectives.
 - Makes budget expenditures as required and in accordance with district objectives.
 - Manages personal equipment/uniform inventory and participates in ongoing evaluations of district needs; makes recommendations as required.
 - Enters, prepares and submits reports: Occurrence Reports, ENFOR (Enforcement Occurrence Recording) system reports.
- 5. Maintains a safe and productive work environment by working within Human Resources, Occupational Health and Safety and union contract guidelines. Provides training and some supervision to junior officer staff.**
- Provides some training and supervision to junior Conservation Officers assigned to the district.
 - Provides input into work plans, shift schedules.
 - Works within OH&S policies/procedures/guidelines.
 - Participates in training/certification exercises in accordance with standards and procedures.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- The Fish and Wildlife Officer occupies a work environment that may vary greatly from one district to another, depending on a number of factors. These include: geographic location, presence of large urban centres, ratio of public versus private land, presence of remote regions, numbers of lakes/streams and the species of wildlife and fish that occur in the district. This will impact the work in terms of the determining the major issues affecting fish and wildlife resources in the district and the compliance program priorities that the Fish and Wildlife Officer will be expected to focus on.
- The work impacts the fisheries and wildlife resource as well as a variety of stakeholders: aboriginal groups, hunters, anglers, commercial fishers, trappers, guide/outfitters, urban and rural residents, the agricultural community and various other industries.

- The Fish and Wildlife Officer 2 is responsible for conducting investigations that may involve highly technical case law, securing/executing search warrants, making seizures, dealing with large numbers of witnesses and multiple pieces of evidence; laying of charges, arresting suspects and preparing for/attending court.
- The Fish and Wildlife Officer 2 deals with matters that are typically complex, controversial or sensitive in nature. Inappropriate interpretation and application of policies, procedures and regulations could potentially result in injury, death, illness, financial or resource loss and/or negatively impact the client/s and/or department. May also involve the department in precedent-setting or publicly controversial situations, negatively affecting the department's credibility and/or impact the possibility of successful prosecution. Analysis and reduction of risk/uncertainty are key aspects of the job.
- In order to be effective, the Fish and Wildlife Officer 2 must be capable of developing and implementing creative solutions to various work assignments (dealing with aggressive/confrontational people, solving complex problem wildlife situations, administering highly technical legal procedures). The job often involves conducting plain clothes patrols in order to carry out investigations. The position must also determine how to carry out the investigation, where/when to patrol and when/what charges will be laid.
- Creative thinking is often required when dealing with the Problem Wildlife Program. This typically involves providing advice on prevention techniques and resolving issues using a variety of methods; including: establishment/maintenance of intercept feeding sites, setting of various traps and snares, tranquilizing/relocating/destroying problem wildlife.
- The Fish and Wildlife Officer 2 role involves education, prevention and enforcement components.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Fosters relationships with other organizations and agencies: RCMP, City and Municipal Law Enforcement agencies, aboriginal groups, APOS, Fish and Game, Western Walleye Council.
- Represents district operations at public meetings.
- Participates in the delivery of public relations/education strategies for the district.
- Liaises with Crown Prosecutors and performs judicial duties in order to support prosecution of offenders.
- Investigates and responds to complaints from the public.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and

skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Applied related degree in conservation or natural resource management and several years related experience.
- A good understanding of the relationships between the division and other organizations, departments and agencies combined with an ability to work collaboratively to meet objectives.
- Highly developed communication skills to deal with a broad spectrum of the public, including an advanced understanding of verbal and non-verbal communication skills, strong listening skills and written communication skills.
- An ability to work within a team environment in order to meet division goals.
- Sound investigative skills, including: interviewing skills, statement analysis, a comprehensive understanding of evidence and a variety of investigative techniques that demonstrate an ability to obtain evidence that will withstand Charter challenges.
- A comprehensive knowledge of a broad range of natural resource-related provincial and federal statutes (Wildlife Act, Fisheries [Alberta] Act, Migratory Birds Convention Act, Fisheries Act (Canada), EPEA, etc.)
- A working knowledge of other related statutes that affect investigations including: Charter of Rights and Freedoms, Criminal Code, Alberta Evidence Act, Interpretations Act, Provincial Offences Procedures Act and other provincial legislation (Gaming and Liquor Act, Traffic Safety Act and Regulations, Public Lands Act and Recreational Access Regulations).
- As a peace officer, has a thorough working knowledge and application of arrest authorities, use-of-force policy and legislation associated with inspection/search/seizure.
- A demonstrated ability to effectively employ enforcement safety equipment in accordance with the law, division standards, procedures and other protocols.
- An ability to understand current trends in resource law enforcement and associated case law.
- An ability to use tact and good judgment when dealing with people.
- Time management skills to work independently on multiple projects and tasks.
- Ability to think logically, analyze facts, statements and evidence in order to come to a reasonable conclusion on cases.
- Leadership and supervisory skills and abilities.
- The skill and ability to develop good working relationships with various stakeholders.
- Good personal computer skills.

Organization

(Working titles of positions reporting directly to this position.)

This job does not have any positions reporting to it directly.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 056NR02

Identification Section

Working Title:	Timber Management Forest Officer
Department:	Agriculture and Forestry
Division, Branch/Unit:	Public Lands and Forests Division, Integrated Operations and Approvals Branch, Lesser Slave Area
Reports To:	Timber Management Operations Supervisor
Levels to D.M.:	6
Job Description:	056NR02
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	056NR - Natural Resources 6

Comments on Role

This is a full working level Forest Officer responsible for the delivery of timber and land use management programs in the Lesser Slave Area. Operational plans are reviewed and recommended. Audits of assigned Land Use and Timber Harvesting plans and operations are then conducted to ensure companies are following accepted practices, policy or legislative requirements, and conditions of their letters of approval. Incidences of non-compliance are reported to the Area Compliance Assurance Officer for follow-up. Approved plans are audited through forest stewardship audits to ensure plans are followed and forest management practices are sustained in the Forest Management Agreement Area.

The Timber Management Officer serves as the final check to indicate that sustainable management practices are being followed and/or if there is a need to adjust the approval and planning process. Compliance with sustainable land and forest management guidelines, policies, principles and legislation helps to reinforce forest management and forest stewardship with industry.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+I2 175	29% 50	R1 57	282

Comments on Evaluation

Knowledge:

The Timber Management Forest Officer must possess a thorough knowledge of forestry principles gained through a Diploma in Forest Technology. This knowledge must range from the disposition management to the field component such as timber cruising, compliance inspections and audits and check scaling (valid Alberta Scaler's permit required). The position also requires knowledge of public compliance assurance principles, a working knowledge of forest policy, legislation and administration and all Public Lands and Forest Division policy directives, manuals and guidelines. Due to the issues resolution component of the job, strong HR skills are necessary along with the ability to be flexible and adaptable.

Creativity/Problem Solving:

Monitoring of company operations ensures that all crown wood is reported, paid for properly and charged to the correct population source. Considerable interpretation of complex policies and legislation is required to evaluate company results. In cases where companies do not operate according to their letter of authority, the Timber Management Forest Officer will recommend penalties. There is access to assistance in this process.

As the primary contact for the specified forest area on operational timber management issues, the Timber Management Forest Officer must address all related issues and complaints made by stakeholder groups such as trappers, private landowners, municipal districts and the oil and gas industry.

Responsibility:

The Timber Management Forest Officer is responsible for the delivery of the timber and land use management program in the Lesser Slave area.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 056NR02

Identification Section

Working Title:	Timber Management Forest Officer
Department:	Agriculture and Forestry
Division, Branch/Unit:	Public Lands and Forests Division, Integrated Operations and Approvals Branch, Lesser Slave Area
Reports To:	Timber Management Operations - Forest Officer III
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The T/M Forest Officer reports to the Timber Management Operations Supervisor, and is responsible for the delivery of the timber and land use management programs in the Lesser Slave Area . The position reviews and recommends implementation of operational plans and conducts audit field reviews of operations for an assigned portfolio of timber companies in the region. The position ensures compliance to the license of occupation conditions and reports incidents of non-compliance to the area compliance coordinator for enforcement follow-up action.

Through ensuring compliance with sustainable land and forest management guidelines, policies, principles and legislation, the position assists in keeping the industry focused on forest management and good forest stewardship. The position is the final check in the feedback loop that indicates whether sustainable management practices are being followed or whether there is a need to re-plan and adjust the approvals and planning process.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Ensure the sustainable management of land and forests in the region through the audit of assigned Land Use and timber Harvesting plans and operations to determine whether companies are following the accepted practices, policy or legislative requirements, and conditions of their letters of approval.

- Review and approve T/M and L/U disposition applications, approvals, amendments and cancellations effectively and efficiently in a manner consistent with relevant legislation.
- Field check operations for compliance, take appropriate corrective measures, communicate legal requirements and prepare the penalty information package for the Compliance Officer.
- Audit dispositions and geophysical programs, reclamation certificates, letters of closure and clearance requests and audit drilling waste disposal activities to ensure compliance with guidelines, policy and regulations. Also audit company's self inspection harvest reports and operations for compliance with wildlife objectives and in particular with the caribou protection plan.
- As a member of the working group within T/M and L/U approvals and planning areas determine audit priorities, ensure integration of timber and land use management and recommend program changes.
- Act on complaints received from stakeholders.

2. Ensures approved plans are followed and forest management practices are sustainable in the Forest Management Agreement areas through completion of forest stewardship audits.

- Audit DFMP matrix responsibilities for compliance with DFMP goals and objectives.
- Review audit priorities with the area T/M Operations Planning Forester.
- Provide consistent standards for disposition approvals and compliance checks.
- Participate in industry/department initiatives on an individual project basis.

3. Ensures proper reforestation and that harvesting does not exceed the ability to establish and grow forests through audits of company silviculture operations.

- Conducts regeneration checks, planting checks, scarification checks, herbicide checks and thinning programs.

4. Ensures the Ministry receives proper payment for the resources utilized.

- Audits and monitors company's scaling program to track wood volume against the calculated cut for a given management unit.
- 5. Prevents and manages infestation populations through completing forest health audits to detect trends and monitor population numbers of infestations.**
- Monitor for forest pests and weeds ensuring compliance with the Weed Act.
 - Report health problems to the Area Health Officer.
- 6. Assist with the fire prevention program and duty rosters in emergency situations.**
- Maintain fire certification and participate on local overhead teams.
- 7. Identify industry trends and advise management of sensitive issues through environmental scans, participation in meetings and on committees.**

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Position deals directly with a portfolio of local timber operators of various sizes (i.e. 3 large companies, 30 smaller mills, and several small community logging operations) with respect to disposition of the timber supply. Proper review of company plan submissions prior to approval is imperative to minimize the potential for detrimental impact and to ensure that the resource is managed for the best use of all Albertans. Multi-user groups (in addition to the numerous companies cited above, this also includes trappers, private land owners, and Oil and Gas consultants/contractors, etc.) on the same land area means greater planning is required for lesser impact (i.e. roads/permanent access structures). These can often be difficult or sensitive issues requiring conflict resolution amongst stakeholders or between the operators and the department. Considerable judgement and creativity must be applied when interpreting ground rules. For example: A trapper issued a complaint that a timber company had not disposed of debris when harvesting a particular area. The Forest Officer met with him, listened to the concerns, went to the site and did a write up with recommendations to address with the company to ensure that the complaint was dealt with. The Forest Officer deals with jurisdictional issues with Federal Government employees and Municipal District employees - interprets legislation on behalf of stakeholder groups, deciding when and how to resolve issues. For example: A company complained that they had a request from a Federal Government Biologist that was not reasonable. The Forest Officer met with the biologist to

get the facts and the rationale, brought the parties together for a field review to find a compromise solution.

- Monitoring of company operations is essential to ensure all crown wood is reported, paid for properly and charged to the correct population source. If not done properly, considerable revenue would be lost or areas could be over cut resulting in a non-sustainable yield.
- Recommends companies for penalty action when it is determined that they are not operating according to the letter of authority. Penalties imposed can result in companies losing their forest certification and access to market their products. Creativity is required in interpretation of policy and legislation when evaluating company results and in determining whether the sustainability criteria has been compromised as most regulations and policies are either not clearly defined or relatively complex.
- Key decision making involves:
 - Operational Plans - recommending implementation to supervisor.
 - Dispositions - Can determine volumes, species of trees, and criteria as to who can receive permits.
 - Compliance - Recommend warnings or penalties on issues to Compliance Coordinator.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Extensive liaison responsibilities with other area staff, regional and provincial offices, as well as other Divisions within the Department (including Public Lands) on an operational level.
- Primary contact for assigned timber companies and for stakeholder groups such as trappers, private land owners, municipal districts, oil and gas industry on operational timber management issues within a specified forest area of the region.
- Contacts with the general public for issuance of permits, complaints.
- Liaison with other provincial departments (Environment, Community Development) and the Federal Government.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Diploma in Forest Technology.
- Membership or eligibility for membership in College of Alberta Professional Forest Technologists, and considerable related experience.
- Holds a valid Alberta Scaler's permit.

