

# JOB DESCRIPTION

## Benchmark Job #272

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|           |                              |                |  |
|-----------|------------------------------|----------------|--|
| Ministry: | Environment, Lands and Parks | Working Title: | <b>Supervisor, Industrial Investigations</b> |
| Branch:   | Conservation Branch          | Level:         | Range 24                                     |
| Location: | Lower Mainland               | NOC Code:      | 2224   |

### PRIMARY FUNCTION

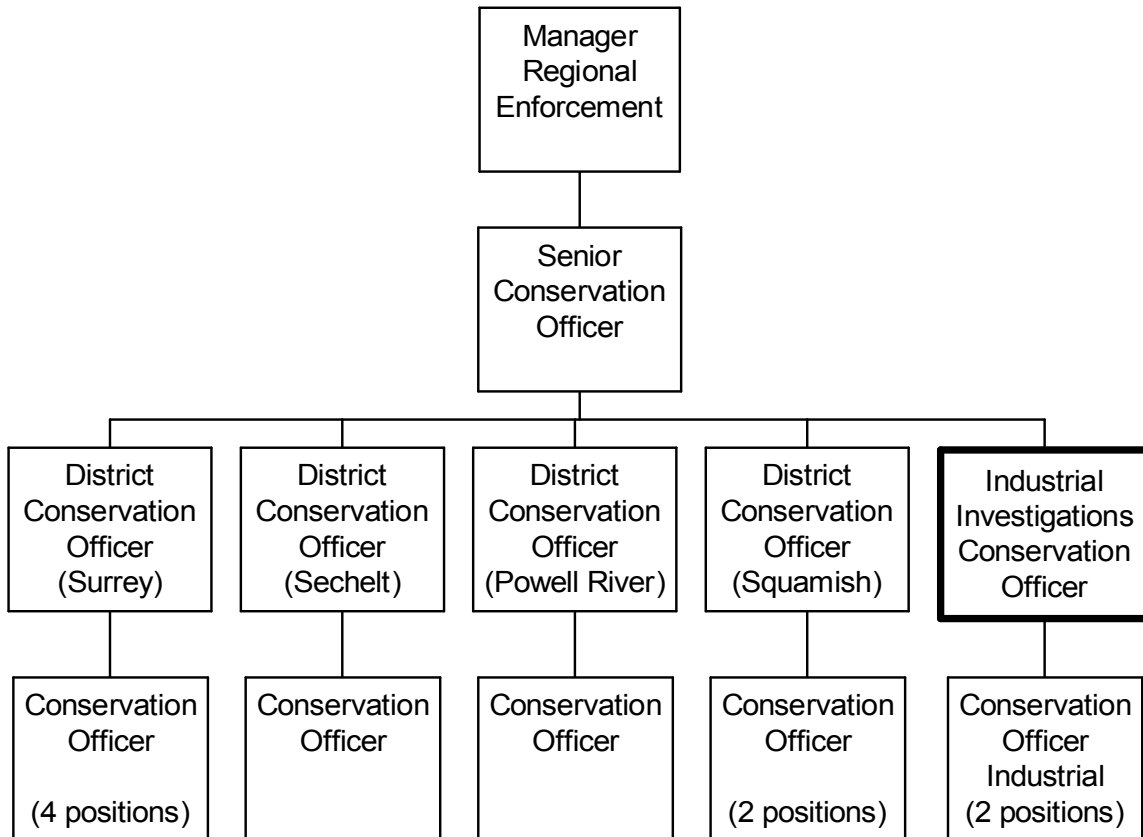
To conduct, coordinate and monitor industrial investigations under various environmental related acts and coordinate the activities of an industrial investigations unit.

### JOB DUTIES AND TASKS

1. Supervises the operation of a regional industrial investigations unit
  - a. determines which industrial investigations are to receive priority, draft workplans and allocates investigative work among subordinate officers accordingly; reviews the on-going progress of investigations
  - b. supervises the strategy of investigations and ensures that the unit meets operational goals
  - c. supervises, monitors, and appraises the work performance of two industrial investigation officers and provides mentorship guidance
  - d. reviews investigation reports from field staff and provides input for submission to crown council
2. Coordinates and carries out industrial investigation activities
  - a. reviews environmental complaints related to industrial violators to identify whether enforcement or administration actions are appropriate and determines the scope for any subsequent investigation
  - b. arranges and coordinates activities for a multi-disciplinary team of engineers, biologists, technicians and conservation officers for participation in site-specific investigations of industrial operations
  - c. obtains and secures evidence and arranges for analysis of samples of effluent or other collected evidence, ensuring continuous security until the evidence is submitted to the courts
  - d. interviews and takes statements from accused, witnesses and complainants who are directly or indirectly involved or have information on suspected offences; conducts searches of persons, businesses, residences, vehicles and other potential sources of evidence
  - e. conducts file searches into the regulatory history of industries to determine and evaluate non-compliance with environmental law
  - f. assesses information derived from investigations and decides upon appropriate course of action including exercising statutory authorities to make arrests, seize equipment, issue tickets, issue stop work orders, and recommends prosecution, penalties or permit cancellations
  - g. conducts patrols by vehicle, ATV, boat, aircraft, horseback or on foot to discover violations in progress or evidence of recently committed violations
  - h. monitors industrial activity to assess if practices are in compliance with environmental legislation
  - i. coordinates enforcement projects involving other conservation officer and law enforcement personnel
3. Coordinates the administrative activities of the industrial investigations unit
  - a. prepares an annual Industrial Investigations Unit workplan and assists in the preparation of the regional plan, monitors progress against the plan and makes adjustments to work assignments
  - b. prepares the annual unit budget estimates and administers the approved budget allocation (ministry authority for expenditure on goods and services and contracts up to \$500)
  - c. prepares reports on various administrative matters involving compilation of data/statistics
  - d. maintains complete paper and computer files on all investigations for which responsible
  - e. maintains an inventory of fixed assets, identifies deficiencies and expedites replacement
4. Performs other related duties
  - a. drafts briefing notes, news media contact forms and news releases on environmental enforcement activities and responds to news media and public inquiries on industrial environmental investigations
  - b. participates on provincial/regional committees as required
  - c. conducts wildlife control work when no other conservation officers are available
  - d. operates and maintains certification on a variety of vehicles, equipment, and firearms and performs emergency field repairs as required, instructs others in the use of firearms and equipment
  - e. participates in the ministry's provincial emergency plans
  - f. presents court evidence under oath

