

Update

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Current

Position Name (30 characters)

Wetland Evaluation Tool Tech

Class

Technologies 5

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA09

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Water and Circular Economy, WAP

Is this position a direct report to the head of the division?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Natural Resources 9

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-11-12

Responsibilities Added:

1. Support the Wetland Replacement Specialist for the review and issuance of in-lieu wetland replacement fees payments and receipts, or other wetland replacement program support, as needed.
2. Support or lead other branch, division, department and government initiatives, as required.
 - (i) draft briefing notes and responses to inquiries on wetlands and other issues as needed;
 - (ii) represent the department on committees and at events, as needed; and
 - (iii) support government initiatives, as needed.

Responsibilities Removed:

none

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Wetlands Team Lead, the Wetland Valuation Tool Technician supports wetland

assessments across the province and provides services to stakeholders requesting a relative wetland value determination to meet the requirements of the Alberta Wetland Policy.

This position is a front-line position responsible for supporting and managing the Alberta Wetland Rapid Evaluation Tool - Actual (ABWRET-A) and Alberta Wetland Rapid Evaluation Tool - Desktop (ABWRET-D) submissions required by the Alberta Wetland Policy. This position ensures ABWRET submissions are processed in a consistent and timely manner and comply with the requirements of the Alberta Wetland Policy and associated directives and guidelines. ABWRET tools are used to determine the relative functions of a wetland which impacts regulatory requirements under the Water Act and determines the wetland replacement an applicant owes in order to permanently impact a wetland.

This position is also responsible for developing and maintaining accurate and organized data and records management within business processes and data systems, and for analyzing data in support of wetland policy evaluation.

Responsibilities

1. The incumbent will manage and process ABWRET submissions submitted under the Alberta Wetland Policy, such that relative wetland value determinations are issued in a consistent and timely manner, and ensure the needs of the applicants, Government of Alberta and others are met.
 - (i) review ABWRET submissions for completeness and quality assurance, resolve issues, and process submissions;
 - (a) review and assess if ABWRET submissions are correct based on wetland assessment requirements and the project location;
 - (b) determine if the submitted geographic information system (GIS) data and field data are of acceptable quality;
 - (c) utilize and improve quality assurance and quality control (QAQC) procedures to review the data for accuracy, consistency and compliances with provincial standards;
 - (ii) communicate with stakeholders any inconsistencies, ~~errors~~ errors, or non-compliance with standards are present;
 - (iii) process with the appropriate tool and prepare the ABWRET results;
 - (iv) provide advice ^{decisions} and direction to others involved in the ABWRET process.
2. The incumbent will develop and maintain a wetland data and records management system to support the Alberta Wetland Policy and the Wetland Replacement Program, and any future wetland programs.
 - (i) document data and records management procedures;
 - (ii) develop, document and maintain effective organization, electronic filing system standards, and records management;
 - (iii) collaborate with the Wetlands Team Lead and Provincial Geospatial Centre to create assessed wetland inventories;
 - (iv) collaborate with other areas of the department to identify needs and develop solutions to meet wetland data and records management requirements under current and future states;
 - (v) identify streamlining opportunities and efficiencies to data and records management.
3. The incumbent will provide support for implementation and continuous improvement of the Alberta Wetland Policy and associated tools.
 - (i) support ongoing refinement of the ABWRET tools and associated wetland assessment products;
 - (ii) use the submission data to evaluate performance metrics of the Alberta Wetland Policy;
 - (iii) assist in air photography interpretation, delineation and classification;
 - (iv) identify streamlining opportunities and efficiencies to support continuous improvement of the Alberta Wetland Policy and associated tools; and
 - (v) draft options and recommendations to update wetland policies and programs.
4. The incumbent will be responsible for managing the department wetland email inbox, so inquiries are responded to in a consistent and timely manner.
 - (i) respond to wetland policy and wetland assessment questions, and refer to colleagues for specific

input as required;

(ii) provide prompt and effective communication and technical services to stakeholders.

5. Support or lead other branch, division, department and government initiatives, as required.

(i) draft briefing notes and responses to inquiries on wetlands and other issues as needed;

(ii) represent the department on committees and at events, as needed; and

(iii) support government initiatives, as needed.

Problem Solving

Typical problems solved:

This position is responsible for supporting regulators and stakeholders of ~~AEPA~~ Alberta Environment and Protected Areas (AEPA) and the Alberta Energy Regulator (AER). Applicants planning an activity that will permanently impact a wetland must request a relative wetland value determination prior to submitting an application through one of the regulatory approvals processes (i.e., Water Act or Public Lands Act). Because this position is considered front-line staff that is responsible to support AEPA and AER as well as a range of stakeholders, including developers, industry, consultants and agricultural producers, accurate and prompt technical services and support are required.

This position works independently day-to-day, and must have a good working knowledge of the logic models and underlying ecological GIS and field indicators contained within the ABWRET tools. The position works closely with the Wetlands Team Lead, wetlands specialists, and other business units to manage the wetland data and to assist with the continuous improvement of wetland policy implementation and the associated tools.

Types of guidance available for problem solving:

Discussion and connection with the Wetlands Team Lead and wetland specialists.

Direct or indirect impacts of decisions:

This position will use judgment to ensure that ABWRET-A and ABWRET-D submissions are complete, accurate and comply with standards. Decisions made affect wetland protection and management, regulatory authorizations and decisions, and financial costs to proponents to replace wetlands.

Key Relationships

Major stakeholders and purpose of interactions:

Daily communication with external stakeholders, particularly with environmental consultants. Regular communication with the Wetlands Team Lead, wetland specialists, as well as with colleagues in other divisions of AEPA, such as Geographic Science Team, and Provincial Geospatial Centre.

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

Diploma (2 year)

Other

If other, specify:

Environmental studies or a related field

Job-specific experience, technical competencies, certification and/or training:

- Minimum educational requirement is a two-year diploma in environmental studies or a related field plus related experience. A degree with a focus in freshwater or wetland systems is preferred.
- Must have a strong understanding of the Alberta Wetland Policy and its supporting tools and documents, as well as working knowledge of the Water Act, Public Lands Act, and provincial environmental regulatory processes.
- Excellent organization skills, particularly in data and records keeping.
- Requires basic skills and knowledge of GIS and ArcMap software, air photo wetland interpretation methodologies (wetland delineation and classification), and Microsoft Excel, gained through education, experience and on the job training and courses.
- Excellent communication skills are necessary to work with stakeholders and clients, request submission corrections, and respond to general inquiries on the wetland policy and wetland inventories and

assessment tools.

- Very strong team working skills. Ability to work effectively and independently.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	ABWRET evaluation results are required to support the approvals program and they are a necessary component of the wetland policy. This position is a front-line position dealing with clients and stakeholders, and seeking to understand a range of stakeholder perspectives and how they interrelate.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	Workload varies day to day and month to month-difficult to determine how many submissions. It's important to be able to adapt to these changes.
Develop Networks	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	<p>Works daily with external stakeholders and may need to guide them in their submissions.</p> <p>Contributes positively to wetland evaluation by actively sharing information, and listening and accepting other's points of view in an open, honest and non-defensive way.</p>
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and	Access resources, information and

		<p>increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>technology from other areas, and uses it to analyze issues, resolve problems and improve performance of the wetland evaluation tools and records management.</p>
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system 	<p>Sets and accomplishes goals and priorities in order to deliver outcomes consistent with AEPA direction, departmental objectives and public expectations.</p>

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature