

Working Title AIS Ops Site Lead	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Resource Stewardship / Water Infrastructure and Operations / AIS	Ministry Environment and Parks
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Present Class NR4	Requested Class
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Dept ID 1067	Program Code 01459	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 Aquatic Invasive Species (AIS) Operations Site/Station Supervisors, the AIS Ops Site Leads are responsible for the safe operations of an Alberta watercraft inspection station. The stations are located at major highways entering Canada and boaters according to the Alberta Fisheries Act to stop when transporting watercraft. The watercraft inspection program is critical to the province of Alberta as a major line of defense against an introduction of aquatic invasive species that could cost the province \$75 million in annual maintenance costs. Site leads are responsible for maintaining operational readiness of staff and equipment at their stations. Site leads will ensure that NR3 watercraft inspectors at their stations are following safe work procedures, maintaining occupational health and safety (OH&S) binders, leading site OH&S tailgate meetings and assisting supervisors with site-specific hazard assessments. As Fishery Guardians, these positions hold special authority under the Fisheries (Alberta) Act for decision making requiring quarantines of watercraft belonging to members of the public. This position is also responsible for working with the immediate Site Supervisor approving shift changes, day off requests and reconciling time reporting of the inspectors at their stations.

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](#)).

- 1. Ensure that the gear and equipment that is deployed to watercraft inspection stations is properly maintained and/or replaced as needed throughout the inspection season by:**
 - Inventorying required station equipment on an ongoing basis
 - Ensuring equipment is in working order, tagging and replacing broken equipment
 - Passing along relevant information pertaining to each site to the staff
 - Ensuring stations do not run out of required forms or equipment
 - Assisting with ongoing training of staff on the standard operating procedures for mobile decontamination unit use
- 2. Supervise seasonal staff by:**
 - Review with site supervisor and approve shift changes and day off requests for staff at their stations
 - Reconciling internal time reporting for Supervisors to approve
 - Educating members of the public on aquatic invasive species threats, consequences and providing expert advice on preventative measures to take
 - Ensuring staff at their stations are following protocols for OH&S
 - Ensure staff are following internal protocols for signing out vehicles, inspecting vehicles and equipment, and taking photographs for evidence and maintaining chain of custody
- 3. Decontaminate mussel fouled and suspect watercraft by:**
 - Responding to mussel fouled boats when available, to decontaminate them using specialized training and skills
 - Training and mentoring staff at their stations on decontamination processes and protocols
- 4. Maintain a culture of Occupational Health and Safety within the Inspections program by:**
 - Ensuring staff at their stations are carrying out their responsibilities under the OH&S program and are filling out all paper work required for operations, incidents, etc.

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- Maintaining site OH&S binders and ensuring staff are following safe work procedures
- Leading OH&S tailgate meetings and assisting supervisors with site specific hazard assessments
- Ensure staff are wearing assigned personal protective equipment

5. Public Interaction and education:

- Watercraft inspections and education of the public and boat dealerships
- Assisting watercraft inspectors with difficult or angry members of the 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](#)).

The largest decision making capacity lies with the legal authorities of this position as a Fishery Guardian. The incumbent must be knowledgeable about the potential risk of watercraft and make decisions.

Members of the public who have been issued a quarantine are often confrontational. This position requires that the ultimate goal of decontaminating the watercraft is resolved regardless, and in a timely manner.

This position is also required to mediate conflict among their coworkers and to make the decision to notify the site supervisor if required. Site leads are also required to provide feedback to the site supervisors on how the watercraft inspectors at their stations are following AIS protocols.

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](#)).

This position requires a strong understanding of AIS, its biology and environmental and economic impacts in order to relay the information to the public. Experience working at Government of Alberta watercraft inspection stations is a requirement.

Detailed knowledge of and experience working with and around boats, how they operate and their mechanical systems, particularly of complex wakeboard boats is required. This experience will be directly applied when performing watercraft decontaminations and training staff how to decontaminate. The watercraft can often be complex and valued at over \$150,000; any errors could be costly to the GoA.

Through training, the position will gain experience working in a hands-on mechanical environment with decontamination units, as this position will require work with high-pressure hot water decontamination units and assisting with trouble - shooting their problems.

This position requires knowledge of and experience with the Government of Alberta Occupational Health and Safety program and how the AIS program meets its obligations under it.

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

This position interacts daily with watercraft inspectors as an experienced mentor, as well as the AIS Operations Site Supervisors and Operations Field Coordinator to ensure problems are being solved and operations are running smoothly.

This position also requires cross-ministry communication with Officers in Commercial Vehicle Enforcement on a regular basis to ensure safe and positive integration into their sites and to deal with any issues that could arise.

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

Assists site supervisors with supervising the Natural Resources 3 watercraft inspectors at their stations.

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

Division Director/ADM

Name