- Thorough knowledge of forestry principles, ranging from disposition management to all aspects of the field component such as timber cruising, compliance inspections and audits, and check scaling.
- Thorough knowledge of compliance assurance principles, and ability to convey said knowledge to staff.
- Experienced in all aspects of silviculture treatments, including an ability to utilize the ARIS database.
- Extensive working knowledge and ability to interpret forest policy, legislation, and administration - Forests Act, Timber Management Regulation, Public Lands Act and associated regulations, Regeneration Survey Manual, Ground Rules, and all LFD policy directives, manuals, and guidelines.
- Extensive and thorough knowledge and understanding of the Occupational Health and Safety requirements, and the ability to implement required processes.
- Knowledge of TPRS, timber returns, and check scaling information.
- Good understanding of issues facing the forest industry.
- Ability to prioritize when given a large number of tasks to perform.
- Ability to maintain a good working relationship with the Operations and Approvals Forester, Area Forester, senior rangers, and field staff, as he will be called upon to mentor, supervise, or delegate workload to many of these staff.
- Ability to operate all manner of ATV's and 4 x 4 trucks in an off-highway capacity.
- Computer literate in word-processing, spreadsheet and database skills, in particular MDS Office and departmental databases.
- Strong negotiation, mediation and interpersonal skills are required as this position deals with issues resolution with the general public, the forest industry, special interest groups.
- Flexibility and adaptability in dealing with rapidly changing workload priorities.

Organization

(Working titles of positions reporting directly to this position.)

Does not supervise.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 056NR01

Identification Section

Working Title:	Wildfire Ranger (2)
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Protection Division - Lac La Biche WMA
Reports To:	Wildfire Technologist
Levels to D.M.:	6
Job Description:	056NR01
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	056NR - Natural Resources 6

Comments on Role

The Wildfire Ranger 2 is a full working level position that delivers assigned detection, pre-suppression and suppression components of the Forest Protection Program. A major focus of the role is the supervision of the operation and staffing of 10 wildfire lookout tower facilities to ensure the early detection of fires in the Wildfire Management Area (WMA). Supervision is also provided to 5 permanent camps during the fire season to ensure the camps are able to support fire fighting operations in a safe and effective manner. The supervision role involves preparation and implementation of annual operational plans, recruiting and supervising seasonal staff and ensuring all facilities are up to standard. As a Wildfire Ranger, various roles in the Incident Command Systems are assumed based on the level of certification and the level of fire.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+I2 175	29% 50	R1 57	282

Comments on Evaluation

Knowledge:

Completion of a Diploma in Forest Technology, internal courses delivered at the Fire Academy, and considerable related field experience is required to gain knowledge of fire prevention, fire behaviour, fuel types, fire fighting techniques, weather conditions, species identification, aerial photo interpretation, forest ecology and topography. A working knowledge of Forest and Prairie Protection Act and Regulations, Forest Protection Policies and Standard Operating Procedures, FOIP, Occupational Health and Safety and contract administration guidelines is required.

While supervision of seasonal staff is generally not considered enough to push a job to the level 2 HR skills, it does in this position because of the volume of employees being supervised and nature of the situation in which the supervision is being exercised. Urgency of fire situations requires relationship maintenance, performance management and conflict resolution.

Creativity/Problem Solving:

The nature of pre-suppression and suppression activities requires strong organizational skills and the ability to make sound decisions in tight time frames. One of the roles assumed is Operations Section Chief and decisions affect where resources are deployed which has a direct financial impact. Changing situations require increased latitude to consider which procedure to use.

Supervision of a large number of seasonal staff in a number of locations requires the ability to effectively manage human resource issues while minimizing any service disruptions.

Responsibility:

There is a program delivery component to the role in detection, suppression and pre-suppression.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 056NR01

Identification Section

Working Title:	Wildfire Ranger (2)
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Protection division - Lac La Biche WMA
Reports To:	Wildfire Technologist - Forest Officer III
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Wildfire Technologist located in Lac La Biche, this full working level Wildfire Ranger carries out a range of duties to support the delivery of the operations component of the Forest Protection program in the Lac La Biche Wildfire Management Area. Based out of Bonnyville, this position is a key member of the Wildfire Management Operations Team and delivers assigned detection, pre-suppression and suppression components of the Forest Protection Program. A key focus of the job is to ensure the effective operation of five permanent camps and ten lookout towers within the Lac La Biche Wildfire Management Area and will include the supervision of the seasonal staff assigned to these towers and camps.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Support the detection component of the Forest Protection Program by overseeing the operation and staffing of wildfire lookout tower facilities to ensure the early detection of fires in the WMA.**

- Assist with the preparation and implementation of the annual detection plan.
- Recruit and select seasonal staff to work in the ten lookout towers from April to September.
- Prepare job descriptions, train, monitor and evaluate performance of detection staff.
- Assist in ensuring a consistent level of care and maintenance is directed at the fire tower sites and facilities.

2. Support the pre-suppression, and suppression components of the Forest Protection Program by overseeing the operation of permanent camps during the fire season to ensure that camps are able to support fire fighting operations in a safe and effective manner.

- Assists with the preparation and implementation of the annual pre-suppression plan.
- Recruit, train and oversee performance of seasonal Camp Officers located in five camps across the WMA.
- Inspect camp facilities to ensure that they are clean, safe, and logistically able to support firefighting operations.

3. Actively carries out a variety of roles to assist with the pre-suppression and suppression of wildfires within the WMA and province as required.

- Performs various roles in the Incident Command System ranging from Incident Commander on Level III fires, Logistics Section Chief, Operations Section Chief and Planning Section Chief for Level II fires or Sector Leader on larger Level 1 fires.
- Assist with coordination and briefing of incoming resources, fire communication with stakeholders and fire line reclamation, planning and implementation.
- Performs as a Logistics Officer at the WMA level arranging for equipment and manpower for fires within the Lac La Biche WMA or to be exported to other areas.
- Performs as a Response Officer that responds to fires as the initial investigator to deal with landowners or to deal with fire reports when initial attack resources have been stood down for the day.
- Ensure fire pre-suppression and suppression activity data and costs are recorded and forwarded for data entry.
- Ensure communication of safety and PPS plans and alert status to pre-suppression resources, ensure safety briefings are conducted and forward Fire Behaviour Predictions to staff under supervision.

4. Support the delivery of the fire prevention and forest and land management programs by assisting with a range of projects.

- Assist with planning for and participating in communication of the fire prevention message to the public, stakeholders and other government agencies.

- Assist with hazard reduction burn planning and implementation.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Provides supervision to seasonal staff assigned to ten lookout towers and five camps across the WMA. This will include training, monitoring and evaluating performance.
- Responsible for effective operation of permanent camps and ten lookout towers across the Lac La Biche Wildfire Management Area. The effective operation of both the lookout towers and the permanent camps has a direct impact on the early detection and effective suppression of fires in this WMA.
- Supervises fire crews during the fire season and make decisions regarding tactics, resource management, increase/reduce resources, etc.
- Creative thinking often involves dealing with personnel issues related to the supervision of seasonal staff.
- Decision making when involved in fire suppression activities is significant. As Operations Section Chief, makes decisions as to where resources are deployed and make recommendations with regards to the need to increase or decrease resources, all of which have a significant financial impact.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Primarily with WMA operations staff to ensure effective operation of lookouts and permanent camps as well as with WMA prevention staff to assist with prevention initiatives.
- Contact with timber and oil and gas companies to apprise of status of active fires.
- Communicates fire prevention message to the public, stakeholders and other government agencies.
- Contact with aboriginal community when supervising Type 2 and Type 3 Fire Crews, as these crews are primarily comprised of aboriginals.
- Contacts with various groups or stakeholders on prevention, recruiting and projects such as fires reclamation or fuel modification. Contact can include acting as lead in organizing meetings and presentation, taking on the role of chairperson.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Diploma in Forest Technology, and considerable related experience.
- Requires knowledge of fire prevention, fire behaviour, fuel types, fire fighting techniques, weather conditions, species identification, aerial photo interpretation, forest ecology and topography which have been obtained through formal education, division courses and related field experience.
- Working knowledge of Forest and Prairie Protection Act and Regulations, Forest Protection Policies and Standard Operating Procedures, FOIP, Occupational Health and Safety Act and related policies and procedures and Contract Administration guidelines.
- Well developed communications skills - both oral and written.
- Working knowledge of computer and applicable software.
- Strong supervisory and human relations skills in order to direct activities of seasonal staff and fire crews.
- Good organization and time management skills as well as strong problem solving skills including the ability to make time constrained decisions.
- Ability to lead meetings and give presentations, requires knowledge of issues and ability to influence people and results.
- Ability to be a team player and work with minimal supervision.
- Class 5 driver's License.
- First Aid Certificate, OH&S certifications, WHIMIS, and certified at the Incident Commander 3 level.
- Ability to operate ATVs, snowmobiles and wildfire suppression equipment.
- Fire certification at a Sector Boss rating, obtained by significant experience acting in various positions on wildfires.

Organization

(Working titles of positions reporting directly to this position.)

There are no positions reporting directly to this position on an ongoing basis. However, this position does supervise seasonal lookout and camp staff (5 Camp Officers and 11 Lookouts).

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 055NR05

Identification Section

Working Title:	Conservation Officer
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas
Reports To:	District Team Leader
Levels to D.M.:	5
Job Description:	055NR05
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	055NR - Natural Resources 5

Comments on Role

This is an entry-level position. The incumbent will have progressive responsibility for operations as they demonstrate proficiency in each program area. Within an assigned district, they will participate in the main program areas of training. These are Heritage Appreciation, Heritage Protection, Infrastructure Management, Facility Operations, Enforcement, Public Safety and Administration. These program areas are divided into 3 major categories: operating services, support activities, and planning. In order to proceed to the full working level, the Conservation Officer must demonstrate competence as confirmed by the District Team Lead. This will take a minimum of 3 years of development through mentoring.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
DI2 152	25% 38	R2 50	240

Comments on Evaluation

Knowledge:

The entry-level Conservation Officer must have a Bachelor in Applied Conservation Enforcement and some directly related experience. This academic preparation and experience will provide knowledge of resource management and enforcement in a parks and protected area program that will develop to a broad understanding of the park system provincially as it relates to the district.

The position requires HR skills to influence behaviour and enforce as required.

Creativity/Problem Solving:

The entry level Conservation Officer will work very closely with a more senior Conservation Officer so there is readily available assistance. Activities are set within established guidelines, policies and procedures. As skills in negotiation and communication are gained, judgement will be exercised in assessing contractual disputes, dealing with enforcement situations and responding to public complaints. With more exposure and experience, the incumbent will be expected to recommend program changes and assist in the development of complex programs and services delivered by the district parks and recreation areas, including the planning of recreation and land use activities.

Responsibility:

The role of the Conservation Officer is seen as an R2 because of the regulatory role. The position can take enforcement action as required under a number of pieces of legislation.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 055NR05

Identification Section

Working Title:	Parks Conservation Officer 1
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas
Reports To:	Conservation Officer 3
Levels to D.M.:	4

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is an entry-level position. Reporting to a CO II and/or a CO III (where applicable), the incumbent is required to participate in the day-to-day operations of the parks and protected areas programs within an assigned District. The main program areas of training are Heritage Protection (i.e. natural resource management- problem wildlife, etc), Enforcement Operations, Public Safety, Facility Operations, Heritage Appreciation (i.e. visitor services, public programming, etc) and Administration. The incumbent is expected to be developing the full working knowledge and required skill sets in this entry level position. During this period the incumbent will be mentored in various program areas by District and Area staff.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

Provide support to the district team to ensure the protection of Alberta's natural resources within the Parks and Protected Areas network.

1. Heritage Protection (i.e. natural resource management - problem wildlife, etc):

- The incumbent may be required to ensure a comprehensive Heritage Protection Plan (that will outline all aspects of natural resource management) for the district is developed and implemented. This plan will include natural resource inventories and monitoring programs, impact assessments, recommended resource management practices, problem wildlife control, management of significant natural resources, and the preparation, implementation and monitoring of resource management plans. The incumbent will participate in the identification and assessment of recreational and resource utilization impacts on parks flora and fauna and the determination of appropriate mitigation measures.

2. Enforcement Operations:

- When responding to enforcement and public safety situations the incumbent is considered the lead individual and is expected to directly manage all situations to conclusion.
- The incumbent will be required to appropriately apply the Alberta Association of Chiefs of Police (AACP) Use of Force model in all obligatory enforcement situations. The incumbent must be able to identify which laws have been violated what procedures and reports must be completed and how best to stop an offence to ensure the public is safe from resource hazards and dangerous visitor use activities. The incumbent must be able to minimize conflicts between public use activities in a way that promotes consideration of each user's needs and interests.
- The incumbent may supervise Seasonal Conservation Officers or other Seasonal staff for the purpose of security service compliance occurrences. The incumbent will ensure that he/she maintains the necessary training and qualifications in order to carry out their responsibilities.

3. Public Safety:

- This program involves various elements ranging from basic first aid service to technical helicopter rescue, body retrieval, inter-agency ground search co-ordination or technical rope rescue. The incumbent will be trained in and will participate in various elements of the public safety program, dependent on location needs, but will include the provision of first aid to injured Park users, assessing injuries and calling for

medical aid when required, conducting initial ground searches for missing persons and basic water rescue.

4. Facility Operations (and Maintenance Services):

- The incumbent will assist Senior Conservation Officers (CO II's and CO III's) ensuring that a comprehensive facility operation and maintenance program (i.e. Water treatment facilities, building inspections, tree removal, road grading, etc.) is developed and/or followed for each park or recreation area within the area of responsibility. Operational strategies take into consideration visitor satisfaction and public safety.

5. Heritage Appreciation (i.e. visitor services, interpretation, school programs, etc):

- The incumbent will provide local support and assistance to the Heritage Appreciation Specialist as requested. Strong public relations skills required to staff tradeshow booths, deliver school informational presentations, etc. This may include providing materials, facility set up, special event planning and public information/promotion. The incumbent will provide whatever assistance is required to promote visitor satisfaction in the district parks and recreation areas.

6. Contract Development and Management:

- Day to day operations in Provincial Parks and Recreation areas are typically managed by the private sector using either Facility Operating agreements for whole park operation or fee for service contracts. The Conservation Officer I will support the CO II or CO III and Area staff, in the effective management and administration of contracts and facility operating agreements within his/her assigned area.
- When the contracts are in place the CO I is responsible for monitoring contracts to ensure compliance by contractors with all terms and conditions. The CO I is expected to bring noted deficiencies to the attention of his/her supervisor so appropriate action can be taken if the contractor is found in violation of the contract.

7. Occupational Health & Safety Program:

- The CO I will assist in the development and implementation of an occupational health and safety program for his/her area of responsibility that ensures the *Occupational Health and Safety Act & Regulations* are being adhered to by all department staff and contractors. The OH&S program would include the prescribed use of equipment and all safety items necessary to complete the task. He/she has the authority to intervene and take corrective action if a violation of the act or regulation is occurring.

8. Revenue & Collection System:

- The CO I will participate in the development and implementation of a user fee and permit collection system for his/her area of responsibility that ensures fees are being collected from all users and that permit holders are up-to-date, and are within permitted department fee schedules. The CO I may be required to participate in the audit and check systems.

9. Land Management:

- Working in conjunction with the CO III and/or CO II (where applicable), the incumbent may be required to assist in the land use coordination within the district. This may include collaboration with outside agencies through referrals. The incumbent will ensure that any commercial/industrial activities proposed for the parks and protected areas are managed through appropriate conditions. The incumbent will also make recommendations to area staff regarding land use for such things as utility corridors, pipelines, roads, private business operations and infrastructure. The incumbent will also ensure compliance on applicable permits/dispositions within his/her area of responsibility.

10. Capital Development and Major Repair:

- The incumbent may be required to provide to the CO III lists with cost estimates that identify capital development and major repair projects for the district parks. The incumbent may also monitor and make recommendations to the management team as to the overall effectiveness of the projects as they relate to public needs.

11. Budget Preparation:

- The incumbent may be required to assist in the development of the annual Capital & Operational budget for applicable program areas of responsibility.

12. Administration and Management:

- The incumbent is part of the team that is responsible for the effective management and administration of parks and associated lands within the district. The incumbent may be required to represent the district/area on committees/task groups relating to park operations. The incumbent may also assist the CO III and/or Area Manager in responsibilities of Area/District concern. The incumbent will encourage the development of volunteer initiatives in all district programs, which may include cooperating associations, campground host programs and special interest groups. The incumbent is required to complete all required forms and reports related to daily operations (i.e. ENFOR reports, Time sheets, etc.).

13. Input into Area and District Planning:

- The CO I will be required to participate in the following activities:
- Working with the District Staff to assist in the preparation of operational management program delivery plans.
- Assisting the District Staff in the development (or updating) of a Business plan that identifies system needs, issues, and priorities.
- The incumbent may also be called on to provide input into the development and implementation of operating service policies. Input may include recommending, reviewing and implementing divisional policies on major initiatives.
- The incumbent may also be assigned committee responsibilities of area or provincial scope.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- The incumbent will develop a knowledge base to allow him/her to interpret operational guidelines at the field level and apply procedural policies. The incumbent is involved in day-to-day field operations of identified parks and recreation areas within his/her assigned area of responsibility. The incumbent is required to make decisions relating to his/her day-to-day program responsibilities and make recommendations for program changes when required. The incumbent is responsible for assisting in the development, direction and coordination of diverse, complex programs and services within the district parks and recreation areas, including planning of recreation and land use activities. The diversity and complexity of the programs and services delivered by the district require that the incumbent have a broad understanding of the park system provincially as it relates to the district. The incumbent may be required to represent the District to explain department decisions and policies at public forums and may participate in Provincial Committees.
- The incumbent is required to develop and exercise judgement and make decisions when dealing with enforcement situations, responding to public complaints, and assessing contractual disputes. Communication skills and negotiation skills are essential to resolve a variety of disputes both within public and private sector. Decisions by the incumbent must be made on sound professional judgement and knowledge to minimize complaints and promote a positive department image. Decisions and recommendations impact assigned Parks and Protected areas within his/her assigned area of responsibility (supervisor will be informed of these activities).

Contacts

(Main contacts of this position and the purpose of those contacts.)

- The purpose of the contact in terms of park or recreation area management involves working with volunteers and special interest groups to support the development of educational and volunteer activities to promote the areas, establish public safety and enforcement programs and contract negotiation and follow-up. The development of management plans for land bases may involve collaboration with outside agencies through referrals.
- External contacts would include general public, law enforcement agencies, special interest groups, volunteers and/or local advisory groups, concession operators for restaurant, convenience store, golf and ski hill operations, general contractors and other government agencies.
- The incumbent is a member of the District team, which includes the CO III and/or CO II and program specialists such as Area Planner, Heritage Appreciation Specialist, Heritage Protection Specialist, etc., which develops facility operation plans, heritage protection plans, land use coordination plans, etc.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

The incumbent is expected to develop and demonstrate a good working knowledge of the following:

- *Parks Act/Regulations, Gaming and Liquor Act, Traffic Safety Act, Wilderness Area, Ecological Reserves and Natural Areas Act, Federal Fisheries Act, Canada Shipping Act/Small Vessel Regulations, Historical Resource Act, Environmental Protection & Enhancement Act, Wildlife Act/Regulations, Water Act, Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act, Municipal Taxation Act, Criminal Code, Department Policies, Procedures and Guidelines, Park Management and Operational Plans, Personnel Policies and Procedures, and Union Agreements.*
- Develop the knowledge and ability to create and implement a security compliance and public safety program. Must acquire knowledge and skills in the areas of Alberta Association of Chiefs of Police (AACP) Use-of-Force Model, investigation techniques, evidence collection, court procedures and documents, control tactics, search and rescue and problem wildlife management are required.
- Valid class 5 driver's license, defensive driver's certificate, Standard First Aid Certificate or equivalent, Cardiopulmonary Resuscitation (CPR) Level 'C' certificate (one rescuer, two rescuers for child, infant and adult), firearms certification (handgun, rifle, shotgun), control

tactics certification, boat operator certification and special constable appointment. These noted qualifications must be maintained, according to established standards.

- Incumbent must develop and maintain a skill set to safely operate a variety of equipment (i.e. trucks, tractors, boats, quads, snowmobiles) and must maintain a good level of physical fitness to respond to difficult and/or demanding situations. Incumbent must work shifts or irregular hours and respond to emergency situations as required.
- The incumbent must also develop supervisory skills, communication skills and a full working knowledge related to the position and programs. A full understanding of the programs offered in the Alberta Provincial Parks and Protected Areas system is necessary to perform assigned duties.
- An applied degree in conservation management/enforcement and a minimum of one year of directly related experience. In this entry level position, the incumbent will be acquiring a full working knowledge and skill set related to the position and programs within the Parks and Protected Areas system. This position allows for development of communication, negotiation, problem solving, decisions making and supervisory skills.

Organization

(Working titles of positions reporting directly to this position.)

If deemed appropriate by the CO III (or CO II), the CO I may supervise Wage Seasonal Conservation Officers, Maintenance Service Workers and Administrative Support.

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Evaluation - 055NR04

Identification Section

Working Title: Fish and Wildlife Officer (1)
Department: Justice and Solicitor General
Division, Branch/Unit: Fish and Wildlife Division, Enforcement Field Services Branch
Reports To: District Fish and Wildlife Officer
Levels to D.M.: 6
Job Description: [055NR04](#)
Minimum Recruitment Standard: See the Minimum Recruitment Standard for [Natural Resources](#)
Job Code: [055NR](#) - Natural Resources 5

Comments on Role

The Fish and Wildlife Officer 1 is an entry-level position. The role provides operational delivery of compliance and assurance and problem wildlife management programs in a district under supervision of the District Fish and Wildlife Officer. This involves conducting patrols and responding to an array of public complaints. Where necessary, the position conducts investigations, gathers evidence, and performs judicial duties. Some basic input is provided regarding elements of the district operation.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
DI2 152	25% 38	R2 50	240

Comments on Evaluation

Knowledge:

The role requires knowledge gained through completion of a Bachelor of Applied Conservation Enforcement. Knowledge of the broad range of natural resource related provincial and federal statutes, and those statutes that affect investigations such as Charter of Rights and Freedoms, Criminal Code, Alberta Evidence Act (to name a few) is required. As a Peace Officer, the position requires a thorough working knowledge of arrest authorities, use-of-force policy and legislation associated with inspection/search/seizure. This includes knowledge of enforcement safety equipment in accordance with the law, Division standards, procedures and other protocols. In order to conduct an investigation, knowledge of interviewing skills, statement analysis, evidence and a variety of investigative techniques that lead to the ability to withstand Charter challenges is required. This knowledge is acquired through experience with a variety of issues.

Strong HR skills are required to influence behaviour and resolve situations that may lead to enforcement action.

Creativity/Problem Solving:

The position requires the ability to think logically, analyze facts, statements and evidence and reach a conclusion on cases. The position requires the ability to develop and implement creative solutions to work assignments that involve dealing with aggressive people and complex wildlife situations. As this is an entry level position, the Fish and Wildlife Officer 1 works closely with a more senior Fish and Wildlife Officer. The level of problem solving will increase as experience increases.

Responsibility:

The position has an R2 profile because of the enforcement component of the role.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 055NR04

Identification Section

Working Title:	Fish and Wildlife Officer (1)
Department:	Justice and Solicitor General
Division, Branch/Unit:	Fish and Wildlife Division, Enforcement Field Services Branch
Reports To:	District Fish and Wildlife Officer
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Under the direct supervision of the District Fish and Wildlife Officer, the position provides operational delivery of the Enforcement-Field Services Branch's compliance assurance and problem wildlife management programs in a district. This position is entry level and the incumbent participates in formal and informal training in addition to gaining experience in the role. The Fish and Wildlife Officer provides some limited input into basic elements of the district operation, including allocation of resources and the planning of district work activities to meet program objectives.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Under direct supervision provides operational delivery of the Division's compliance program at a district-level in accordance with the law, legislated authorities and established strategies, policies, standards and procedures.**

- Provides some limited input and participates in the delivery of the district's compliance assurance program, which includes education, prevention and enforcement elements designed to achieve conformity with fisheries and wildlife legislation by the public, industry, and various stakeholder groups.
- Responds to an array of public complaints, conducts investigations, gathers evidence, performs judicial duties and undertakes general patrol duties.
- Executes a variety of legal processes including search and seizure with/without warrant, and detention, arrest and release.
- Participates in inspections of taxidermists, meat cutters, fur dealers, trap lines and other related commercial enterprises.
- Ensures prompt and effective response to public complaints.
- Conducts enforcement of other provincial and federal legislation.
- Participates in Departmental initiatives (G8 Summit, Shifting Gears, log truck checks).
- Prepares trial briefs, liaises with Crown Prosecutors and performs judicial duties.

2. Supports fish and wildlife resource management by conducting problem wildlife control duties, monitoring commercial, recreational and subsistence harvests of fish and wildlife and participating in scientific research and data collection when required.

- Participates in the delivery of problem wildlife programs within the District: including ungulate damage prevention, wolf control, the Livestock Predator Compensation Program and bear control and aversion initiatives.
- Participates in the investigation of problem wildlife complaints, provides advice on prevention techniques and resolves issues using a variety of methods; including: establishment/maintenance of intercept feeding sites, setting of various traps and snares, tranquilizing/relocating/destroying problem wildlife.
- Participates in activities associated with monitoring recreational and subsistence fishing and hunting, commercial fur and fish harvests.
- Participates in resource population census, creel data collection, and research programs; including the Species at Risk Program.

3. Supports public education and inter-agency relations within the district. This will involve advocating Division programs and encouraging compliance with legislation by maintaining close working relationships with other agencies and the public in order to promote provincial, regional and district strategies that address resource management issues.

- Fosters relationships with other organizations and agencies: RCMP, City and Municipal Law Enforcement agencies, aboriginal groups, APOS, Fish and Game Assoc., Western Walleye Council.
- Participates in the delivery of public relations/education strategies for the district.

4. Maintains notes, records and other documents in accordance with policy as required and performs other administrative tasks related to program delivery.

- Participates in the development of district action plans that reflect local priorities and meets Division objectives.
- Makes budget expenditures as required and in accordance with district objectives.
- Manages personal equipment/uniform inventory and participates in ongoing evaluations of district needs; makes recommendations as required.
- Enters, prepares and submits reports: Occurrence Reports, ENFOR (Enforcement Occurrence Recording) system reports.

5. Maintains a safe and productive work environment by working within Human Resources, Occupational Health and Safety and union contract guidelines.

