

Ministry

Describe: Basic Job Details
Position

Position ID

Position Name

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Supervisor's Position ID

Supervisor's Position Name

Supervisor's Current Class

Design: Identify Job Duties and Value
Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

The Decontamination Technician position has seen the new and increased responsibility of directly supervising seasonal staff and watercraft inspection stations. Previously, this position was responsible for occasionally covering off and assisting with supervising seasonal staff, with the primary focus being on responsibilities related to watercraft decontaminations. Since then, this position has taken the lead role in overseeing and directly supervising inspection stations and staff. These responsibilities include leading hiring process of staff (conducting reference/academic checks, coding seasonal staff wages, preparing offer letters), onboarding and training of these staff, and directly overseeing the day-to-day operations of the watercraft inspection stations. While at times this position was previously required to act as a supervisor and assist with the on call rotation, it now plays a leadership role in overseeing the on call operation of inspection stations, supervision of seasonal staff, and the 24/7 province wide on call rotation. As a supervisor for the stations, this position now coordinates the 24/7 on call rotation for supervisory related issues at all watercraft inspection stations across the province. These urgent issues can range from immediate safety concerns from staff, to complex questions related to employee rights under provincial legislation, to directly communicating and coordinating with other agencies with regards to aquatic invasive species (AIS) reports and watercraft movement. As the only on-call staff member for a program

that employs up to 60 seasonal staff, this places a significant amount of responsibility on the position and requires a breadth of knowledge, including: GoA policies and procedures, OH&S requirements and guidelines, time/expense approvals in 1GX, emergency response procedures, among others. In order to successfully lead these on call rotations, multiple years of experience and strong leadership skills are now required in comparison to the role when it was previously classified.

This position has also become actively involved in responding to new reports or introductions of AIS entering the province by means other than watercraft. The new responsibilities have included working within an Incident Command System (ICS) structure in an Emergency Response, carrying out on-site inspections of private retailers, collecting samples, and working with Fish & Wildlife Enforcement to deal with non-compliant retailers. This work is expected to continue as more reports of AIS come up in Alberta. At a minimum, this position requires ICS 200 Training which is intended for personnel who are likely to assume a supervisory ICS position. With these new responsibilities this position is expected to participate and assist in the coordination of an annual emergency response exercise involving multiple GoA departments and partner agencies with the aim of evaluating capacity and ensuring a state of readiness for AIS emergencies. In order to engage in emergency response activities such as inspections of private retailers for the presence of AIS, it requires a very strong understanding of the position's authority under provincial legislation.

This new role and additional responsibilities have prompted changes for the request for a classification review. The consolidation of positions (supervisory and decontamination) has notably increased the responsibilities of this position, considerably expanding the span of control of this position. With these new responsibilities added to this position, the workload requires significantly higher levels of knowledge and skill to perform the desired tasks. With the consolidation of the supervisory position, additional responsibilities include hiring, on-the-job feedback and performance evaluations of seasonal staff. This position underwent a reclassification review on May 2, 2023 and was unsuccessful in obtaining a higher level of reclassification.

Responsibilities Removed:

None

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Aquatic Invasive Species Decontamination Specialist, this position is responsible for both the direct delivery of the decontamination element of the provincial AIS program, as well as the safe operations of the watercraft inspection stations around the province. This includes working closely with the AIS Ops Decontamination Specialist to coordinate decontamination response throughout the province. This function is vital to the AIS Operations team, which employs up to 60 seasonal staff, located at inspection stations across Alberta, and conducts legislated mandatory inspections on up to 30,000 boats annually, under the Fisheries (Alberta) Act. As a provincial Decontamination Technician, this position is responsible for efficiently and effectively providing service to Albertans when watercraft require quarantine and/or are fouled with invasive species and full decontamination is required. New responsibilities and knowledge include a strong understanding of emergency response and ICS procedures, and direct involvement in responding to new detections of AIS across the province in collaboration with GoA departments and external agencies.

As a supervisor of these inspection stations, the position deals with a high number of public complaints and angry or confrontational members of the public. This position is also responsible for the scheduling, time reporting, and expense approvals of the seasonal staff who they supervise. As a site supervisor, this position is responsible for maintaining a culture of health and safety at the stations under supervision. This position is responsible for organizing and conducting watercraft decontamination training and mentoring of seasonal staff, and the deployment and maintenance of inspection stations and assets. As Alberta has established a partnership with Canada Border Service Agency (CBSA), the province receives notification of all watercraft traveling into or through Alberta via multiple Canadian ports of entry. This

position requires detailed tracking, organization and follow-up of these federal notifications. As a Fishery Guardian, this position holds special authority under the Fisheries (Alberta) Act for decision making requiring quarantine and decontamination of watercraft belonging to members of the public. This highly skilled professional position has a science background complimented by operational experience and will have direct input and accountability in the creation and implementation of a long-term watercraft decontamination program plan for the province of Alberta.