ORGANIZATION CHART  
Benchmark Job #272

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# REASON FOR CLASSIFICATION

Benchmark Job #272

Job Title: Supervisor, Industrial Investigations

| FACTOR NO. | REASON FOR CLASSIFICATION  | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1          | <p><b>JOB KNOWLEDGE</b><br/>Understand the principles of environmental protection law enforcement to interpret and apply environmental enforcement legislation to develop unit work plans and to solve investigative problems.</p>   | G      | 250           |
| 2          | <p><b>MENTAL DEMANDS</b><br/>Judgment to modify investigative methods and approaches to develop cases surrounding environmental infractions by industry, plan a course of action for cases escalated by District Conservation Officers, and monitor on-going compliance of industry to environmental laws.</p> | G      | 200           |
| 3          | <p><b>INTERPERSONAL COMMUNICATIONS SKILLS</b><br/>Persuasion required to use basic counselling skills to appraise and discuss employee performance problems, as well as deal with incidents of antagonism while acting in an enforcement capacity.</p>   | D      | 45            |
| 4          | <p><b>PHYSICAL COORDINATION AND DEXTERITY</b><br/>Significant coordination and dexterity required to calibrate and adjust sensitive surveillance and testing equipment used in the conduct of investigations.</p>  | D      | 22.5          |
| 5          | <p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b><br/>Guided by environmental enforcement policies, plans, guidelines and legislation applies accepted investigational methods in a different way to coordinate an industrial investigations unit and to conduct and enforce various environmental Acts.</p>       | E      | 120           |
| 6          | <p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b><br/>Moderate financial responsibility to administer part of local budget and ensures expenditures are within limits and exercises spending authority up to \$500.</p>   | D      | 22.5          |
| 7          | <p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b><br/>Considerable responsibility to control the evidence gathering process following criminal justice standards to ensure the relevance and validity of information.</p>   | E      | 33            |

## REASON FOR CLASSIFICATION

Benchmark Job #272

Job Title: Supervisor, Industrial Investigations

| FACTOR NO. | REASON FOR CLASSIFICATION   | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 8          | <b>RESPONSIBILITY FOR HUMAN RESOURCES</b><br>Responsibility to supervise assigned workers, appraise employee performance and take disciplinary action (2 FTEs).                             | DE     | 20            |
| 9          | <b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b><br>Considerable care and attention to provide environmental enforcement and industrial investigations services for public protection. | E      | 40            |
| 10         | <b>SENSORY EFFORT/MULTIPLE DEMANDS</b><br>Focused sensory concentration to frequently listen and observe while conducting investigations to gather evidence.                                | C      | 12            |
| 11         | <b>PHYSICAL EFFORT</b><br>Heavy physical effort to regularly lift moderate weighted bio-assay samples and investigational equipment.  | E      | 24            |
| 12         | <b>SURROUNDINGS</b><br>Exposed frequently to all weather conditions without shelter while conducting investigations to gather evidence.   | D      | 9             |
| 13         | <b>HAZARDS</b><br>Significant exposure to hazards from frequently working around hazardous chemicals and toxic wastes.  | D      | 9             |

**Total Points: 807**

**Level: Range 24**

# JOB DESCRIPTION

Benchmark Job #368

Ministry: Forests  
Branch: Forest Revenue  
Location: Kamloops

Title:  
Level:  
NOC Code:

**Senior Forest Revenue Inspector**  
Range 24  
6463

## PRIMARY FUNCTION

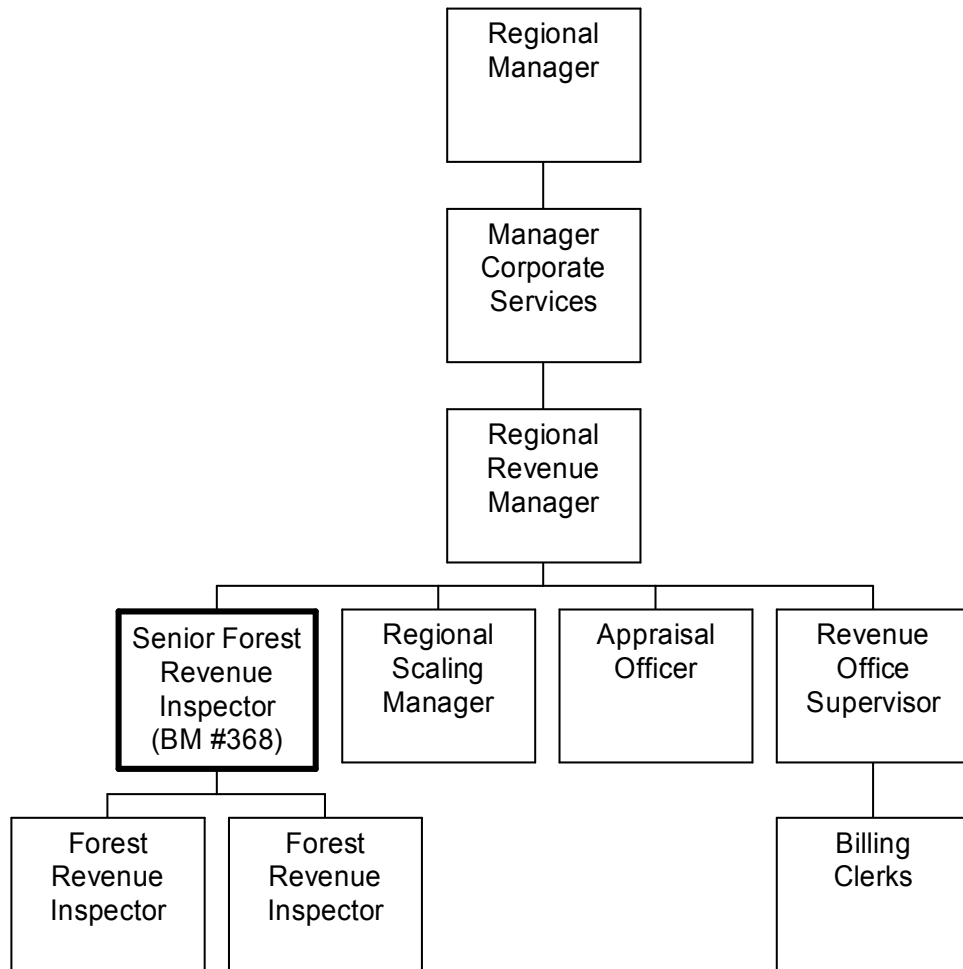
To plan, develop, implement, control and review Forest Revenue Inspection (FRI) activities at the regional level to enhance revenue management and ensure that non-compliance with legislation and technical standards is addressed.

## JOB DUTIES AND TASKS

1. Coordinates and administers the Forest Revenue Inspection (FRI) program at the regional level to minimize potential loss in revenue resulting from failures to comply with legislation, regulations, contractual conditions, procedural systems and standards, or from inaccurate assessment of timber approved for harvesting
  - a. develops a regional Program Management Plan for revenue inspection
  - b. ensures implementation and compliance with provincial acts and regulations and interprets policies and procedures for operational effectiveness
  - c. conducts audits to identify weaknesses in policy and procedures that may jeopardize revenue due to non-compliance with ministry standards
  - d. reviews and evaluates the individual reports submitted by the Forestry Revenue Inspectors, adding recommendations and following investigations through to their completion
  - e. prepares regular summary reports on the activities of the FRI activities for management review
  - f. communicates with regional and district personnel to ensure consistent application of standards
  - g. liaises with RCMP, Crown Counsel, Ministry of Environment, and other agencies on joint investigations and/or to provide advice and guidance
  - h. conducts investigations and submits reports to Crown Counsel and conducts special investigations and internal inquiries when directed
  - i. reviews and responds to inquiries on investigations, enforcement and revenue matters
  - j. provides investigation and/or enforcement services for revenue related violations to district and regional staff as required
  - k. represents ministry interests at formal review, appeals, and court hearings
  - l. develops and implements the regional revenue risk management and business plans; develops, reviews, and provides recommendations for ministry legislation, policy, procedures and standards
  - m. performs the role of a Forest Revenue Inspector and participates in special investigations as workload warrants
  - n. controls evidence gathering process for the team
2. Supervises a team of Forest Revenue Inspectors and coordinates the administrative functions of the FRI Unit
  - a. supervises the activities of two Revenue Inspectors by coordinating, allocating, monitoring and evaluating their work and initiating remedial action as required
  - b. provides training, technical advice and direction on revenue inspection activities, identifies training needs, and arranges or delivers training
  - c. develops administrative procedures for the activities of the Regional FRI Unit and establishes and maintains a variety of operational files
  - d. conducts activity surveys and audits of the regional FRI program activities
  - e. develops and manages operational budgets for the team
3. Performs other duties as required
  - a. coordinates the Regional Violation ticket Program by notifying district and regional staff of changes in procedures, and providing advice, recommendations and training
  - b. drives 4x4 vehicle on logging roads

ORGANIZATION CHART  
Benchmark Job #368

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## REASON FOR CLASSIFICATION

Benchmark Job #368

Job Title: Senior Forest Revenue Inspector

| FACTOR NO. | REASON FOR CLASSIFICATION   | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1          | <p><b>JOB KNOWLEDGE</b><br/>Understand the principles of Revenue Risk Management to analyze ministry forest revenue policies and regional issues to develop and supervise the Regional Forest Revenue Inspection Program.</p>                 | G      | 250           |
| 2          | <p><b>MENTAL DEMANDS</b><br/>Judgement to modify revenue risk management methods to adjust to evolving revenue evasion techniques to plan the Regional Forest Revenue Inspection Program.</p>   | G      | 200           |
| 3          | <p><b>INTERPERSONAL COMMUNICATIONS SKILL</b><br/>Persuasion required to use basic counseling skills to discuss and explain employee performance problems with worker and to provide advice for improvement.</p>                               | D      | 45            |
| 4          | <p><b>PHYSICAL COORDINATION AND DEXTERITY</b><br/>Moderate coordination and dexterity required to operate a 4x4 vehicle on logging roads.</p>   | C      | 15            |
| 5          | <p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b><br/>Guided by ministry Revenue Risk Management policies to plan and organize the Regional Forest Revenue Inspection Program.</p>  | F      | 160           |
| 6          | <p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b><br/>Considerable financial responsibility to plan and conduct internal forest revenue audits.</p>  | F      | 43            |
| 7          | <p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b><br/>Considerable responsibility to control the evidence gathering process for the unit following criminal justice standards to ensure the relevance and validity of information.</p> | E      | 33            |

# REASON FOR CLASSIFICATION

Benchmark Job #368

Job Title: Senior Forest Revenue Inspector

| FACTOR NO. | REASON FOR CLASSIFICATION   | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 8          | <b>RESPONSIBILITY FOR HUMAN RESOURCES</b><br>Responsibility to supervise Forest Revenue Inspectors, appraise employee performance and take disciplinary (2 FTEs). | DE     | 20            |
| 9          | <b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b><br>Moderate care and attention to ensure workers follow safety procedures.                                  | C      | 15            |
| 10         | <b>SENSORY EFFORT/MULTIPLE DEMANDS</b><br>Focused sensory concentration and attention to detail to frequently review documents, reports and spreadsheets.         | C      | 12            |
| 11         | <b>PHYSICAL EFFORT</b><br>Moderate physical effort to frequently pay visual attention to printed material and computer screens.                                   | C      | 12            |
| 12         | <b>SURROUNDINGS</b><br>Exposure to hazards from frequently working in isolated conditions.  | D      | 9             |
| 13         | <b>HAZARDS</b><br>Significant exposure to hazards from frequently working alone in isolated or remote areas.  | D      | 9             |

**Total Points: 823**

**Level: Range 24**

# JOB DESCRIPTION

## Benchmark Job #055

Ministry: Environment, Lands and Parks  
Branch: Park Branch  
Location: Manning Park

Working Title:  
Level:  
NOC Code:

**Area Supervisor**  
Range 24  
2224

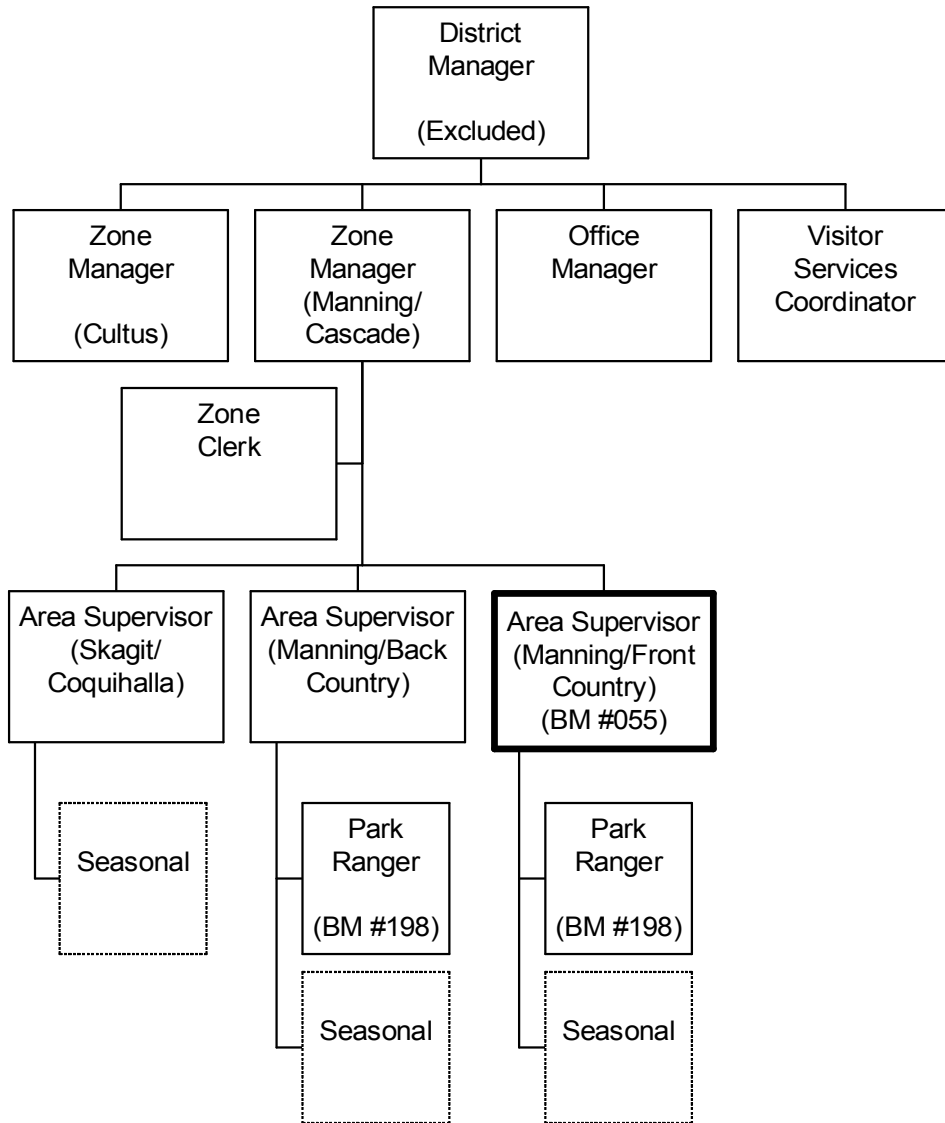
### PRIMARY FUNCTION

To plan, implement and administer contracted visitor services for the Front Country Program of Manning Provincial Park.

### JOB DUTIES AND TASKS

1. Plans and supervises the delivery of conservation, preservation, recreation and visitor services for a Provincial Park
  - a. participates on the planning team to establish program direction including the development of the Front Country Plan
  - b. prepares contracts, monitors compliance with terms and conditions, and provides recommendations on projects regarding resource inventory, protection and enhancement
  - c. provides advice and resolves conflicts between branch and permittees holding operating permits such as the ski hill permit and the lodge permit
  - d. negotiates and drafts various service contracts, permits and renewals
  - e. conducts annual assessment of insect infestation, investigates and recommends method of control
  - f. investigates safety issues for public and initiates corrective action as required
  - g. compiles park statistics on visitor use, vandalism occurrence and user groups
  - h. responds as the initial attack person on park fires
  - i. develops emergency plans and provides coordinator services in emergency situations such as search and rescue
  - j. exchanges information on park programs with other staff, Ministries, agencies and organizations
2. Supervises Park staff and volunteers
  - a. supervises fulltime and additional seasonal Park staff including recruiting, training, scheduling, assigning work, appraising employee performance and taking disciplinary action
  - b. recruits and provides direction to Park volunteers
3. Provides administration services in support of delivery of conservation, preservation, recreation and visitor services in a Provincial Park
  - a. plans and monitors project budgets and expenditures
  - b. audits fee collection contracts
  - c. provides input into Park budget preparation through park planning process
  - d. estimates costs for projects and contracts
  - e. prepares year-end reports on contract work
  - f. inspects park on skis, on horseback, by using snowmachine, by hiking
  - g. clears paths using power saws, brush cutters, or chainsaws
  - h. maintains, secures and takes inventory of Parks assets including roads, lodge, ski hill, generator, vehicles and equipment
4. Performs other related duties
  - a. enforces various acts such as the Park Act, Litter Act and Wildlife Act and regulations in park including working with other enforcement agencies
  - b. recommends changes to park policy and procedures relating to visitor services, conservation, finance

ORGANIZATION CHART  
Benchmark Job #055



# ORGANIZATION CHART

Benchmark Job #055

| FACTOR NO. | REASON FOR CLASSIFICATION  | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1          | <p><b>JOB KNOWLEDGE</b><br/>Understand the principles of park management to plan and supervise delivery, through staff and contractors, of conservation, preservation, recreation and visitor services at a major provincial park, resolve operating problems with the lodge and ski hill, provide for emergency response and safety; and recommend park construction, maintenance, visitor and recreation projects.</p> | G      | 250           |
| 2          | <p><b>MENTAL DEMANDS</b><br/>Judgement to modify park operating procedures to plan, implement and administer the day-to-day operation of services and maintenance contracts, develop emergency plans, resolve conflicts with operating permit holders for lodge and ski hill, assess park needs and recommend projects.</p>  | G      | 200           |
| 3          | <p><b>INTERPERSONAL COMMUNICATION SKILLS</b><br/>Persuasion required to use basic negotiation skills to reach agreement on parks contract terms for service and special projects with contract agencies.</p>   | D      | 45            |
| 4          | <p><b>PHYSICAL COORDINATION AND DEXTERITY</b><br/>Moderate coordination and dexterity required to ski in winter or ride on horseback to inspect various park locations.</p>  | C      | 15            |
| 5          | <p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b><br/>Guided by park policies and the Front Country Plan, plan and organize the delivery of conservation, preservation, recreation and visitor services for Front Country Program of Manning Park and inspect all park operations to ensure proper delivery of programs.</p>   | F      | 160           |
| 6          | <p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b><br/>Significant financial responsibility to prepare language for and negotiate park capital construction projects, maintenance contracts and service contracts.</p>   | E      | 33            |
| 7          | <p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b><br/>Major level of responsibility to manage all physical assets in a Provincial Park by administering, maintaining, securing and taking inventory of vehicles, equipment, roads, lodge, ski hill, and hydro generator.</p>  | F      | 43            |