- Provides input into work plans, shift schedules.
- Works within OH&S policies/procedures/guidelines.
- Participates in training/certification exercises in accordance with standards and procedures.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- The Fish and Wildlife Officer occupies a work environment that may vary greatly from one district to another, depending on a number of factors. These include: geographic location, presence of large urban centres, ratio of public versus private land, presence of remote regions, numbers of lakes/streams and the species of wildlife and fish that occur in the district. This will impact the work in terms of the determining the major issues affecting fish and wildlife resources in the district and the compliance program priorities that the Fish and Wildlife Officer will be expected to focus on.
- The work impacts the fisheries and wildlife resource as well as a variety of stakeholders: aboriginal groups, hunters, anglers, commercial fishers, trappers, guide/outfitters, urban and rural residents, the agricultural community and various other industries.
- The Fish and Wildlife Officer under direct supervision is responsible for conducting investigations that may involve highly technical case law, securing/executing search warrants, making seizures, dealing with large numbers of witnesses and multiple pieces of evidence; laying of charges, arresting suspects and preparing for/attending court.
- The Fish and Wildlife Officer, with direct supervision, deals with matters that are typically complex or controversial in nature. Inappropriate interpretation and application of policies, procedures and regulations could potentially result in injury, death, illness, financial or

resource loss and/or negatively impact the client/s and/or department. May also involve the department in precedent-setting or publicly controversial situations, negatively affecting the department's credibility and/or impact the possibility of successful prosecution. Analysis and reduction of risk/uncertainty are key aspects of the job.

- In order to be effective, the Fish and Wildlife Officer must be capable of acquiring the necessary skills and experience to develop and implement creative solutions to various work assignments (dealing with aggressive/confrontational people, solving complex problem wildlife situations, administering highly technical legal procedures). The job often involves conducting plain clothes patrols in order to carry out investigations. The position must also determine how to carry out the investigation, where/when to patrol and when/what charges will be laid.
- Creative thinking is often required when dealing with the Problem Wildlife Program. This typically involves providing advice on prevention techniques and resolving issues using a variety of methods; including: establishment/maintenance of intercept feeding sites, setting of various traps and snares, tranquilizing/relocating/destroying problem wildlife.
- The Fish and Wildlife Officer role involves education, prevention and enforcement components.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Fosters relationships with other organizations and agencies: RCMP, City and Municipal Law Enforcement agencies, aboriginal groups, APOS, Fish and Game, Western Walleye Council.
- Participates in the delivery of public relations/education strategies for the district.
- Liaises with Crown Prosecutors and performs judicial duties in order to support prosecution of offenders.
- Investigates and responds to complaints from the public.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Applied degree in conservation or natural resource management.
- A good understanding of the relationships between the Division and other organizations, departments and agencies combined with an ability to work collaboratively to meet objectives.

- Highly developed communication skills to deal with a broad spectrum of the public, including an advanced understanding of verbal and non-verbal communication skills, strong listening skills and written communication skills.
- An ability to work within a team environment in order to meet Division goals.
- Develop knowledge of sound investigative skills, including: interviewing skills, statement analysis, a comprehensive understanding of evidence and a variety of investigative techniques that demonstrate an ability to obtain evidence that will withstand Charter challenges.
- Knowledge of a broad range of natural resource-related provincial and federal statutes (Wildlife Act, Fisheries [Alberta] Act, Migratory Birds Convention Act, Fisheries Act (Canada), EPEA, etc.).
- A working knowledge of other related statutes that affect investigations including: Charter of Rights and Freedoms, Criminal Code, Alberta Evidence Act, Interpretations Act, Provincial Offences Procedures Act and other provincial legislation (Gaming and Liquor Act, traffic Safety Act and Regulations, Public Lands Act and Recreational Access Regulations).
- As a peace officer, has a thorough working knowledge and application of arrest authorities, use-of-force policy and legislation associated with inspection/search/seizure.
- A demonstrated ability to effectively employ enforcement safety equipment in accordance with the law, Division standards, procedures and other protocols.
- An ability to understand current trends in resource law enforcement and associated case law.
- An ability to use tact and good judgment when dealing with people.
- Time management skills to work independently on multiple projects and tasks.
- Ability to think logically, analyze facts, statements and evidence in order to come to a reasonable conclusion on cases.
- The skill and ability to develop good working relationships with various stakeholders.
- Good personal computer skills.

Organization

(Working titles of positions reporting directly to this position.)

This job does not have any positions reporting to it directly.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 055NR02

Identification Section

Working Title: Senior Fish Hatchery Technician
Department: Environment and Parks
Division, Branch/Unit: Fish and Wildlife Division - Sam Livingston Fish Hatchery
Reports To: Hatchery Production Coordinator
Levels to D.M.: 5
Job Description: [055NR02](#)
Minimum Recruitment Standard: See the Minimum Recruitment Standard for [Natural Resources](#)
Job Code: [055NR](#) - Natural Resources 5

Comments on Role

This senior technical position is responsible for the care and maintenance of fish in either the early or final rearing stage of fish production at the Sam Livingston Fish Hatchery. The position works in an assigned area of fish production and applies a comprehensive knowledge of intensive trout culture techniques and hatchery practices to maintain optimal fish rearing/egg incubation techniques. The position also has a public education role in disseminating information to increase public awareness of provincial fisheries and hatchery programs. This is accomplished through facility tours and supporting the development and delivery of new education programs.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+I1 152	25% 38	R1 43	233

Comments on Evaluation

Knowledge:

The position requires a technical diploma in Renewable Resource Management or Natural sciences and salmonid fish culture experience to provide a good knowledge of hatchery systems. A strong knowledge of fish culture methods and techniques is required as well as a comprehensive understanding of cold water salmonid aquaculture techniques, hatchery re-circulation systems, fish life cycles and the biological requirements of fish and eggs, facility water delivery, disinfection and filtration processes and control systems, facility computerized feeding and water temperature/flow control systems and fish disease quarantine procedures and isolation protocols. The push on the D rating reflects the position's additional knowledge of how the hatchery facility is structured and operates mechanically, which is gained from significant on-the-job experience. The position is required to make necessary ongoing mechanical adjustments and to ensure fish at the hatchery survive in emergency situations, as well as to thoroughly disinfect the equipment and building annually.

The HR skills 1 rating reflects the position's primary purpose in communication is to gather and exchange information or provide technical instructions to other fish hatchery technicians and hatchery facility staff.

Creativity/Problem Solving:

The Senior Fish Hatchery Technician works within a framework of approved/established facility methods and standard fish culture procedures to meet assigned production targets. The position is responsible to diagnose and recommend treatments for sick fish and administer approved treatments. The Senior Fish Hatchery Technician will establish daily growth rates and rearing temperatures regimes and plan an incubation regime within established temperature limits for each egg lot received.

The position may involve supervision over activities of junior staff or contractors for specific cleaning assignments.

Responsibility:

The position has a program delivery focus in terms of fish production targets.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 055NR02

Identification Section

Working Title:	Senior Fish Hatchery Technician
Department:	Environment and Parks
Division, Branch/Unit:	Fish and Wildlife Division - Sam Livingston Fish Hatchery
Reports To:	Hatchery Production Coordinator - Biologist II
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Hatchery Production Coordinator (HPC), this senior technical position is responsible for production planning and the maintenance of fish in the incubation, early rearing and final rearing areas of the Sam Livingston Fish Hatchery. As one of three senior fish hatchery technicians at the facility, this position applies a comprehensive knowledge of intensive trout culture techniques and hatchery practices to maintain optimal fish rearing/egg incubation conditions. A complete working knowledge of the functional systems of the hatchery is necessary. The position requires ingenuity in controlling the functional systems of area operations while understanding the complexities and limits of this large recirculating trout hatchery. Distribution of fish to provincial water bodies is a significant function of this position. Supervision of all facility operations may be assigned during the absence of the HPC and the position is required to answer to alarmed emergency callbacks as primary responder.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Assist the HPC in operating an efficient hatchery by developing a systemic plan of fish rearing activities and monitoring a variety of parameters essential for optimum fish health.**
 - With information from Brood Station egg takes, develop an action plan that projects fish growth and utilizes rearing units to optimize production.
 - Establish accurate baseline inventories and allocate incubation space at densities that observe facility standards.
 - In order to meet area production targets, plan an incubation regime within established temperature limits for each egg lot received. This is accomplished by adjusting water temperature, water flow rates, rearing unit densities and feed rates while maintaining proper water quality and healthy fish.
 - Track rearing unit usage and prevent problems and bottlenecks by employing a computer program to forecast fish growth throughout the hatchery system.
 - Develop internal fish transfer plans in consultation with HPC and coordinate fish movement between production areas with other staff.

- 2. Maintain fish rearing conditions according to established facility guidelines to ensure that health and growth of fish will meet production targets for size, stocking date and numbers of fish.**
 - Allocate rearing space at initial densities/inventories that conform to established facility guidelines and maintain rearing unit densities at or below specific carrying capacities.
 - Establish daily growth rates and rearing temperature regimes to meet production targets. Monitor and adjust rearing unit water flows, feed rates and facility water supply systems as required.
 - Evaluate water quality; establish bio-filter nitrifying bacteria cycle, manipulate rearing environments by adjusting flow rates, water temperatures and fish metabolism. Measure directly for ammonia, nitrite, oxygen and water temperature to prevent problems.
 - Supervise activities of junior staff/contractors to ensure biofilters are back washed, rearing units are maintained and fish are kept in optimum condition.
 - Diagnose and recommend appropriate chemotherapeutic treatments for fish under stress or disease.
 - Administer approved therapeutic and curative treatments following approval from the HPC.
 - Administer prophylactic egg treatments to safeguard incubating eggs.
 - Record and input prescribed data and prepare progress reports and species/project summary reports as requested.

- 3. Assist the HPC in developing the annual fish-stocking schedule and in revising plans due to changing circumstances. Coordinates and conducts the distribution of fish to**

individual water bodies following the facility stocking schedule to meet the requirements of the five-year provincial fish stocking plan.

- The fish stocking plan must consider the timing parameters from FCIS, maximized truck usage, stocking logistics, maximized fish lengths for the water body, available manpower (both internally and field staff), ice-off and lake turnover condition.
- Assists HPC with selection of rearing units and grouping of water bodies for individual stocking trips. Plans trip logistics, lake access, field contacts, etc.
- Assist in HPC in writing fish hauling contract, considering lakes, dates and distances to be stocked.
- Selects appropriate fish according to provincial five year stocking plan and in consultation with the HPC.
- Ensures that fish are inventoried, off fed and pre-loaded for transport.
- Loads fish and/or supervise contracted fish hauling operators.
- Maintains optimal fish health by visually inspecting fish at regular intervals and initiating required corrective measures, e.g. adjust oxygen flows and water temperatures.
- Selects suitable release site at specified water body and verify suitable release conditions by conducting on site water quality tests.
- Applies experience and knowledge when working with field staff (i.e. Biologist, Officers, ACA) recommending equipment needed and techniques to use on Helicopter, Quad and 4x4 stockings.

4. Facility operations must be conducted in a manner that ensures fish stock thrive in an environment that is close to ideal and that ongoing operations contribute to optimum disease free conditions.

- Ensure that fish culture equipment, facility water delivery, filtration, disinfection and effluent treatment systems are cleaned, disinfected and maintained in accordance with facility practices and safe operating procedures.
- In consultation with HPC, monitor, adjust water delivery, filtration or disinfection systems to maintain healthy eggs/fish and facility isolation protocols.
- Provide Alberta Infrastructure with information on water usage, water requirement and equipment needs. Re: Ultra violet light start-up.
- Establish a preventative maintenance schedules and perform routine maintenance and repairs as required.
- Liaise with Alberta Infrastructure staff and contractors to maintain the facility and associated mechanical systems and troubleshoot problems.
- Maintain complete familiarity of the hatchery piping complexities, make suggestions to HPC or Alberta Infrastructure manager in improving flows or piping changes.
- Identify equipment and supplies needed and test new products.
- Respond to hatchery alarms during normal working hours and when assigned to on-call by effectively correcting system in a safe and knowledgeable manner.

5. Provides public education and information dissemination to increase public awareness of provincial fisheries management and fish hatchery programs.

- Conducts facility specific program tours, attends facility special events, community trade shows, conferences, and makes presentations in school system.
- Contributes to the development of displays and public information at the hatchery.
- Support the development and delivery of new education programs at Bow Habitat Station by providing technical fish culture information.
- Participate in FinS (Fish in Schools program) as Project Advisor or Technical Advisor.

6. Provide supervision and direction to junior technical or seasonal staff (wage, projects, student work program, volunteers, etc.) to ensure that their performance supports facility objectives and production targets.

- Develops work plans in conjunction with HPC and Facility Manager.
- Supervise and train junior technical or seasonal staff regarding facility mechanical systems and fish culture procedures.
- Participates in hiring of seasonal and junior staff.
- Monitors and supervise work of contractors to ensure quality control.
- Develop projects and supervise hatchery volunteers during after hours, e.g. fin clipping.
- Take a lead role in the field spawning operations where required.

7. Performs administrative functions to ensure that facility objectives and production targets are met.

- Purchases routine supplies according to specific facility and department purchasing policies and procedures.
- Provides input to the development and administration and supervision of contracts for fish culture work such as fish hauling and bio-filter contracts.
- Responsible for documentation required for the operation and maintenance of medium duty tandem stocking trucks that is required under the Highways Act and Transportation of dangerous goods regulations.
- Prepare and submit documentation for the hiring and supervision of assigned staff or contractors.
- Complete performance management document for staff supervised.

8. Ensures that all staff supervised and work performed is conducted in accordance with the Occupational Health and Safety Act and established Codes of Practice and Safe Operating Procedures.

- Ensure that all supervised staff receive a thorough worksite orientation according to department OH&S requirements.

- Represent facility on a Joint Worksite Health and Safety Committee, as required.
- Assists with development of Codes of Practice, Safe Operating Procedures, Hazard Assessments and Risk Analysis for facility activities.

9. Adjust and operate hatchery set points and hydraulic control systems to result in balanced water distribution of the desired quality. sufficient water must be available for delivery to the supply systems for each point of use with consideration for all other hatchery operations already in use.

- Wells: Set control programming to prioritize order of well use. Determine specific wells that will deliver the most strategic blend of temperatures to allow for the most cost effective delivery of water to the well water suction chamber given varying program requirements.
- Rapid Sand Filters: Understand function and operational sequences in order to determine need for maintenance on occasions when it is necessary to troubleshoot the system.
- Ultra Violet Sterilizers: Assess need for use and alert A.I. when to initiate water treatment processes.
- De-aeration Supply: Assess performance of saturated gas strippers; adjust control valves as necessary and initiate use of additional packed columns as required. Direct reservoir flows to the appropriate distribution system.
- Incubation and Early Rearing Units: Set water flows in accordance with species, density, size and other biological factors.
- Main Clarifier: Operate chain drive system to effectively remove settled sludge. When servicing, obtain entry permit, invoke confined space protocols and employ use of supplemental equipment such as atmosphere testers, harnesses, and extraction equipment.
- Bio-filters: Initiate bacteria seeding on start-up. Oversee operations and maintenance sequencing for valving, air blowers, pumps and washers. Monitor contract maintenance when in effect.
- SSF Wetland Clarifier: Control and monitor force-feed systems for measured water supply to wetlands. Do not exceed capacity of system and ensure off-season water supply needs are met through bypass well water options.
- Recirc Reservoir: Assess supply capacity for main pumping system in balance with recirc system requirements. Consult with A.I. on all pump activations. Determine need for raw water make-up according to seasonal needs. Operate all control systems to facilitate annual system disinfection for which the recirc reservoir provides chlorinated water and capacity buffer. Disinfection process allows for no margin of error.
- Heat exchangers: Operate primary heat exchanger in a manner that allows automatic control systems to activate the secondary heat exchangers with the widest possible operational range. Operation of the heat exchange system requires knowledge of the critical balances and the overall impact of specific flow changes. Be aware of the automated control processes such as proportional control and damping in assessing system performance and operational decisions.

- **Aeration:** Monitor system for adequate pressure at each aspirator. Adjust valving as required and assess number of components to operate in regard to recirc pump supply volume. Advise A.I. on changes and assess and recommend on UV operations.
- **Final Rearing:** Select suitable level and flow exchange rates for species, size, density and condition of fish lows in burrows ponds. Operate lower level valving to suit best option drainage and change directional flow during maintenance procedures.
- **Ancillary Equipment:** Operate dedicated hatchery equipment for water and fish handling: Fish load out and fish grading pumps, forklift (certification required), oxygen delivery and diffusion systems, load cells/scales, portable pumps and washers, a variety of fish feeding mechanisms and control systems, and electric trucks.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Successful rearing and distribution of fish directly affects anglers who would not be able to enjoy the recreational outlet of fishing if fish were not available for re-stocking Alberta water bodies.
- Work may impact the preservation of endangered species of fish such as the Bull Trout that are being reared at this facility for distribution to provincial water bodies.
- Final results affect work-plan of regional biological and enforcement staff that plan and promote field activities that benefit from successfully stocked water bodies.
- The Senior Fish Hatcheries Technician applies a comprehensive knowledge of intensive trout culture techniques and hatchery practices to maintain optimal fish rearing/egg incubation conditions to meet assigned area production targets. The following are key decisions made to support that outcome:
 - Diagnose and recommend appropriate chemotherapeutic treatments for sick fish and administer approved treatments under the direction of HPC or Facility Manager.
 - Establish daily growth rates and rearing temperature regimes to meet production targets. Monitor and adjust rearing unit water flows, feed rates and facility water supply systems as required.
 - Plan an incubation regime within established temperature limits for each egg lot received to meet area production targets. This will involve selecting appropriate water temperatures and tracking flows to meet incubation requirements and production targets.
 - Supervision is exercised over activities of junior staff/contractors to ensure biofilters and rearing units are maintained in a manner that support annual fish stocking targets.
 - *Example of creative thinking:* Position identified higher than normal mortality rates for fish being reared. Senior Tech. needs to assess the situation, identify the problem, and report the issue to the HPC with suggested recommendations for resolution. The Tech would consider the following variables in order to assess the problem and recommend a solution: Behaviour

of live fish, feed rates, metabolic products, level of oxygen in the water, temperature of water, water flow, and the colour of the fish as well as any species specific issues.

- *Example of creative thinking:* Responding to facility alarms requires the ability to analyze, isolate and correct problems in an emergency situation. Viability of healthy fish population depends on maintaining appropriate water flow, temperature, oxygen levels, etc. Recommend to Alberta Infrastructure operational improvements and mitigative options to facilitate operational efficiencies and cost saving practices.
- Work involves a technical role growing the fish, as well as administrative, supervisory, and public education components.
- Participate in professional liaison with other workers in the fish culture field such as at the NWFCC and other private, provincial, federal and state operations. This exchange of ideas allows for progressive thinking in how hatchery operations are conducted.
- Be knowledgeable to the varying needs of different species of fish that are to be raised. Revise rearing standards to meet production of new species for, feed preferences, feeding rates, water quality and growth rates. Be able to refer to scientific literature and consult other fish culture professionals to establish best initial rearing plans.
- Prepare and deliver creative and fun lesson plans for students involved in the FinS program.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Liaise with Alberta Infrastructure staff and contractors with regards to maintenance of the facility and associated mechanical systems as well as troubleshoot problems.
- Provides public education and information dissemination to increase public awareness of provincial fisheries and hatchery programs by conducting facility specific program tours, attending facility special events, community trade shows, conferences, and making presentation in school system.
- Public contact exists in the performance of day to day job responsibilities and must deal with public challenges to the rationale of specific fisheries management practices.
- Regional field staff and contractors to coordinate distribution of fish.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Technical Diploma in Renewable Resource Management or Natural Sciences, and extensive salmonid fish culture experience.

- Comprehensive knowledge of standard fish culture methods and techniques broadly used and accepted in the field of fish culture. Key resources for the field of fish culture are Pipers Fish Hatchery Management textbook, Handbook of Trout and Salmon Culture and the Standard Methods of Wastewater Examination.
- Strong knowledge of cold water salmonid aquaculture techniques; hatchery recirculation systems; fish life cycles and the biological requirements of fish and eggs; facility water delivery, disinfection and filtration processes and control systems; facility computerized feeding and water temperature/flow control systems and fish disease quarantine procedures and isolation protocols.
- Working knowledge of water chemistry and standard analytical methods for testing water content , technical report writing, trout diseases and treatment, fish physiology and nutrition and effluent water treatment and applications.
- Be able to develop skills in handling and describing fish handling and artificial spawning techniques. Act as lead hand and crew trainer for the spawning of wild species, (i.e. delegating a crew of volunteers and employees their roles in spawning and fertilizing trout eggs).
- Knowledgeable in the processes and specific function of the Quarantine/Isolation unit with an understanding of the production and application of ozone for the inactivation of disease pathogens.
- Knowledge and application of department policy and procedures in the areas of Finance, Human Resources, OH&S, and Transportation of Dangerous Goods.
- Working knowledge of IBM computer systems, department standard software and the Fish Culture Information System.
- Class 3 Drivers license with air brake endorsement.
- Must be able to perform periodic heavy work including unloading feed trucks, lifting and moving portable pumps, moving fish culture equipment. etc.

Organization

(Working titles of positions reporting directly to this position.)

The job is currently assigned to the final rearing part of the production operation and as such does not have any salaried positions reporting to it. Position may supervise a Fisheries Technician at various times depending on work load and facility work-plan. Responsibilities may be shifted to any other part of the production operation at any time.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 055NR03

Identification Section

Working Title:	Wildfire Ranger (1)
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Protection Division, Lesser Slave Wildfire Management Area (WMA)
Reports To:	Wildfire Technologist
Levels to D.M.:	6
Job Description:	055NR03
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	055NR - Natural Resources 5

Comments on Role

The Wildfire Ranger 1 is based out of Red Earth and functions as a generalist on both the prevention and operations area. The fire prevention component involves in part delivery of the Fire Smart program that includes assessment of houses/facilities as well as liaison with community leaders regarding overall hazard reduction. The operational support to the Forest Protection Program involves performing a range of responsibilities in the areas of detection, pre-suppression, suppression, facilities and air tanker base operation. This is an entry-level position that will acquire independence to carry out the responsibilities described as experience is gained.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D-I2 132	25% 33	R1 38	203

Comments on Evaluation

Knowledge:

The position requires a Diploma in Forest Technology that has provided knowledge of fire prevention, fire behaviour, fuel types, weather conditions and topography. Knowledge of relevant Acts and Regulations are required including contract administration guidelines. The HR skills reflect that this position has supervisory responsibilities and has a responsibility to establish a positive rapport with the stakeholders in the area.

Creativity/Problem Solving:

The Wildfire Ranger (1) is the only department official in the area so must gain respect in an isolated native community. The position must develop and maintain a positive relationship by setting up monthly meetings with the band council and providing assistance to the band in a meaningful way. The thinking challenge also lies in developing and implementing strategies to promote fire prevention in accordance with legislation. There is latitude to consider which strategies would be most effective in diverse situations.

Responsibility:

There is a program delivery focus in the Wildfire Ranger (1) role involving support to the delivery of the Forest Protection program in the area.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 055NR03

Identification Section

Working Title:	Wildfire Ranger (1)
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Protection Division, Lesser Slave WMA
Reports To:	Wildfire Technologist - FO 3
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is an entry level position that will gain progressive responsibility for supporting the delivery of the Forest Protection program in the Lesser Slave Wildfire Management Area. Based out of Red Earth, the Wildfire Ranger 1 functions as a generalist in both the prevention and operations areas. A key focus of the job will be to communicate and educate the public and key stakeholders in the WMA regarding fire prevention particularly with regards to hazard reduction. The Ranger is an integral member of the Wildfire Management Operations Team.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Delivers fire prevention component of the Forest Protection program within assigned area of the Lesser Slave WMA following established divisional/area programs and priorities.**

- Participates in delivering Fire Smart program, which will include assessment of houses/facilities as well as liaison with community leaders regarding the building of fire guards and overall hazard reduction.
- Issues Fire Permits which will include site inspection and providing education to landowners.
- Participates in wild land urban interface projects.
- Assists in conducting hazard reduction and prescribed burns.
- Assists in the Delivery of Junior Forest Ranger program as well as a range of public education activities including school presentations, attends career fairs, etc.
- Works with industry in the area to promote fire prevention and compliance with legislation.

2. Provides day to day operational support to the Forest Protection Program by performing a range of responsibilities in the areas of detection, pre-suppression, suppression, facilities and air tanker base operation.

- Supervises and supports the operation of assigned lookout towers by training personnel and overseeing work, coordinating delivery of food and other supplies, updating personnel regarding procedures and responding to questions.
- Inspects seasonal fire facilities and ensures fire caches are supplied with necessary supplies, are secure and ready for use; advises supervisor of maintenance requirements.
- Ensures fuel caches for air tankers are stocked.
- Involved in actual fire suppression in the initial attack and support modes through the supervision of crews as well as coordinating the movement of aircraft.
- Under supervision of supervisor or Wildfire Air and Operations Officer, functions as logistics section chief (supply and service role) to ensure that equipment/supplies are available for fire fighters as well as arranges transportation.

3. Performs a range of administrative functions to support the operation of the Forest Protection program.

- Acts as WMA vehicle coordinator which involves overseeing leases for vehicles, ensuring safety checks are completed and orders replacement vehicles as required.
- Participates in safety program.
- Provides input into Forest Protection area priorities.
- Completes necessary administrative documents.

4. Supervises assigned seasonal staff to ensure that work performed meets area needs.

- Assists in supervising and training and assigns work to five seasonal lookouts.

- Supervises seasonal sector leader who provides assistance with Fire Smart Program, issues fire permits as well as actively carries out fire suppression duties.
- Supervises fire fighting crews.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Initially, this position works under the direct guidance of a more senior officer. As experience and skill are gained, the position will work with increasing independence in carrying out the scope of responsibilities outlined.
- Geographical spread of work is the Red Earth, Peerless Lake, Trout Lake and Loon Lake area of the Lesser Slave WMA.
- As the only department official in the area, a challenge faced by this position is to gain respect in this isolated native community. Has had to build rapport by hiring a sector leader from the community, setting up monthly meetings with the band council and providing assistance to the band in a meaningful way.
- Assists in making decisions regarding hazard reduction burns ? how, when and ensure that burns are done safely.
- Stakeholders impacted by the work of this job are the general public, aboriginal community, industry and communities in the area.
- Assists with/ supervises five seasonal lookouts as well as a seasonal sector leader who is responsible for assisting with the Fire Smart Program, issuing fire permits and active fire suppression.
- Supervises fire crews during the fire season and make decisions regarding which fire to fight and how to operate the crew, etc.
- Role involves fire prevention (education, engineering and enforcement), operations (fire fighting and associated operations support) and administration.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Works closely with the aboriginal community to promote various fire prevention initiatives such as controlled burns and other forms of hazard reduction as well as to employ members of the community as fire fighters. Significant emphasis in this job on liaison with aboriginal community as this WMA has a large number of aboriginal peoples.
- Liaises with industry in the area to promote fire prevention and compliance with legislation. An example, work with ATCO to establish ways to maintain power line corridors.