Responsibilities

1. Ensure that watercraft incident reporting, planning, and response is implemented effectively by:

- Playing a lead role in the interception and response for watercraft that require quarantine and/or decontamination, including privately and commercially hauled watercraft.
- Providing advice, knowledge, and job-related experience in the development, implementation, and evaluation of the AIS decontamination policies and procedures.
- Managing all information received to coordinate with watercraft owners, government partners, and/or third parties to establish a response timeline and decontamination location.
- Ensuring that deadlines are clearly communicated, providing follow-up with all parties and reminders as required.
- Providing situational updates to management, partnering jurisdictions, various Government of Alberta (GoA) departments, and the Decontamination Specialist regarding the movement of quarantined watercraft through the province by providing timely situation/incident reports.
- Documenting, managing, evaluating, and summarizing collected information at the end of each season.
- Notifying and communicating with other jurisdictions in a timely manner with the necessary information regarding the movement of quarantined or high-risk watercraft.
- Populating and maintaining the AIS quarantine and decontamination database to ensure data integrity and accuracy.

2. Supervise seasonal staff by:

- Creating and maintaining staff schedule for supervised station.
- Educating staff and members of the public on aquatic invasive species threats, consequences and providing expert advice on preventative measures to take.
- Ensuring staff are following protocols for inspections, decontaminations and Occupational Health and Safety.
- Ensuring staff are following internal protocols for signing out vehicles, inspecting vehicles and equipment, and taking photographs for evidence and maintaining chain of custody.
- Ensuring the watercraft inspection stations are ready for deployment for each season, properly equipped and are closed out at the end of each season.
- Managing and approving staff commencements, timesheets, expenses, and terminations in accordance with public service directives.
- Managing conflict that occurs at the inspection station between staff members, as well as between boaters and staff.

3. Decontaminate AIS fouled watercraft or suspected fouled watercraft by:

- Gathering intelligence on AIS fouled conveyances, including properly documenting watercraft decontamination and archiving information appropriately.
- Ensuring that mobile decontamination unit fleet is operational prior to and throughout the season by completing and archiving unit equipment inventories and checklists, and conducting maintenance, repairs, and troubleshooting and modifying units as required.
- Conducting watercraft inspections, quarantine follow-up, and decontamination on and off site, often alone and in remote locations.
- Conducting watercraft decontaminations in alignment with the Uniform Minimum Protocols and Standards (UMPS).
- Disseminating information pertaining to AIS fouled watercraft through Situation Report's (SitReps) to management, AEP Environmental Monitoring and Science Team, and neighboring states and provinces.

4. Ensure operational readiness in order to respond to any new reports, introductions, or threats of

AIS in the province by:

- Playing a lead role in the investigation, interception and response for all new AIS introduced into Alberta.
- Managing all information received to coordinate with intra and inter-governmental departments, and/or non-governmental organizations to establish response timelines and locations.
- providing situational updates to management, partnering jurisdictions, various Government of Alberta (GoA) departments, and the Decontamination Specialist regarding the introduction/threat of AIS within the province by providing timely situation/incident reports.
- Ensuring that relevant information pertaining to AIS response is available for all required AIS personnel.
- Maintaining qualifications, skills and equipment to ensure optimal and timely response to any potential threats.
- In emergency response scenarios, working within an ICS structure to effectively respond to new introductions of AIS in the province. This requires comprehensive knowledge and training in emergency response scenarios, including an annual emergency response exercise in collaboration with other GoA agencies.
- As an appointed Fishery Guardian under the Fisheries (Alberta) Act, this position is expected to play a role in responding to AIS threats. This includes conducting field inspections of proposed introductions/ threats to assess potential impacts and to determine appropriate mitigation techniques. Consequently, the role must have a thorough understanding of underlying authorities, such as the authority to inspect versus search.

5. Provide Watercraft Inspections and Decontamination training both within the GoA and other agencies by:

- Developing and implementing Government of Alberta watercraft inspections and decontamination training.
- Providing ongoing training and mentorship for all seasonal staff and outside agencies, such as Parks Canada and ASERT staff.
- Ensuring all standard operating procedures align with the Uniform Minimum Protocols and Standards utilized in the United States and Canada.
- Maintaining proficiency training for certified provincial decontaminators and watercraft inspectors within Alberta.
- The position and its associated knowledge of various aspects of watercraft inspection and decontamination are critical in order to transfer knowledge through informal mentoring and more formal annual training/instruction. This knowledge transfer occurs for both newly hired seasonal staff, as well as any new permanent members of the AIS Leadership Team.