ORGANIZATION CHART  
Benchmark Job #055

| FACTOR NO. | REASON FOR CLASSIFICATION   | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 8          | <b>RESPONSIBILITY FOR HUMAN RESOURCES</b><br>Responsibility to supervise park ranger and seasonal helpers, appraise employee performance and take disciplinary action (3 FTEs). | DE     | 20            |
| 9          | <b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b><br>Significant care and attention to develop safety procedures and emergency plans for park visitors.                     | D      | 25            |
| 10         | <b>SENSORY EFFORT/MULTIPLE DEMANDS</b><br>Close attention to detail to regularly visually and by hearing and smell conduct inspections of park facilities.                      | B      | 6             |
| 11         | <b>PHYSICAL EFFORT</b><br>Relatively heavy physical effort to regularly hike and climb with pack, and to ski and ride a horse to conduct park patrols.                          | D      | 18            |
| 12         | <b>SURROUNDINGS</b><br>Exposure to all weather conditions regularly with shelter available when conducting inspections within the park.   | B      | 4             |
| 13         | <b>HAZARDS</b><br>Moderate exposure to hazards from regular field trips in remote areas.  | C      | 6             |

**Total Points: 825**

**Level: Range 24**

# JOB DESCRIPTION

## Benchmark Job #199

Ministry: Environment, Lands and Parks  
Branch: Planning and Conservation  
Location: Prince George

Working Title: **Regional Resource Officer**  
Level: Range 24  
NOC Code: 2224

### PRIMARY FUNCTION

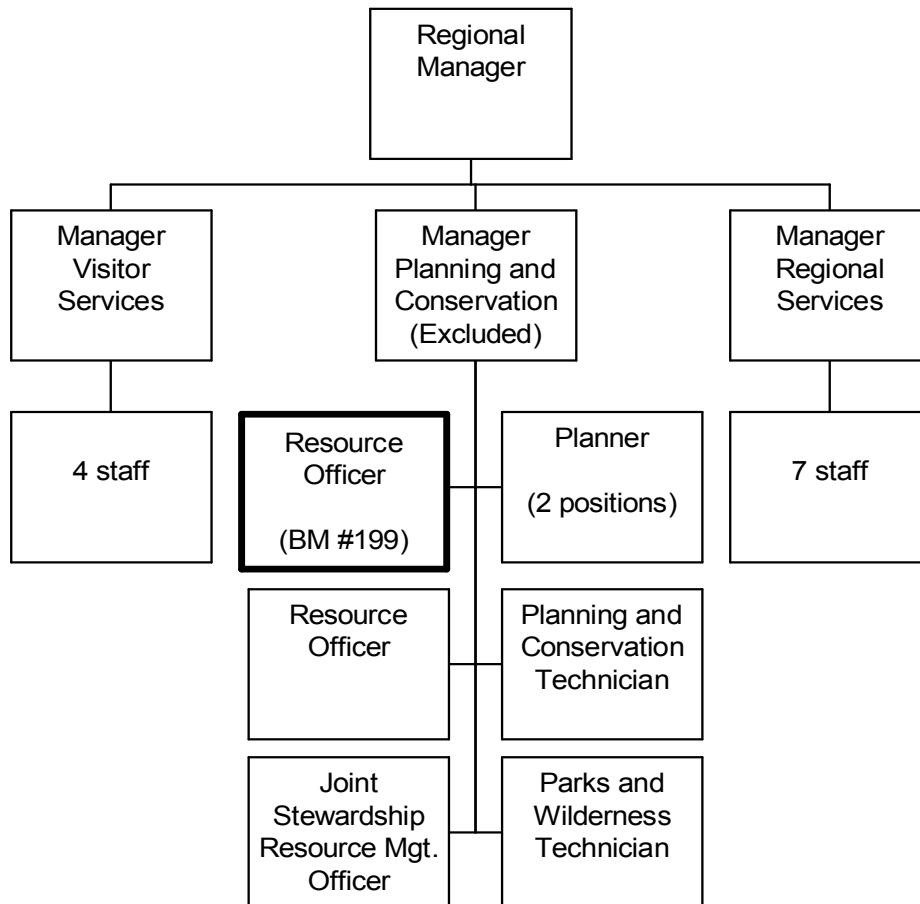
To plan, research and coordinate projects for the management and conservation of fish, wildlife, vegetation, water and related resources and to provide expert advice on resource management practices to all levels of ministry staff.

### JOB DUTIES AND TASKS

1. Plans, develops and implements resource plans for program planning in the Parks Division
  - a. drafts and develops regional resource management plans
  - b. drafts ecological reserve management plans
  - c. reviews and drafts resource components of management master plans
  - d. participates in the drafting of park and ecological reserve system plans
  - e. assesses the recreational capacity of selected resources
  - f. implements field work involving the use of vehicles, firearms, canoes, boats, skis, snowmobiles and related equipment
2. Plans and coordinates the annual resource management program
  - a. identifies, analyzes and recommends prioritized resource management issues
  - b. recommends corrective actions on resource issues
  - c. plans and implements resource projects using contractors and auxiliary technicians
  - d. designs and conducts surveys and biophysical inventory projects for a variety of flora and fauna
  - e. develops and administers research project budgets of up to \$450,000/year
  - f. directs auxiliary technicians including training and appraising work
  - g. directs and assesses the work of contract consultants
3. Monitors resource issues affecting parks, recreational areas and ecological reserves
  - a. assesses the impact on protected areas of the resource activities conducted by other agencies
  - b. exchanges information and provides expert advice to public and private sector agencies including participating in various public meetings and hearings and conducting presentations
  - c. prepares reports and recommends action to be taken in order to protect resources
4. Provides expert advice on resource issues to all levels of ministry staff and various stakeholders
  - a. prepares assessments and plans for environmental threats and emergencies
  - b. recommends solutions to resolve resource conflicts
  - c. provides expert advice on conservation management and planning issues relating to wildlife populations, vegetation/habitat management, disease and pest outbreaks, mineral fossil management and related subject areas
  - d. consults and exchanges information with other ministries and First Nations people on wildlife and land and resource use and delivers lectures to interest groups
  - e. conducts studies using various statistical and computer modeling techniques
  - f. verifies and publishes scientific data and reports
5. Reviews fishing and hunting regulations and other resource tenures
  - a. exchanges information with staff and other agencies
  - b. recommends appropriate harvest quotas and regulation amendments
  - c. participates in the development of provincial policies related to resource management issues
  - d. participates in preparing resource permits by writing special terms and conditions and providing advice to staff who administer and inspect the activities of permit holders
6. Performs other related duties
  - a. organizes and maintains data inventory files
  - b. traps or tranquilizes wild animals

ORGANIZATION CHART  
Benchmark Job #199

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# ORGANIZATION CHART

Benchmark Job #199

| FACTOR NO. | REASON FOR CLASSIFICATION   | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1          | <p><b>JOB KNOWLEDGE</b><br/>Understand the theory of resource management to review interrelated issues with numerous variables respecting wildlife and habitat conservation, plan a resource management program, and coordinate studies and projects.</p> | H      | 280           |
| 2          | <p><b>MENTAL DEMANDS</b><br/>Judgement to modify resource management plans to reflect new research findings and priorities and to assess the impact of resource activities on protected areas.</p>  | G      | 200           |
| 3          | <p><b>INTERPERSONAL COMMUNICATION SKILLS</b><br/>Persuasion required to use basic negotiation skills in presenting controversial ministry environmental conservation policies and positions at public meetings.</p>                                       | D      | 45            |
| 4          | <p><b>PHYSICAL COORDINATION AND DEXTERITY</b><br/>Significant coordination and dexterity required to use firearms and to tranquilize animals.</p>   | D      | 22.5          |
| 5          | <p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b><br/>Guided by operational approaches to initiate, plan and implement resource management projects and assess the impact of resource activities of other agencies upon protected areas.</p>                  | F      | 160           |
| 6          | <p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b><br/>Considerable financial responsibility to be accountable with spending authority for a local research projects budget of up to \$450,000.</p>   | F      | 43            |
| 7          | <p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b><br/>Moderate responsibility to operate a variety of equipment such as boats, snowmobiles and 4 x 4 vehicles in field conditions.</p>   | C      | 15            |

ORGANIZATION CHART  
Benchmark Job #199

| FACTOR NO. | REASON FOR CLASSIFICATION   | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 8          | <b>RESPONSIBILITY FOR HUMAN RESOURCES</b><br>Responsibility to assign, monitor and review the work of a technician (up to one FTE).                                     | CC     | 13            |
| 9          | <b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b><br>Moderate care and attention to drive a vehicle as a designated driver with no requirement to carry passengers. | C      | 15            |
| 10         | <b>SENSORY EFFORT/MULTIPLE DEMANDS</b><br>Focused attention to detail to frequently, read maps, graphs and computer programs.   | C      | 12            |
| 11         | <b>PHYSICAL EFFORT</b><br>Heavy physical effort to regularly lift heavy equipment, boats and supplies.  | E      | 24            |
| 12         | <b>SURROUNDINGS</b><br>Exposure to isolated field conditions frequently.  | D      | 9             |
| 13         | <b>HAZARDS</b><br>Significant exposure to hazards from frequently working on field trips in remote areas.   | D      | 9             |

**Total Points: 847.5**

**Level: Range 24**

**JOB DESCRIPTION**  
Benchmark Job #BM 271

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Ministry: Environment, Lands & Parks  
Branch: Enforcement  
Location: Victoria

Working Title:  
Level:  
NOC Code:

**Special Investigations Supervisor**  
Range 24  
2224

**PRIMARY FUNCTION**

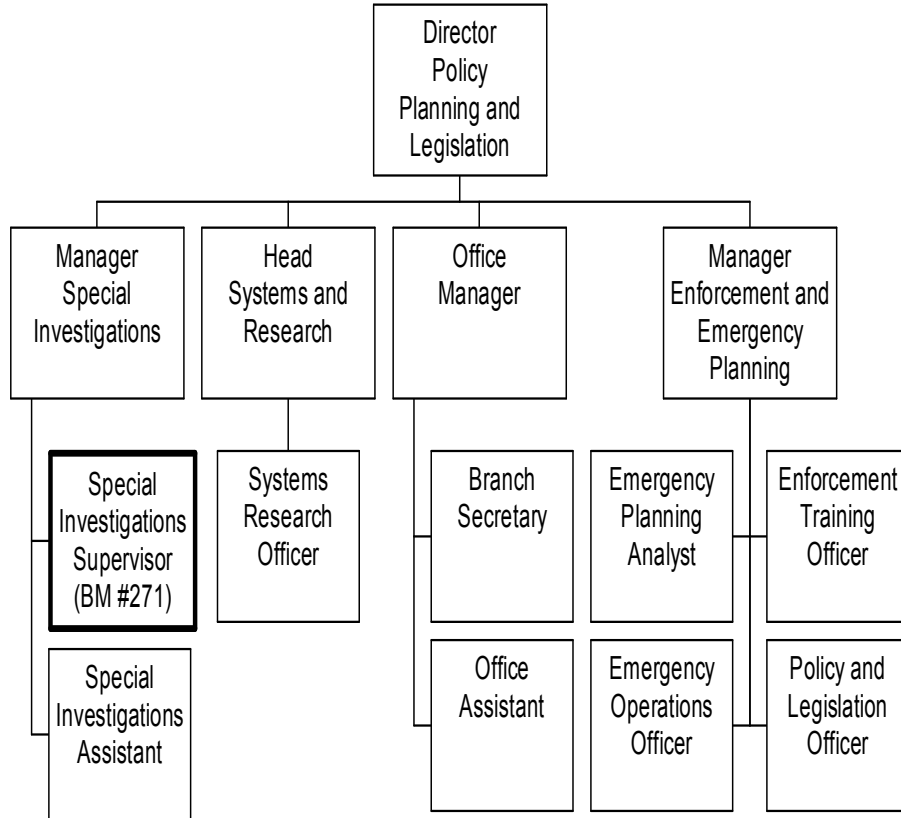
To lead specialized covert and undercover field investigations of major offenses to ensure enforcement of environmental legislation and international treaties.

