

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Aquatic Invasive Species Technician	Name Vacant
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Resource Stewardship / Fish and Wildlife Stewardship	Ministry Environment and Parks
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Present Class Natural Resources 4	Requested Class Natural Resources 4
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a 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 (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Provincial Aquatic Invasive Species Specialist, this position will support aquatic invasive species (AIS) work in Alberta. This position will provide support work on priority AIS control programs including the Flowering Rush Management Plan around Lake Isle (a Minister and MLA priority), provincial planning on AIS occurrences, deliver provincial policy and program work, work on approvals for response efforts, continue education/awareness engagement with the public, and support monitoring efforts.

RESPONSIBILITIES AND ACTIVITIES: The 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. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Aquatic Invasive Species

Assists in aquatic invasive species control activities, monitoring, public engagement and education associated with Alberta's Aquatic Invasive Species program.

Activities

- Assists with delivery of priority aquatic invasive species control programs (including but not limited to Flowering Rush control efforts on Lake Isle, purple loosestrife control efforts, and invasive phragmites). This may include planning for field programs, supporting partners in government supported response and may include hand pulling of aquatic invasive species on occasion.
- Conducting monitoring of suspected or known locations of aquatic invasive species. This may include water-based surveys or shoreline surveys to look for prohibited invasive species (such as Chinese Mystery Snail).
- Assisting in delivery of public events associated with aquatic invasive species education and outreach, including but not limited trade shows, writing social media and attending community information events.
- Recording data or activities in a meticulous and accurate manner
- Organizing and maintaining gear used for aquatic invasive species control and monitoring
- Managing data associated with aquatic invasive species monitoring, including hotline and online reports
- Interacting and communicating with members of the public in a professional and courteous manner

Administration

Responsible for assigned field equipment operation, repair, inventory and use. Responsible for the tracking of own expenses while on the job and entering these expenses online, as well as completing timesheets for supervisor approval. May also be asked to support supervisor in administration and paper work associated with response efforts.

Activities

- Aids in maintaining equipment, while maintaining accurate inventory and ensuring that all equipment is operated in a safe manner.
- Completes personal expense claims and timesheets.
- Track, maintain and organize all receipts and records of purchases for budgeting purposes.
- Supporting the Provincial Aquatic Invasive Species Specialist in administration associated with registration and

Classification: Protected A

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- use of control products (pesticides) for control of aquatic invasive species
- Manages inventory of educational materials and administers delivery of materials (such as AIS fact sheets) to public.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- While conducting monitoring and control work for AIS, the position will require frequent interaction with fisheries and other department staff from different offices.
- Engages with public to discuss and relay aquatic invasive species information. This may include interactions with Indigenous Community partners when working in areas of Indigenous interest.
- The position is also responsible for acting in a safe manner at all times.
- Equipment maintenance, preparation, decommissioning and storing field equipment.
- Working in challenging environments with a team.

Occupational Health and Safety

Responsible for delivering AIS management programs in a safe manner and meeting the goals and objectives of the Government of Alberta Occupational Health and Safety Program.

Activities

- Responsible for carrying out specified Alberta Environment and Parks safety plans and procedures, and safety plans associated with fisheries projects.
- Responsible maintaining a safe worksite under the direction of the supervisor.
- Responsible for completing safety check in as per plans and procedures set by the supervisor.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Knowledge

- High School Diploma and enrolment in a Natural Science or related diploma or degree program. Preference will be given to candidates with a Bachelor of Science degree or Natural Science diploma
- Directly related graduate education may be considered in lieu of experience
- Working knowledge of how to collect data in a field setting
- Knowledge of aquatic invasive species issues and management would be considered an asset
- An understanding of methods of data management and security
- Some awareness of Alberta Fish and Wildlife policies, procedures, and legislation
- Familiarity with Occupational Health and Safety standards, practices and responsibilities
- Some general understanding of Alberta fish and wildlife resource management programs

Skills

- Good writing and verbal communication skills.
- Operation of various computers programs including: data bases, GIS, MS Word, MS Excel, and MS PowerPoint
- Capable of working effectively in a team environment.
- Certified in First aid training including CPR and the use of AEDs (automated external defibrillator).
- Relevant boat operating certification/training and experience.
- Class 5 Driver's License
- Innovative thinking for effective problem solving.

Abilities

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- Ability to work unsupervised at times
- Ability to work within a team setting with the initiative to complete work tasks as outlined by supervisor.
- Ability to take and incorporate direction given by supervisor to complete assigned tasks as directed.
- Ability to organize and interpret technical and scientific knowledge.
- Ability to communicate expectations and objectives to colleagues and supervisors.
- Ability to endure physically demanding work.
- Ability to operate a variety of field equipment including: 4x4's, small and large boats and motors, and various sampling equipment.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Interacts daily with the Provincial Aquatic Invasive Species Specialist and other provincial fisheries/wildlife staff for safety check-ins, project support, and to coordinate activities.
- Daily interaction with the public during when conducting field work and/or providing education/outreach support at public events.
- Interacts with Alberta Environment and Parks Community Engagement staff when working on delivery of public education/awareness programs
- May interact with the Alberta Environment and Parks ASERT staff in the event that an Early Detection and Rapid Response Plan is triggered for a newly detected AIS in Alberta.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

Not Applicable.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent

Name	Signature	Date

Manager

Name	Signature	Date

Division Director/ADM

Name	Signature	Date