6. Establish a culture of Occupational Health and Safety within the Inspections program by:

- Providing accountability for the safe and efficient running of the inspections program by following GoA occupational health and safety policies.
- Ensuring all OH&A program needs and documents are up to date and available for their staff.
- Ensuring staff are carrying out their responsibilities under the OH&S program and are filling out all documentation required for operations, incidents, etc.
- Ensuring timelines are met for investigations into incident reports and near misses.
- Implementing all applicable legislation and government directives of the OH&S program including the Act, Regulation, and Code to ensure the accountability of the program.

7. This program is dependent on the recruitment, hiring and training of seasonal staff to work in the field each year. The Supervisor/Decontamination technician ensures this happens by:

- Scheduling job interviews, conducting reference checks, academic verifications and verifying job requirements are met.
- Working with Human Resources to ensure the proper classification and payroll processes are aligned as per the Alberta Public Service Minimum Recruitment Standards model.
- Working with other supervisors and the Field Coordinator on scheduling, planning and delivering seasonal training camp for all recruited staff.
- Ongoing training and mentorship of supervised field staff (up to 9) throughout the season.

8. Public interaction and education, and investigating decontamination/quarantine related inquiries and/or complaints by:

- Providing watercraft inspections and education for the public and boat dealerships.
- Assisting and/or taking over from seasonal staff with difficult or angry members of the public.
- Addressing inquiries and/or complaints from the public regarding watercraft inspections, quarantines and/or decontaminations.
- Responding to AIS Hotline inquiries regarding concerns from members of the public.
- Representing the AIS Program at public events such as trade shows and job fairs to engage and educate the public.

9. Coordinate response to CBSA Watercraft Notifications by:

- Tracking, organizing, and delegating all notifications received to the AIS shared email address or fax from CBSA.
- Promptly contacting members of the public/commercial haulers to assess risk following the receipt of these notifications.
- Working closely with CBSA to effectively respond to notifications in a timely manner.
- Making decisions for response based on risk, which can include arranging inspections and potential decontaminations and/or quarantines.

10. Participate in a week-long, 24/7 on-call rotations by:

- Acting as a point of contact for AIS staff and members of the Provincial Radio Control Centre (PRCC) for AIS-related matters on a 24/7 weekly rotation.
- Receiving and triaging of all incoming incidents, calls, and incident correspondence.
- Providing expert advice and direction to field staff regarding the issuance of Quarantine Orders under the Fisheries (Alberta) Act, which prohibits members of the public from launching valuable watercraft for a period of time during peak boating season.
- Responding to any technical inquiries related to watercraft inspections and decontaminations including troubleshooting field equipment remotely.
- Acting as the sole on-call supervisor responsible for fielding calls regarding immediate safety concerns, time-sensitive scheduling issues, conflict resolution, closures due to adverse weather conditions, and a variety of general site-related inquiries.
- Acting as a point of contact for both medical and non-medical emergencies.

Problem Solving

Typical problems solved:

Independent decision-making is required on a daily basis regarding on-site and off-site issues involving members of the public (watercraft owners), marine dealerships, and seasonal staff. Problems solved include, but are not limited to:

- Minor and major conflicts between staff members
- Conflicts between members of the public and seasonal staff. When seasonal staff cannot gain voluntary compliance from the public, this position is required to intervene to de-escalate the situation
- Independently managing angry members of the public in order to perform job duties
- Assisting staff with complex watercraft decontaminations
- Providing expert advice on troubleshooting equipment
- Facilitating and directing movement of watercraft fouled with AIS by working with multiple jurisdictions and agencies
- Advising staff as the primary contact on any emergencies on site (including instances of workplace violent, environmental emergencies, and medical emergencies)
- Ensuring staff safety in the event of a missed check-in
- Scheduling and attendance issues
- Providing staff with an environment conducive to their personal well being, and directly supporting staff encountering difficulties

The problems noted above require a high degree of independent decision-making - as previously

mentioned, this position can sometimes be the only reachable staff member in the AIS Program for up to 60 seasonal staff. As a result, this position is often completely independent and relied upon to make decisions without advice or consultation with more senior employees/management. The position must be able to evaluate workloads and then triage and coordinate work tasks with constantly changing priorities, providing creative and flexible alternatives to meet those changing priorities.

Types of guidance available for problem solving:

As these positions act on-call for AIS Program Staff 24 hours a day during the inspection season, they are often required to make independent decisions without having the ability to consult a supervisor or manager. Many of these decisions involve whether to quarantine watercraft under the Fisheries (Alberta) Act, which can result in a member of the public being prohibited from launching their watercraft during the boating season for up to 30 days. Given the weight of these decisions made by on-call staff, the position requires an extremely high level of awareness of the legislation and internal standard operating procedures informing their decision-making. Acting as an on-call member also requires a strong ability to think creatively and solve complex problems in a very short time frame - often it involves urgent questions from seasonal staff regarding dealing with angry members of the public, broken down decontamination units, staff conflicts, and other situations that require immediate solutions. A loose framework exists for some decisions regarding watercraft decontamination, but given the wide range of situations encountered, a high degree of discretion is required when making decisions. The position works primarily alone with limited involvement with direct supervisor.

Communication with the Aquatic Invasive Species Decontamination Specialist occurs at the start of the week of work outlining work schedule and locations to travel to work and task ahead.

Supervisory:

When dealing with problems associated with supervising staff, the position is required to participate in an on-call rotation dealing with station and technical issues that may arise. This requires a strong ability to think intuitively and solve urgent problems in a very short time frame, often involving conflict resolution between staff members, members of the public, medical or non-medical emergencies, station operation, damaged equipment/signage that require prompt solutions. This position is also required to field calls regarding administrative duties, with working knowledge of GoA policies, agreements such as the Collective Agreement, Workplace Health & Safety, etc.

This position works primarily alone with limited involvement with direct supervisor.

Direct or indirect impacts of decisions:

Decisions directly impact the ability of members of the public to use their valuable watercraft (often valued at over \$250,000): the position is required to make decisions on whether to quarantine watercraft on a regular basis, potentially preventing a watercraft owner from using their boat for up to 30 days in a limited boating season.

As a representative of the GoA, decisions made directly impact the relationship the AIS Program has with members of the public and industry. These decisions directly impact the likelihood of costly AIS entering Alberta - this position is relied upon to directly prevent fouled watercraft from launching and AIS establishing in Alberta waterways.

As a supervisor, decisions made on watercraft inspection station operations directly impact the safety and well being of not only seasonal staff, but also members of the public present at the site.

This role has a direct impact on the larger provincial AIS prevention effort as it ensures that the quarantine and decontamination aspect of the program is functioning smoothly within the larger program realm, both inter and intra-departmentally; as well as with other levels of government and industry stakeholders. This larger realm includes Environment and Parks, Justice and Solicitor General, Municipal, Provincial, and Federal Governments and the boating industry; this role requires close contact with all.

Key Relationships

Major stakeholders and purpose of interactions:

The Supervisor/Decontamination Technician conducts daily communication with the public, intra and inter-governmental departments (such as Sheriff Highway Patrol, Fish & Wildlife Enforcement, and other

provinces and states), as well as representatives from various levels of government, as well as municipal, federal and other governmental departments/agencies for the purpose of keeping Alberta's waterways free of AIS. This role is in frequent communication with neighboring provinces and states when sending notifications regarding high-risk watercraft traveling across North America.

This position requires routine contact with the Provincial Radio Control Centre in order to respond to AIS hotline inquiries and/or complaints regarding watercraft quarantines and/or decontaminations, general questions from the public, and inquiries from other jurisdictions, including federal and provincial governments.

This role requires comprehensive knowledge and skills to perform decontaminations on complex watercraft. Frequent communication with manufacturers, marine shops, and marine mechanics allows this position to gain extensive working knowledge of complex watercraft, operating new onboard systems, and assisting with annual training of seasonal staff.

This position fosters relationships with other associations to allow further outreach and education. This includes working closely with these groups to organize public events relating to aquatic invasive species prevention. Examples of these groups include watershed associations, fishing tournament organizers, irrigation districts, and others.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Science		Other

If other, specify:

A related two-year diploma in Natural Resources plus 4 years related experience

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

- Requires a strong knowledge of issues, trends and research in AIS prevention is necessary to provide the department with sound advice, and recommendations for program direction and improvement.
- Working knowledge of various AIS species that pose a threat to Alberta, including diseases and treatment methods.
- Eligibility for appointment as a Peace Officer as well as a Fishery Guardian under the Fisheries (Alberta) Act.
- Highly developed communication skills to deal with a broad spectrum of the public, including a good understanding of verbal and non-verbal communication skills, strong listening skills, conflict resolution, problem solving and decision making skills.
- A working knowledge of provincial and federal statutes (Fisheries [Alberta] Act, Federal Fisheries Act, Provincial Ministerial Orders, Federal Aquatic Invasive Species Regulation, Occupational Health & Safety Act, Regulation, and Code, Alberta Fishery Regulations, General Fisheries [Alberta] Regulation).
- The ability to communicate with other departmental staff, key stakeholders and the general public to achieve an understanding.
- Certification in Level II Watercraft Inspections and Decontaminations (Pacific States Marine Fisheries Commission) is required in order to perform the inspections/decontaminations under the standardized protocol for the Pacific Northwest including Alberta.
- Certification in ICS 100 & 200 Training is required in order to perform and respond effectively to an environmental emergency.
- A demonstrated experience supervising staff such as wage employees.
- A comprehensive knowledge and experience of working with and around boats, how they operate and their mechanical systems.
- An ability to apply extensive experience, effective coaching skills and constructive feedback to help seasonal staff develop their skills.
- A demonstrated ability to effectively employ inspection/decontamination safety equipment in accordance with province-wide procedures and protocols.
- Experience with working in a hands-on mechanical environment with decontamination (hot wash) units, trouble-shooting issues, and providing mechanical advice for repair and maintenance. This roles requires subject matter expertise in watercraft inspections and decontaminations - in order to deal with a wide

variety of complex watercraft and to train seasonal staff, this position requires in-depth knowledge of the most current inspection and decontamination methods used across North America.

- Strong data and file management background.
- A demonstrated ability to use tact and good judgment when dealing with valuable possessions of members of the public that require quarantine.
- Strong understanding of HR processes and guidelines regarding the management of seasonal staff (Collective Agreement and various Public Service Directives).
- Strong understanding of GoA directives that govern expense claims, scheduling, and time submissions.
- Highly developed communication skills to relay information to staff and members of the public regarding policies and procedures related to decontamination, and providing hands-on exercises to support the program.
- A detailed knowledge of departmental OHS policies and procedures.
- The skill and ability to develop good working relationships with various stakeholders.
- Time management skills to work independently on multiple projects and tasks.

Behavioral Competencies:

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>This position requires routine communication with other members of the AIS program and with the Program Lead/ management to ensure program outcomes are met.</p> <p>Secondly, this position requires open channels with marine shops and other stakeholders. This allows for stakeholders and the AIS program to work together and to ensure that the common goals of all agencies are being met. This position engages with other jurisdictions to promote consistent watercraft inspections, decontaminations, and notifications.</p> <p>This position encourages open dialogue between supervisors and site leads/inspectors directly by initiating open and respectful discussions about station operations and public interactions, including constructive feedback.</p>

			<p>Through situational reports to leadership members and management, this position acknowledges the performances of inspectors and staff involved in decontaminations and recognizes their hard work.</p>
<p>Creative Problem Solving</p>	<p><input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Focuses on continuous improvement and 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>This position is required to develop and implement strategies for the provincial AIS program, such as compliance assurance through education, prevention, and monitoring.</p> <p>The Supervisor/ Decontamination Technician takes a lead role in more complex decontaminations and requires the ability to evaluate options and reduce risks. The issues at this level involve a number of variables; they have a major impact on aquatic resources, and can be sensitive in nature. Such impacts include environment, economic, and recreation.</p> <p>This role is expected to continually re-assess protocols and techniques related to program operations in order to improve program delivery.</p> <p>When making decisions in the field, a large amount of information must be collected in a small time frame in order to achieve the best possible result.</p>

<p>Agility</p>	<p>○ ○ ● ○ ○</p>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>This position requires the adaptability and flexibility of an ever-changing work schedule.</p> <p>Working relationships with marine shops and mechanics allows this position to adapt and implement new procedures to deal with unfamiliar/new watercraft and onboard systems.</p> <p>Agility plays a key role in the operations and supervision of assigned stations. This requires the flexibility to adapt to a multitude of different situations. On a larger scale, acting as the sole on-call member for the province requires dealing with dynamic situations that require multiple back-up plans.</p> <p>This role requires good tact and judgment when dealing with members of the public. In order to gain voluntary compliance, a strong ability to anticipate conflict and work with difficult people is required.</p>
<p>Drive for Results</p>	<p>○ ○ ● ○ ○</p>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>This position contributes to the annual Business and Strategic Plans for the AIS Program. This requires collecting and compiling data over the operating season for quality assurance/quality control assessments.</p> <p>This position participates in an annual seasonal debrief with program leadership members. This requires reflecting on the decisions made</p>

			<p>during the season and improving discrepancies for the upcoming seasons ahead.</p> <p>This role requires a high degree of responsibility, and is accountable for the performance of their seasonal staff and the operations of their inspection stations.</p> <p>Develops staff training and trains staff to a high level of standard that is consistent with APS values.</p>
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