**JOB DUTIES AND TASKS**

1. Plans, participates and leads investigative teams in the conduct of provincial, inter-regional or international enforcement projects and covert investigations to enforce environmental legislation.
  - a. undertakes and conducts investigation assignments for covert operations that are too resource intensive or complex for regional enforcement staff
  - b. develops and implements investigation plans, which include scope and justification, investigation targets, budget, cover stories, logistics, equipment requirements and related operational details
  - c. leads special investigations of up to several years in duration and covert investigations of all sizes and duration including directing all seconded staff and contractors
  - d. shares investigations and information with other enforcement agencies on an international scale and enlists assistance from other agencies for apprehension of illegal wildlife or preservation of evidence
  - e. maintains close liaison with all conservation officers to gather intelligence, ensure coordination of enforcement activities and to provide advice regarding investigations of violators
  - f. gathers information regarding the movement of wildlife designated as endangered and develops recommendations for modifications to regulations for establishing effective control over wildlife trade
  - g. monitors activities of licensed fur traders and unlicensed businesses, supervises detailed investigation and analysis of traffic in big game and co-operates with other jurisdictions for investigation of activities that transcend provincial and national borders
  - h. evaluates the success of special investigations and participates in detailed debriefing sessions
2. Coordinates administration of Special Investigations Unit field operations
  - a. establishes and enforces procedures for the use of motor vehicles, boats and specialized equipment
  - b. controls accounting for vehicles and specialized equipment used during the conduct of investigations
  - c. provides on-site and proactive training to conservation officers and staff of cooperating agencies in the operation of specialized equipment and advanced investigative techniques
  - d. negotiates and monitors contracts with specialized investigation consultants to carry out major and covert investigations and reviews invoices from contractors with a signing authority of \$5,000
  - e. recommends suitable identities for covert operators and other investigative staff
  - f. arranges for provision of funds for obtaining information and evidence in the course of covert investigations, and accounts for all funds expended on allotted budget of \$150,000
3. Provides team leadership to seconded and attached staff employed on covert or special investigations
  - a. identifies, interviews and screens operatives for secondment from ministries and various jurisdictions
  - b. ensures that all covert investigators and cover officers receive the training required
  - c. assigns and monitors the work of investigators
4. Maintains comprehensive knowledge of environment related criminal activity, legislation and treaties, equipment and techniques, and emerging technologies for investigation of environmental offences
  - a. keeps abreast of criminal activity related to environmental law and develops information exchanges
  - b. maintains a comprehensive knowledge of legislation and international treaties regarding fish, wildlife, pollution and environmental offences
  - c. develops innovative approaches and techniques to carry out special and covert investigations
5. Performs other related functions
  - a. assists Crown Counsel with warrant execution and case processing
  - b. maintains proficiency in the use of fire arms, defensive tactics and surveillance equipment
  - c. operates and maintains a variety of vehicles, equipment, fire arms and conducts emergency repairs

ORGANIZATION CHART  
Benchmark Job #271

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# ORGANIZATION CHART

Benchmark Job #271

| FACTOR NO. | REASON FOR CLASSIFICATION  | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1          | <p><b>JOB KNOWLEDGE</b><br/>Understand the principles of environmental law enforcement and covert environmental investigation to lead province wide special investigations and take appropriate corrective action in conducting multi-jurisdictional projects and specialized investigation of offences.</p> | G      | 250           |
| 2          | <p><b>MENTAL DEMANDS</b><br/>Judgement to modify environmental enforcement methods and investigational techniques or approaches to plan major enforcement projects and covert investigations.</p>  | G      | 200           |
| 3          | <p><b>INTERPERSONAL COMMUNICATIONS SKILL</b><br/>Persuasion required to use basic counselling skills to deal with incidents of antagonism while acting in an enforcement capacity.</p>   | D      | 45            |
| 4          | <p><b>PHYSICAL COORDINATION AND DEXTERITY</b><br/>Significant coordination and dexterity required to apply various physical restraint techniques during arrests.</p>   | D      | 22.5          |
| 5          | <p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b><br/>Guided by environmental policies, project proposals, provincial concerns, guidelines and environmental laws that allow flexibility in taking action, plans and organizes all special investigations in the province.</p>                                   | F      | 160           |
| 6          | <p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b><br/>Considerable financial responsibility to exercise spending authority for a wide range of expenditures where any one expenditure exceeds \$5000.</p>   | F      | 43            |
| 7          | <p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b><br/>Considerable responsibility to control the evidence gathering process following criminal justice standards to ensure the relevance and validity of information.</p>   | E      | 33            |

ORGANIZATION CHART  
Benchmark Job #271

| FACTOR NO. | REASON FOR CLASSIFICATION  | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 8          | <b>RESPONSIBILITY FOR HUMAN RESOURCES</b><br>Responsibility to assign, monitor and review work of assigned workers (1+-5 FTEs) on average over a one year period.                  | CD     | 14            |
| 9          | <b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b><br>Considerable care and attention to provide enforcement services for public protection in covert environmental situations. | E      | 40            |
| 10         | <b>SENSORY EFFORT/MULTIPLE DEMANDS</b><br>Focused attention to detail to frequently manage concurrent projects.  | C      | 12            |
| 11         | <b>PHYSICAL EFFORT</b><br>Relatively heavy physical effort to occasionally lift awkward heavy weights (i.e. boats, motors and equipment).  | D      | 18            |
| 12         | <b>SURROUNDINGS</b><br>Exposure to frequent overnight travel to operative sites.   | C      | 6             |
| 13         | <b>HAZARDS</b><br>Moderate exposure to hazards from regularly facing the possibility of violence from suspects while working in covert operations.                                 | C      | 6             |

**Total Points: 849.5**

**Level: Range 24**

# JOB DESCRIPTION

## Benchmark Job #270

Ministry: Environment, Lands and Parks  
Branch: Conservation Officer Service  
Location: Surrey

Working Title: **Senior Conservation Officer**  
Level: Range 27  
NOC Code: 2224

### PRIMARY FUNCTION

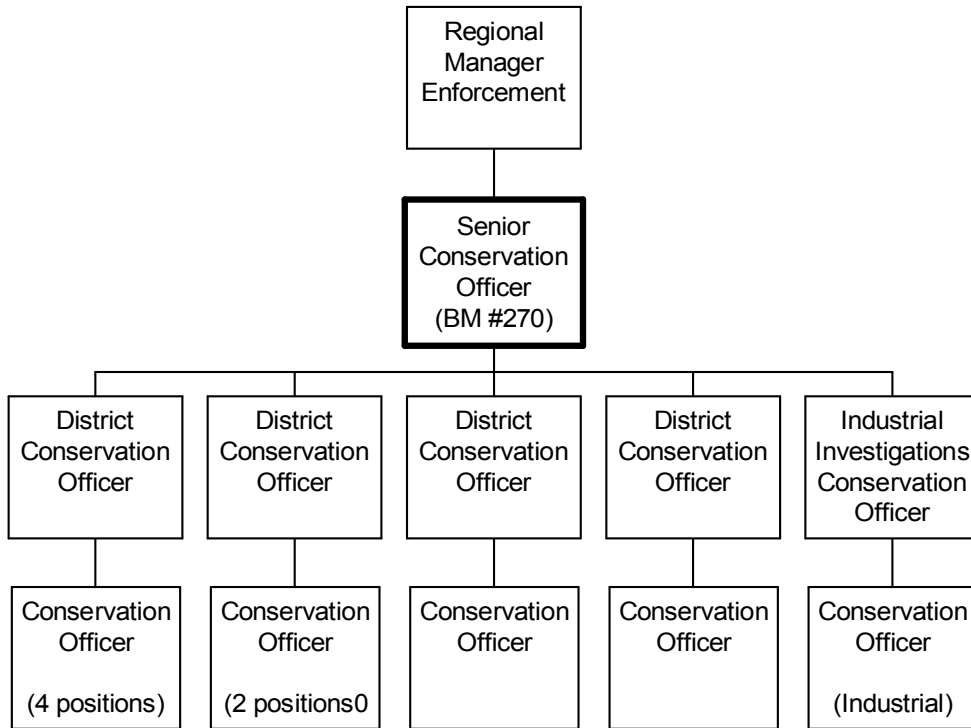
To provide a full range of conservation officer service support to other ministry programs within a sub-region including environmental law enforcement, problem wildlife control, public communications, technical assistance and administrative support.

### JOB DUTIES AND TASKS

1. Coordinates the delivery of the sub-region conservation program
  - a. prepares an annual workplan, supervises the development and execution of district workplans and assists the regional enforcement manager in developing the regional workplan
  - b. develops the budget estimates for the sub-region and monitors district expenditures
  - c. supervises a staff of conservation officers (14 FTEs), assigns workload priorities, and monitors activities and appraises performance
  - d. ensures that conservation officers are trained in all aspects of their duties, appraises conservation officer performance and takes disciplinary action, if required
  - e. conducts Stage I and II investigations of complaints against conservation officers
  - f. approves all major enforcement and wildlife control projects in the sub-region
  - g. authorizes full spending authority within budget and to \$15,000 on contracts (lab expenses)
  - h. ensures office and storage facilities meet ministry and program standards
  - i. conducts operational, equipment and building audits for the sub-region
  - j. ensures staff are trained as to safety hazards, identifies and corrects safety hazards and ensures staff have adequate back-up and safety equipment for high-risk patrols
  - k. liaises with other program staff to resolve any competing demands for technical support from conservation officer staff in sub-regions
  - l. develops contracts for various forms of services and administers those within a sub-regional scope
  - m. coordinates COORS (computerized enforcement records)
  - n. drafts and recommends legislative and program policy changes
2. Ensures the operational enforcement of conservation related legislation and regulations
  - a. monitors compliance with the legislation in a sub-region and develops law enforcement strategies for the sub-region in consultation with other program areas
  - b. liaises with crown counsel, senior law enforcement personnel, and other program areas to ensure effective working relationships between agencies is maintained and recommends charges/penalties reflecting impact of illegal actions on the environment
  - c. examines case files and counsels staff on improved investigative/enforcement action and reports the results to the regional enforcement manager and staff and institutes remedial action where necessary
  - d. examines and recommends amendments to other program permits to ensure enforceability
  - e. performs operational enforcement duties
3. Performs other related duties
  - a. serves as the first line of contact with the media and public on sensitive issues relating to conservation activities and drafts minister's letters and press releases
  - b. delivers training in firearms, boating, defensive tactics and related skills required for field work
  - c. assigns priorities for wildlife control and performs wildlife control duties on an occasional basis
  - d. assists police agencies on specific emergency enforcement duties

ORGANIZATION CHART  
Benchmark Job #270

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# ORGANIZATION CHART

Benchmark Job #270

| FACTOR NO. | REASON FOR CLASSIFICATION   | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1          | <p><b>JOB KNOWLEDGE</b><br/>Understand the theory of environmental law enforcement to adapt responses by developing and delivering the sub-regional environmental protection program.</p>   | H      | 280           |
| 2          | <p><b>MENTAL DEMANDS</b><br/>Judgement to modify methods, techniques or approaches to plan the sub-regional environmental enforcement program.</p>  | G      | 200           |
| 3          | <p><b>INTERPERSONAL COMMUNICATIONS SKILLS</b><br/>Persuasion required to use basic negotiation skills to appraise and discuss employee performance problems.</p>  | D      | 45            |
| 4          | <p><b>PHYSICAL COORDINATION AND DEXTERITY</b><br/>Significant coordination and dexterity required to inject, tranquilize or shoot problem wildlife.</p>   | D      | 22.5          |
| 5          | <p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b><br/>Guided by environmental enforcement policies, regional plans, guidelines and environmental laws, to plan, organize and evaluate the sub-regional environmental enforcement program.</p> | F      | 160           |
| 6          | <p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b><br/>Considerable financial responsibility to exercise formal accountability to allocate funds for a local budget and to shift funds among changing priorities.</p>                       | F      | 43            |
| 7          | <p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b><br/>Considerable responsibility to control the evidence gathering process following criminal justice standards to ensure the relevance and validity of information.</p>          | E      | 33            |

ORGANIZATION CHART  
Benchmark Job #270

| FACTOR NO. | REASON FOR CLASSIFICATION  | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 8          | <b>RESPONSIBILITY FOR HUMAN RESOURCES</b><br>Responsibility to supervise staff, appraise employee performance and take disciplinary action for 10-15 FTEs.   | DG     | 23            |
| 9          | <b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b><br>High level of care and attention to supervise a sub-regional program of environmental enforcement (wildlife control and industrial pollution) services for public protection. | F      | 50            |
| 10         | <b>SENSORY EFFORT/MULTIPLE DEMANDS</b><br>Focused sensory concentration to frequently balance schedules and respond to people while encountering interruptions and deadlines.  | C      | 12            |
| 11         | <b>PHYSICAL EFFORT</b><br>Moderate physical effort to occasionally hike and climb with investigation equipment at mining, logging, hydro and natural gas development sites.  | C      | 12            |
| 12         | <b>SURROUNDINGS</b><br>Regular exposure to no shelter from elements while doing field work on industrial investigations.   | C      | 6             |
| 13         | <b>HAZARDS</b><br>Limited exposure to hazards from occasionally working at remote mining, logging hydro and natural gas development projects.  | B      | 4             |

**Total Points: 890.5**

**Level: Range 27**