- Direct contact with public to provide information and advice regarding various fire prevention initiatives.
- Is the department representative in this area of the WMA and role is to facilitate communications with the public with regards to the role of FPD. Communications are for the purposes of education, improved landscape engineering and compliance.
- Contact with local government representatives to educate and provide information about prevention initiatives such as safety of incinerators, hazard reduction, urban rural interface initiatives, etc.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Diploma in Forest Technology.
- Requires knowledge of fire prevention, fire behaviour, fuel types, weather conditions, topography and a general understanding of industry in the area which has been obtained through formal education, division courses and related field experience.
- Working knowledge of Forest and Prairie Protection Act and Regulations, Forest Protection Policies and Standard Operating Procedures, Forest Certification Manual, Occupational Health and Safety Act and related policies and procedures and Contract Administration guidelines.
- Role as logistics officer requires knowledge of contracting, fire control agreements and plans.
- Role on overhead teams on project fires requires knowledge, teamwork and decision making ability.
- Well developed communications skills - both oral and written.
- Ability to develop and maintain effective working relationships with a range of stakeholders including the aboriginal community.
- Persuasion skills to educate and influence stakeholders to more pro-active fire prevention measures.
- Well developed decision making and time management skills.
- Good supervisory and human relations skills.
- Ability to be a team player.
- Class 5 driver's License.
- First Aid Certificate, OH&S certifications, WHIMIS, ATV, bear awareness training and certified at the Incident Commander 3 level.

Organization

(Working titles of positions reporting directly to this position.)

There are no permanent positions reporting to this job.

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Evaluation - 055NR01

Identification Section

Working Title:	Forest Officer (1)
Department:	Agriculture and Forestry
Division, Branch/Unit:	Public Lands and Forests Division, Field Operations Branch
Reports To:	Forest Officer 3
Levels to D.M.:	6
Job Description:	055NR01
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	055NR - Natural Resources 5

Comments on Role

This position will have progressive responsibility for operational delivery and regulation of the Land Management and Forest management programs within an assigned zone. The job is involved in the review and conditioning of approvals for commercial/industrial applications, and ensuring that public land uses are conducted within legislation and policy.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D-I2 132	25% 33	R1 38	203

Comments on Evaluation

Knowledge:

The role requires a Diploma in Forest Technology to provide knowledge required to apply forestry principles ranging from disposition management to field assessment and data collection. As experience is gained, the job acquires and applies knowledge of compliance assurance principles, the Department's enforcement framework, and a variety of legislation and regulations. As well, the job requires an understanding of industry operating practices in a variety of areas such as forest harvesting, geophysical operations, oil and gas exploration, reclamation techniques and gravel extraction.

The HR level 2 rating reflects the compliance/enforcement component of the job, as well as the skills required to minimize conflict amongst users.

Creativity/Problem Solving:

Land and forest management programs are governed by legislation, regulations, policies and procedures, and the entry level Forest Officer has ready access to a more senior officer for guidance. As experience is gained, judgement is exercised in the review and assessment of applications and the follow-up with stakeholders to resolve concerns and negotiate conditions for approval. Issues surrounding integration of land use and the reduction of environmental damage can be difficult and sensitive.

Responsibility:

This is a program delivery role in terms of assisting with the field delivery of timber and land management programs.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 055NR01

Identification Section

Working Title:	Forest Officer (1)
Department:	Agriculture and Forestry
Division, Branch/Unit:	Public Lands and Forest Division, Woodlands Area
Reports To:	N.R. 7, Woodlands Area
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is a position that will gain progressive responsibility for the operational delivery and regulation of the Land Management and Forest Management programs within an assigned zone within the Woodlands Area. The Forest Officer is directly involved in the review and conditioning of approvals for various commercial/industrial applications for land use and forest management. This position ensures that various public land uses are conducted appropriately and consistent with legislation and policy. The Forest Officer position has the authority to make decisions where clear policy, precedent and/or legislation exist, and to enforce the legislation through compliance monitoring and enforcement actions. Participation to a limited extent may be required in wildfire prevention, detection and suppression.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Forest Management Program.

- Review and recommend approval to the Area Manager of forest companies' annual operating plans (AOP) and various other forest management plans. Make field decisions on approval of alterations to the AOP.
- Ensure operational plans are consistent with the larger scale Detailed Forest Management Plans and other Land Use plans that may exist.
- Work with affected stakeholders, the forest company and various referral agencies to resolve conflicts and determine the most appropriate conditions of approval.
- Review and provide recommendations on major amendments to plans.
- Participate in the reforestation monitoring in the area.
- Audit field operations for compliance with legislation, policies, operating standards and conditions of approval.
- Conduct audits of timber production to ensure accurate accounting of harvested volumes as well as appropriate royalties have been paid as per policy directives and legislation.
- Take appropriate corrective measures including enforcement action in cases of non-compliance.
- Conduct field assessment of reclamation efforts.
- Manage the issuance, update and cancellation of appropriate forest management dispositions and authorities as required under the Forests Act, i.e. coniferous and deciduous timber permits, local timber permits, forest product tags.

2. Land Management Program.

- Review, condition and recommend approval (or rejection) of all surface disposition application in the assigned area. This involves the detailed review of land use applications, field assessment, follow-up meetings with various referral groups, affected stakeholders and the proponents themselves to resolve concerns and negotiate appropriate conditions for approval.
- Audit field operations associated with land management activities in the assigned area to ensure compliance with operating standards and conditions as well as legislation and policy.
- Participate on various Area and regional land management teams as required.
- Take appropriate corrective measures including enforcement action in cases of non-compliance.

3. Forest Protection.

- Participate in forest protection programs including wildfire prevention, detection and suppression when required.

4. Administration.

- Prepare accurate and concise correspondence.
- Keep accurate data collection records.
- Safely operate and maintain equipment.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- This position is employed in the operational delivery of timber and land management programs with support, when required, to the forest protection program. The position has extensive liaison responsibilities with other government staff and is the primary contact for assigned timber companies and land use applicants. This position deals directly with a large number of industrial and commercial operators (Oil/Gas industry, forest industry, trappers, gravel operators, cattle producers, etc.), municipal governments, federal and provincial government agencies, and private land owners as well as public-at-large. Proper review of various proponents' plans is essential in order to minimize conflict amongst users, integrate land use and reduce the risk of environmental damage. There are often difficult or sensitive issues resulting from proposed land or forest use requiring conflict resolution and negotiation. Judgement and creativity must be applied within the confines of legislation and policy.
- Monitoring of the various Land Management and Forest Management operations is essential to ensure all conditions of approval and relevant legislation/policy is being complied with. Knowledge of operating standards is required to as well as the many different operating practices by the various industries. Monitoring of certain activities is important to ensure revenue/royalties owing to the Crown is being reported properly and paid, i.e. timber production, gravel production.
- During investigations of non-compliance, this position will collect evidence from field assessments, interviews and review past history of contravention and recommend appropriate enforcement actions. Penalties imposed can have serious financial and professional implications on companies. Investigations may be complex involving witness statements and detailed collection of physical evidence.
- Initially, this position works under the direct guidance of a more senior Officer and work will be spot checked on a regular basis for technical accuracy, clarity, conciseness, timeliness and results. As experience and skill are gained, the position will work with increasing independence and after a period of time, the incumbent is expected to grow to the full working level.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- The position interacts with representatives from the forest industry, oil and gas, gravel industry, municipal government, federal and provincial government agencies, recreation and tourism groups, First Nations and the public for the purpose of exchanging information, providing client service and authorizing various public, industrial and commercial land use activities.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Diploma in Forest Technology.
- Membership or eligibility for membership to the College of Alberta Professional Forest Technologists.
- Holds a valid Alberta Scaler's permit.
- Thorough knowledge of forestry principles, ranging from disposition management to all aspects of field assessment and data collection, i.e. compliance inspections and audits, check scaling, regen surveys.
- Knowledge of all aspects of silviculture treatments and reforestation monitoring and record keeping (ARIS database).
- Working knowledge and ability to interpret the various legislation (*Forests Act, Public Lands Act, Environmental Protection Act, Weed Control Act*) for which authority to regulate has been granted. Understanding of the numerous policies/directives used to guide actions associated with the above legislation is required.
- Knowledge of Land Status Automated System (LSAS) to evaluate new applications and the current allocations of land use is necessary. Also require the understanding of Timber Production Record System (TPRS) and the process for production monitoring to ensure proper accounting of timber production and royalties associated with production.
- Understanding of the operating practices and standards used by the various industries i.e. geophysical operations, oil and gas exploration and development, forest harvesting and reforestation, gravel extraction, reclamation techniques and standards, road construction and watercourse crossing standards.
- Ability to communicate effectively and understand the objectives and issues. Oral presentations to groups such as clients or local public groups are required. There is a requirement to be able to communicate not only the legislative requirements to land use proponents but also the intent behind the legislation and conditions under which they operate.

- Ability to maintain a strong working relationship within Area teams and with the numerous clients. A key competency to this job is on providing a strong client focus.
- Ability to operate specialized equipment is required such as Data-recorders for scaling, ATVs', snowmobiles, 4X4 trucks in off-highway conditions, GPS units.
- Computer literate in word processing, spreadsheets and database skills as well as Departmental database systems (ARIS, LSAS, TPRS, etc).
- Strong negotiation, mediation and interpersonal skills are required as this position deals with issues resolution with the various clients, affected stakeholders including the general public.
- Flexibility and adaptability in dealing with changing workload priorities.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 054NR03

Identification Section

Working Title:	Parks Lead Seasonal Officer
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas Division
Reports To:	Conservation Officer 1, 2 or 3
Levels to D.M.:	6
Job Description:	054NR03
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	054NR - Natural Resources 4

Comments on Role

This is supervisory seasonal officer work, which includes ensuring compliance with provincial and federal resource legislation in Alberta's parks through education, enforcement and prevention, and implementing public safety and public relations programs. This position supervises a unit of two to five Parks Seasonal Officers.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CI2 115	22% 25	R2 33	173

Comments on Evaluation

Knowledge:

This position must successfully complete the annual Seasonal Officer training program, where knowledge of legislation, control tactics, and certification of the AACP Use-of-Force Model is acquired. It must also have past experience as a Seasonal Officer. The HR skills rating of 2 was allotted to this position in recognition of supervisory and leadership responsibilities, which include mentoring and supporting junior Seasonal Officers in situations that involve building consensus and influencing behaviour of park users.

Creativity/Problem Solving:

This position conducts vehicle and foot patrols where it may encounter situations that can be resolved based on precedents and established standards and guidelines. When facing conflicts with park users, Seasonal Officers may look to this position for assistance and guidance on how to minimize and resolve the situation. In most instances where assistance is needed, this position can radio other Conservation Officers or Seasonal Officers.

Responsibility:

As a Special Constable, the Lead Seasonal Officer delivers a variety of public safety, public relations, including contract supervision, fee collection, and Heritage Appreciation activities, and Park Area programs with a focus on compliance and enforcement.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 054NR03

Identification Section

Working Title:	Parks Lead Seasonal Officer
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas Division
Reports To:	Conservation Officer 1, 2 or 3
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is supervisory seasonal officer work, which includes supervising Parks Seasonal Officers, natural resource management, enforcement for compliance of a variety of provincial and federal legislation, and the implementation of public safety and public relations programs. Depending on the assigned Park (or Parks) staffing compliment, the seasonal officer will be advised as to which officer he/she will report to. Duties and functions performed will support the Park, District and Area operational plans and related programs during seasonal assignment. The incumbent will be required to apply the knowledge and skill sets acquired through the annual seasonal officer training program.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Supervise Parks Seasonal Officers, providing guidance and assistance with their natural resource management, public relations, and compliance/enforcement activities.**

- Provide advice, guidance, training, mentoring, and support to other Seasonal Officers on legislation, regulations, policies, and procedures pertaining to compliance, public safety, and enforcement. Resolve issues and conflicts between Seasonal Officers.
- Schedule work and review timesheets in accordance with human resource policies and directives.

2. Ensure compliance with provincial and federal resource legislation through education, enforcement and prevention.

- Conduct scheduled vehicle and foot patrols throughout designated patrol areas to meet compliance check targets, maximize public contact, provide information, and initiate investigations and prosecutions as required.
- Use legal instruments, including Eviction Notices, Seizure Receipts, Summons and Subpoenas, Appearance Notices, Affidavit of Service, and Provincial Violation Tickets, in accordance with Departmental policies and procedures.
- Conduct boat and ATV patrols, if certified in divisional course.

3. Assist with various programs as needed.

- Support Conservation Officers and area staff in the effective management and administration of contracts and facility operating agreements. Bring noted deficiencies to the supervisor's attention so appropriate action can be taken if the contractor is found to be in violation of the contract.
- Assist in developing and implementing an occupational health and safety program for the area, ensuring OH&S Act and Regulations are adhered to by all contractors and department staff.
- Provide local support and assistance to the heritage Appreciation Specialist as requested. Provides materials, facility set up, special event planning and public information.
- Assist district staff in ensuring that a comprehensive facility operation, maintenance and public safety/health program is followed for each park/recreation area.
- Participate in the development and implementation of a user fee and permit collection system. Ensure permit holders are up to date.

4. Natural Resource Management.

- Assist with problem wildlife control/management: act on wildlife/human conflicts that may pose a safety concern. Investigate complaints of property damage caused by wildlife.

5. Maintain public information, relations and education.

- Dispense and provide information to park users and the public.
- Assist with representing Parks and Protected Areas Division in the media and schools.

6. Participate in various elements of the Public Safety program.

- Provide basic first aid service to injured park users, assess injuries, and call for medical aid.
- Conduct initial ground searches for missing persons, and basic water, helicopter, and rope rescue.

7. Other Administrative duties.

- Complete ENFOR reports as directed by the supervisors.
- Complete department surveys, fuel consumption records, timesheets, etc. as instructed.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- This position plays an active role in prevention, mitigation, and education of various conservation programs/activities. It assists with the implementation of various parks and protected area programs. It acts on wildlife/human conflicts that may pose a safety concern. With assistance and direct supervision, this position may help deliver a variety of public service programs, including school presentations or attending various public meetings.
- As a Lead Seasonal Officer, this position mentors and assists other Seasonal Officers in conducting patrols and compliance checks, and may be required to handle more complicated enforcement issues and situations.
- While performing duties relating to 'Compliance and Security Services Programs' the incumbent is required to perform in a high profile environment. If duties are carried out unsatisfactorily it will result in public complaints to the Minister. Duties are carried out under the watchful eye of hundreds of park users. i.e. campers / day-users.
- When contracts are in place the Parks Lead Seasonal Officer will assist in contract monitoring to ensure compliance by contractors with all terms and conditions. The Parks Lead Seasonal Officer is expected to bring noted deficiencies to the attention of his/her supervisor so appropriate action can be taken if the contract is found in violation of the contract.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- This position deals with a wide variety of individuals/groups, mostly members of the public, civic groups, law enforcement agencies, anglers, park users, and students. The primary purpose of these contacts is to convey information/educate the public on various conservation issues/regulations, and to provide answers to questions regarding conservation programs. Depending on the situation, the last resort would be taking enforcement action.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Annual participation and successful completion of Seasonal Officer training program is required. (Includes: legislation review/application, control tactics, certification of the AACP Use-of-Force Model.) Will be appointed Special Constable status upon passing the training program.
- Ability to operate a Class 5 vehicle and drive a vehicle equipped with manual transmission.
- Standard First Aid Certificate or equivalent, Cardiopulmonary Resuscitation (CPR) Level 'C' certificate (one rescuer, two rescuers for child, infant and adult), Canada Safety Council Defensive Driving Certificate or equivalent.
- Knowledge in the areas of investigation techniques, evidence collection, court procedures and documents, search and rescue, and problem wildlife management are required and gained on-the-job.
- Good working knowledge of the following: *Parks Act/Regulations, Gaming and Liquor Act, Traffic Safety Act, Wilderness Area, Ecological Reserves and Natural Areas Act, Federal Fisheries Act, Canada Shipping Act/Small Vessel Regulations, Historical Resource Act, Environmental Protection & Enhancement Act, Wildlife Act/Regulations, Water Act, Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act, Municipal Taxation Act, Criminal Code, Department Policies, Procedures and Guidelines, Park Management and Operational Plans, Personnel Policies and Procedures and Union Agreements.*
- Ability to develop and implement a security compliance and public safety program.
- Physically fit to carry out physically demanding duties such as hiking, swimming, heavy lifting, operating various types of boats, etc.
- Leadership and supervisory skills to supervise entry-level staff.
- Communication skills to deal with a broad spectrum of the public, good listening skills.
- Ability to work within a team environment, as well as time management skills to work independently if needed.

- Ability to use tact and judgement when dealing with people, relationship-building abilities.
- Ability to minimize conflicts between public use activities in a way that promotes consideration of each user's needs and interests.
- High School Diploma plus at least one year related post-secondary education in a natural resource management program or an applied conservation management/enforcement degree program.
- Previous experience (two or more seasons) as a Parks Seasonal Officer or directly related work experience.

Organization

(Working titles of positions reporting directly to this position.)

Other Park Seasonal Officers.

Last Review / Update: 2016-03-11

Subsidiary 5

Benchmark Evaluation - 054NR02

Identification Section

Working Title:	Wildfire Aide
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Protection, Northwest Region, Upper Hay Wildfire Management Area
Reports To:	Wildfire and Air Operations Officer
Levels to D.M.:	6
Job Description:	054NR02
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	054NR - Natural Resources 4

Comments on Role

The Wildfire Aide assists with planning and implementation of forest fire prevention, detection, pre-suppression and suppression activities including annual planning and budget projection. This includes conducting field inspections and assisting with the maintenance of remote weather monitoring equipment. The position provides guidance and direction to crews of up to 8 temporary and emergency staff, and assists with compiling data on industry operations, fire detection and rosters.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CI2 115	22% 25	R1 29	169

Comments on Evaluation

Knowledge:

The position requires related experience and related in-house courses in fire suppression related activities. Knowledge of aerial photo interpretation, the use of maps, compass and GIS is required.

The HR level 2 recognizes that the position supervises crews of up to 8 temporary and emergency fire fighters. This includes responsibility for recruiting and training. The Wildfire Aide is required to influence and direct crews in emergency situations. It is important that the crews be properly motivated to undertake all training required and be prepared to respond to emergencies as necessary.

Creativity/Problem Solving:

The Wildfire Aide is expected to act independently in an emergency situation and lead crews. Actions are determined by job related experience and knowledge.

Responsibility:

The position has a program delivery focus.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 054NR02

Identification Section

Working Title:	Wildfire Aide
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Protection, Northwest Region, Upper Hay Wildfire Management Area
Reports To:	Wildfire and Air Operations Officer, Forester II
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Position assists with planning and implementation of forest fire prevention, detection, pre-suppression and suppression activities. Conducting field audit inspections and assisting with the maintenance of remote weather monitoring equipment are responsibilities, as is providing guidance and direction to temporary and emergency staff. Position assists with compiling data on industry operations, fire detection and rosters.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Position assists with wildfire pre-suppression planning and implementation.

- Assist with the preparation and implementation of the annual Pre-Suppression Plan.
- Assist with the development of project work lists for seasonal and emergency staff.

- Assist with the development of fire manpower rosters.
- Record and forward pre-suppression activity data and costs.

2. Actively participate in the Wildfire Management Area and provincial suppression program.

- Actively participate in fighting wildfires as assigned.
- Provide logistical support to fire suppression resources.
- Assist with fire-line reclamation planning and implementation.

3. Communicate and educate safety and alert status to temporary and emergency staff.

- Ensure communication of safety plans and alert status to staff.
- Ensure all operations are conducted safely and in accordance with policies and legislation.
- Participates in coordination of Wildfire Management Area safety program.
- Conduct safety briefings to seasonal and emergency staff.

4. Assist with wildfire prevention and detection activities.

- Assist in communicating fire prevention to the public and stakeholders.
- Conduct field audits to identify potential fire hazards.
- Compile and track industry operations during the fire season.
- Assist with maintaining and reading remote weather monitoring equipment.
- Assist with detection facility maintenance and operations.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Position supports preparations for fighting wildfires (pre-suppression) in an area of the province as well as actively suppressing wildfires (suppression). Position oversees temporary and emergency workers. Supervisor delegates the position its workload, sets priorities and deadlines, and maintains consistency and standards.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Position supervises temporary and emergency wildfire suppression staff on crews of up to 8 members. This includes resolving conflicts among crew members. Position also has a role in providing prevention information to the public.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position requires good organizational and time management skills, and a working knowledge of aerial photo interpretation, the use of maps, compass and GIS units.
- Requires application of knowledge acquired through experience and some course work in the areas of fire behaviour, suppression tactics and prevention.

Organization

(Working titles of positions reporting directly to this position.)

While position has no formal supervisory responsibility for permanently assigned staff, it provides guidance and direction to temporary and emergency fire fighters.

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Evaluation - 053NR02

Identification Section

Working Title:	Parks Seasonal Officer
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas Division
Reports To:	Parks Lead Seasonal C.O. or C.O. 1 -3
Levels to D.M.:	6
Job Description:	053NR02
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	053NR - Natural Resources 3

Comments on Role

This is seasonal officer work, which includes assisting with ensuring compliance with provincial and federal resource legislation through education, enforcement and prevention, and implementing public safety and public relations programs.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CI-2 100	19% 19	R2 25	144

Comments on Evaluation

Knowledge:

This position must successfully complete the annual Seasonal Officer training program, where knowledge of legislation, control tactics, and certification of the AACP Use-of-Force Model is acquired. The I- rating acknowledges that at this level, responsibilities of the Seasonal Officer are routine, and do not require extensive organizing, planning, or leadership as other Conservation Officer positions do.

The HR skills rating of 2 recognizes the need to influence behaviour. The position's primary role is the 'Good Host,' using facilitation and negotiation skills to minimize conflicts arising from public use activities. Enforcement is the final step if conflicts cannot be resolved through communication.

Creativity/Problem Solving:

This position conducts scheduled vehicle and foot patrols where it may encounter problems requiring fast resolution. However, these situations are resolved based on precedents and well-established standards and guidelines. Access to assistance is readily available, as for the most part, this position is accompanied on the patrols by other Seasonal or Conservation Officers, or can radio for assistance if necessary.

Responsibility:

The Seasonal Officer delivers a variety of public safety, public relations, and Park Area programs, including contract supervision, fee collection and Heritage Appreciation activities, with a focus on compliance and enforcement. Upon completion of the seasonal training, this position is granted formal delegated authority to enforce various acts and regulations as a Special Constable.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 053NR02

Identification Section

Working Title:	Parks Seasonal Officer
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas Division
Reports To:	Parks Lead Seasonal C.O. or C.O. 1 -3
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is seasonal officer work which includes natural resource management, enforcement for compliance of a variety of provincial and federal legislation, and the implementation of public safety and public relations programs. Depending on the assigned Park (or Parks) staffing compliment, the seasonal officer will be advised as to which officer he/she will report to. Duties and functions performed will support the Park, District and Area operational plans and related programs during seasonal assignment. The incumbent will be required to apply the knowledge and skill sets acquired through the annual seasonal officer training program.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Assist with ensuring compliance with provincial and federal resource legislation through education, enforcement and prevention.**

- Conduct scheduled vehicle and foot patrols throughout designated patrol areas to meet compliance check targets, maximize public contact, provide information, and initiate investigations and prosecutions as required. Assist with monitoring hunters, anglers, trappers, commercial fisherman, industry, firms, or agencies whose unregulated activities could detrimentally affect Alberta's resources and their habitat.
- Use legal instruments, including Eviction Notices, Seizure Receipts, Summons and Subpoenas, Appearance Notices, Affidavit of Service, and Provincial Violation Tickets, in accordance with Departmental policies and procedures.
- Conduct boat and ATV patrols (if certified in a divisional course).

2. Assist with various programs as needed.

- Support Conservation Officers and area staff in the effective management and administration of contracts and facility operating agreements. Bring noted deficiencies to the supervisor's attention so appropriate action can be taken if the contractor is found to be in violation of the contract.
- Assist in implementing an occupational health and safety program for the area, ensuring OH&S Act and Regulations are adhered to by all contractors and department staff.
- Provide local support and assistance to the Heritage Appreciation Specialist as requested. Provides materials, facility set up, special event planning and public information.
- Assist Conservation Officers in ensuring that a comprehensive facility operation, maintenance and public safety/health program is followed for each park/recreation area.
- Participate in the development and implementation of a user fee and permit collection system. Ensure permit holders are up to date.

3. Natural Resource Management.

- Assist with problem wildlife control/management: act on wildlife/human conflicts that may pose a safety concern. Investigate complaints of property damage caused by wildlife, assist with initiating control actions.

4. Maintain public information, relations and education.

- Assist with representing Parks and Protected Areas Division in the media and schools.

5. Participate in various elements of the Public Safety program.

- Provide basic first aid service to injured park users, assess injuries, call for medical aid.
- Conduct initial ground searches for missing persons, and basic water, helicopter, and rope rescue.

6. Other Administrative Duties.

- Complete ENFOR reports as directed by the supervisors.
- Complete department surveys, fuel consumption records, timesheets, etc. as instructed.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- This position plays an active role in prevention, mitigation, and education of various conservation programs/activities. It assists with the implementation of various parks and protected area programs. It acts on wildlife/human conflicts that may pose a safety concern. With assistance and direct supervision, this position may help deliver a variety of public service programs, including school presentations or attending various public meetings.
- While performing duties relating to 'Compliance and Security Services Programs' the incumbent is required to perform in a high profile environment. If duties are carried out unsatisfactorily it will result in public complaints to the Minister. Duties are carried out under the watchful eye of hundreds of park users. i.e. campers / day-users.
- When contracts are in place the Parks Seasonal Officer will assist in contract monitoring to ensure compliance by contractors with all terms and conditions. The Parks Seasonal Officer is expected to bring noted deficiencies to the attention of his/her supervisor so appropriate action can be taken if the contractor is found in violation of the contract.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- This position deals with a wide variety of individuals/groups, mostly members of the public, civic groups, law enforcement agencies, anglers, park users, and students. The primary purpose of these contacts is to convey information/educate the public on various conservation issues/regulations, and to provide answers to questions regarding conservation programs. Depending on the situation, the last resort would be taking enforcement action.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and

skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Attendance and successful completion of the annual Seasonal Officer training program is required. (Includes: legislation review/application, control tactics, certification of the AACP Use-of-Force Model.) Will be appointed Special Constable status upon passing the training program.
- Ability to operate a Class 5 vehicle and drive a vehicle equipped with manual transmission.
- Standard First Aid Certificate or equivalent, Cardiopulmonary Resuscitation (CPR) Level 'C' certificate (one rescuer, two rescuers for child, infant and adult), Canada Safety Council Defensive Driving Certificate or equivalent.
- Knowledge in the areas of investigation techniques, evidence collection, court procedures and documents, search and rescue, and problem wildlife management are required and gained on-the-job.
- The incumbent is expected to develop and demonstrate a working knowledge of the following: *Parks Act/Regulations, Gaming and Liquor Act, Traffic Safety Act, Wilderness Area, Ecological Reserves and Natural Areas Act, Federal Fisheries Act, Canada Shipping Act/Small Vessel Regulations, Historical Resource Act, Environmental Protection & Enhancement Act, Wildlife Act/Regulations, Water Act, Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act, Municipal Taxation Act, Criminal Code, Department Policies, Procedures and Guidelines, Park Management and Operational Plans, Personnel Policies and Procedures and Union Agreements.*
- Develop the ability and knowledge to develop and implement a security compliance and public safety program.
- The incumbent must be physically fit to carry out physically demanding duties such as hiking, swimming, heavy lifting, operating various types of boats, etc.
- Communication skills to deal with a broad spectrum of the public, good listening skills.
- Ability to work within a team environment, as well as time management skills to work independently if needed.
- Ability to use tact and judgement when dealing with people, relationship-building abilities.
- Ability to minimize conflicts between public use activities in a way that promotes consideration of each user's needs and interests.
- High School Diploma plus at least one year of post-secondary education in a natural resource management program or an applied conservation management/enforcement degree program.

Organization

(Working titles of positions reporting directly to this position.)

N/A.

Subsidiary 5 Benchmark Evaluation - 053NR01

Identification Section

Working Title:	Helitack Crew Leader
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Protection Division
Reports To:	Wildfire Ranger
Levels to D.M.:	6
Job Description:	053NR01
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	053NR - Natural Resources 3

Comments on Role

This position leads and supervises a 4-person crew which actions new fire starts to control and extinguish. In addition to wildfire suppression activities, the position is responsible for the administration of the crew's timesheets and training, ensuring it is completed and proficiency is maintained.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CI-1 87	19% 16	R1 19	122

Comments on Evaluation

Knowledge:

The position requires successful completion of a Type 1 leader course plus a minimum of one season's experience as a crew member on a wildfire suppression crew. A working knowledge of Forest Protection policies and standard operating procedures pertaining to wildfire suppression activities is also needed. While most responsibilities are routine, the I- recognizes the demonstration of leadership skills required to make decisions on the best fire suppression tactic to use and when to request additional resources.

This position has no formal supervisory responsibility for permanently assigned staff. The HR rating of 1 encompasses the role carried out by the position in leading a small crew in fire suppression activities.

Creativity/Problem Solving:

This position makes decisions on daily fire suppression activities that are guided by well-established standards, guidelines, and precedents.

Responsibility:

This position delivers a portion of the wildfire suppression program.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 053NR01

Identification Section

Working Title:	Helitack Crew Leader
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Protection Division
Reports To:	Wildfire Ranger
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Wildfire Ranger responsible for the Type 1 Wildfire Suppression crews within the Wildfire Management Area, this position leads and supervises a 4-man crew, which is responsible to action new fire starts by controlling and extinguishing. The position also has responsibility for administration of the crew in terms of reporting of time worked supervision and ensuring that training is completed and proficiency is maintained. The crew can be called upon to action fires anywhere within the province and also outside the province on occasion.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. The Helitack crew leader is required to perform a variety of duties that include:**

- Leading and supervising a crew in fire suppression activities.
- Ensure through recording in a proficiency book and monitoring performance that standards as prescribed by the FPD are met.
- Ensure that fire readiness of the crew is maintained.
- Ensures that the safety considerations as prescribed by things like the standard watch outs and fire orders are considered and implemented in all work situations.
- Responsible to ensure crew equipment, crew vehicle assigned are maintained.
- Responsible for crew equipment inventory.
- Responsible to assign specific tasks to individual crew members.
- Responsible to deal with disciplinary issues as required, also to bring serious disciplinary concerns to immediate supervisor.
- Ensure crew maintains required physical fitness standards.
- Responsible to conduct preliminary investigations into fire cause and know the procedure on how to protect a scene for in depth investigation by an experienced investigator.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Incumbent makes decisions on daily operations independently, based on established standards and guidelines with direction given in exceptional situations, these situations are generally defined as those which are not covered in the standards and guidelines. In addition this position is required and expected, based on training and experience, to make decisions on the best fire suppression tactic to use and when to request additional resources. Work is reviewed at the end of the season with a mid season appraisal. Audits are also conducted on performance based on performance measures.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- The position main contacts are the Wildfire Ranger responsible for the crew, and the Duty Officer who sets daily work and dispatches the crew. Other contacts include stakeholders such as residents, other industry while engaged in suppression, municipal fire forces, and other WMA staff who have support responsibilities for the suppression program.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Successful completion of a Type 1 leader course.
- Minimum 1 seasons fire experience as a crew member on a Wildfire suppression crew.
- Valid class 5 drivers license.
- Understanding and knowledge of the standards of a type 1 fire fighter, including proficiency expectations, physical fitness standards and readiness standards.
- Working knowledge of Forest Protection policies and Standard operating procedures that pertain to the position.
- Knowledge of OH&S standards.
- Basic understanding of fire cause investigation.
- Moderate knowledge of fire behaviour and tactics to suppress.
- Demonstrated supervision and leadership abilities.
- Good communication skills.
- Demonstrated decision-making abilities.

Organization

(Working titles of positions reporting directly to this position.)

Supervises three Type 1 Fire Fighters (Helitack Crew Members) who comprise the rest of the crew.

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Evaluation - 052NR01

Identification Section

Working Title: Helitack Crew Member
Department: Agriculture and Forestry
Division, Branch/Unit: Wildfire Services Branch, Forest Protection Division
Reports To: Wildfire Ranger
Levels to D.M.: 7
Job Description: [052NR01](#)
Minimum Recruitment Standard: See the Minimum Recruitment Standard for [Natural Resources](#)
Job Code: [052NR](#) - Natural Resources 2

Comments on Role

The Helitack Crew Member is responsible to perform a number of duties including performing initial suppression on fires to control the fire before it spreads, detecting hotspots and/or constructing and holding fire containment lines. Assigned equipment and vehicles must be maintained and serviceable.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
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Comments on Evaluation

Knowledge:

The role requires knowledge of fire suppression that is gained through some previous related experience and in-house course work taken at the beginning of the season. A working knowledge of Forest Protection Policies and Standard Operating procedures that pertain to the position is required, along with knowledge of Occupational Health and Safety policies. Knowledge gained through certification in First Aid, CPR and WHMIS is necessary. There is an emphasis on meeting and maintaining physical requirements.

The HR skills required for the position involve clarification of instructions and exchange of specific information.

Creativity/Problem Solving:

Problem solving involves following detailed standard practices based on past experience. In cases where standard practices do not apply, there is immediate access to assistance.

Responsibility:

This a program delivery role focusing on controlling new fire starts and extinguishing fires before they spread and go out-of-control.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 052NR01

Identification Section

Working Title:	Helitack Crew Member
Department:	Agriculture and Forestry
Division, Branch/Unit:	Wildfire Services Branch, Forest Protection Division
Reports To:	Wildfire Ranger
Levels to D.M.:	7

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Helitack Unit Leader and working as part of a Wildland Firefighting Crew, Type I, the position is responsible to action new fire starts to control and extinguish fires before the fire spreads and gets out-of-control. The position may also be required to complete project work as assigned.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. The Helitack Crew Member is required to perform a variety of duties that includes:

- Performs initial fire suppression on fires.
- Detects hotspots and/or constructs and holds fire containment lines.
- Keep assigned equipment serviceable.
- Maintains physical fitness standards.
- Maintains assigned vehicles to the crew serviceable and up to date in logbooks.
- Maintains fire readiness and work under safe conditions.
- Participates in regular proficiency training and activities are documented.
- During low fire hazard, may be required to do project work, - for example, related to the Firesmart program.
- Be prepared for fire export at all times.
- Complete required paperwork and maintain diary.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Incumbent makes decisions on daily operations independently based on established standards and guidelines with direction given in exceptional situations, these situations are generally defined as those which are not covered in the standards and guidelines. Work is reviewed at the end of the season with a mid-season appraisal also.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- The position's main contact is the Helitack Leader for direction and supervision. Position works closely with other members as well.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Successful completion of Grade 10 and/or related experience as a Type 2 certified fire fighter.
- Valid Class 5 Driver's License.
- Must meet and maintain physical fitness standards.
- Successfully complete a recognized Wildland Firefighter course.
- Valid Standard First Aid Certificate and CPR.
- Valid certificate in WHMIS.
- Working knowledge of Forest Protection Policies and Standard Operating procedures that pertain to the position.
- Knowledge of OH&S policies.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Evaluation - 051NR01

Identification Section

Working Title:	Forestry Aide
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Management Branch, Public Lands and Forests Division
Reports To:	Tree Improvement Forester
Levels to D.M.:	7
Job Description:	051NR01
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Natural Resources
Job Code:	051NR - Natural Resources 1

Comments on Role

This position is responsible for supervised routine work in seed orchards and clone banks, field trials, the plant propagation program and the seed program. This includes cone picking on trees that are up to 20 feet tall and routine maintenance of trees in seed orchards and clone banks. Project work may be completed as assigned. This role is typically seasonal.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
B+T1 66	16% 10	R1 12	88

Comments on Evaluation

Knowledge:

The position is required to possess knowledge of tasks provided as assigned and equipment operated during the course of duties. This knowledge is gained through an orientation provided at the start of the work term. The B+ recognizes the diversity of tasks. The HR skills required for the role are to clarify instructions and ask questions related to specific tasks.

Creativity/Problem Solving:

The work is performed using detailed standard practices. There are a diverse number of tasks that are completed based on past experience.

Responsibility:

The role is focused on program delivery to assist at the Tree Improvement Center as required.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 5 Benchmark Job Description - 051NR01

Identification Section

Working Title:	Forestry Aide
Department:	Agriculture and Forestry
Division, Branch/Unit:	Forest Management Branch, Public Lands and Forest Division
Reports To:	Tree Improvement Forester
Levels to D.M.:	7

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Tree Improvement Forester, this position is responsible for supervised routine work in seed orchards and clone banks, field trials, the plant propagation program and the seed program. The position may also be required to complete project work as assigned.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. The Forestry Aide, under supervision, is required to perform a variety of duties such as:

Seed Orchards/Clone Banks

- Cone Picking on trees that are up to 20 feet tall
- Climbing and moving ladders.
- Picking cones from mature trees on ladders/manlift and placing into pails or bags.
- Moving and lifting sacks/pails filled with cones.
- Routine maintenance of trees in seed orchard and clone banks
- Staking trees with bamboo sticks.
- Planting trees from a 4 to 10 litre pot to the field (3 year old trees).
- Moving and replacing tags.
- Making tags with heat pen.
- Digging holes with fire shovels and moving trees to planting locations.
- Pruning trees (bottom and middle).
- Checking trees for insects and disease.
- Removing tall grass and weeds with brush saws around trees.
- Spraying insecticides with backpack sprayer and safety equipment.
- Applying herbicide with backpack sprayer or hockey stick.
- Checking irrigation and making repairs.

Field Trials

- Routine maintenance of trees in field trials
- Planting trees (1 year old stock).
- Brush saw competition around experimental trees.
- Pinning planting positions.
- Lifting and moving boxes of experimental stock and measuring experimental trees with height pole and diameter tape.

Plant Propagation Program

- Routine maintenance of grafts, orchard, research and conservation stock
- Hand weeding.
- Pull and wrap experimental trees, pack boxes into vehicles or transport to cold storage.
- Relocate pots to greenhouses, growing area and heeling in beds.
- Putting up and taking down shade cloth in growing area and over greenhouses.
- Lifting and moving container seed orchard trees in 15 gallon pot.
- Moving benches into greenhouses and outside.

- Watering in greenhouses, growing area and beds.

Seed Program

- Cone Processing and Extraction
- Cone receipts.
- Organize cones from projects.
- Measuring cone volumes and cone counts from each tree and each project.
- Spread cones on pallets and stir cones for drying and curing.
- Pallets moved into position for cone drying and curing.
- Extract cones and cone disposal.
- Move cone trays into kiln.
- Lift and soak cones in hot water.
- Seed Counts.
- Cleaning seed (dewinging).

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- High diversity of tasks, low complexity and creativity. Impacts genetic resource conservation, cooperative tree improvement, genetic research and reforestation seed programs.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Forestry Aide III, Plant Propagation Technician and Tree Improvement Forester.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and

skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Valid Class 5 Driver's License.
- Standard First Aid.
- Physically able to perform work associated with reforestation, tree nursery or field operations.
- Background in agriculture or forestry an asset.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

Last Review / Update: 2016-03-11