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New

Ministry

Environment and Parks

Describe: Basic Job Details

Position

Position Number

Working Title (30 characters)

Wildlife Technician - DCCO

Requested Class

Natural Resources 6

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Business Unit

Dept ID

Program Code

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Res. Stewardship/Fish and Wildlife Stewardship/NE

Current organizational chart attached?

Supervisor's Position Number

Supervisor's Working Title (30 characters)

Fish and Wildlife Biologist

Supervisor's Current Class

Natural Resources 9

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Fish and Wildlife Stewardship in the Northeast have been tasked with developing and implementing a cormorant monitoring program to determine if Double-Crested Cormorants are having an impact on recreational fisheries. This program will also involve surveying and monitoring colonial nesting birds in the area to determine presence and potential program impacts. With direction from the Senior Wildlife Biologist, this wage position is accountable for supporting field management activities, data collection, data management, equipment management and logistics, purchasing, sample preparation, data entry, and ensuring his/her activities follow Departmental OH&S standards. This position is not responsible for supervision of any staff.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities ([sample policy research job](#)):

1. Field work and data collection is supported, under the supervision of the Senior Wildlife Biologist.

Activities

 - Implementing field work assigned by Senior Wildlife Biologist
 - Manage data collection and databases associated with the program.
 - Lab work and sample preparation
 - Participates in development and implementation of safety plans.

2. Resource Management - Species/Population

The outcomes include overall delivery of the 2024 field program with direction from supervisor(s). Activities to achieve this are:

Activities

- Assists in the implementation of cormorant population inventory, and monitoring program to determine population size and distribution and assists in their population reduction. This includes aiding in collecting cormorant colony and movement data, oiling of eggs, and cormorant diet sampling. It may involve culling cormorants.
- Assists in identifying and determining population size of and program effects on co-nesting and incidental species.
- Assists in delivering program components using a various equipment and tools: binoculars, spotting scopes, animal traps, remote cameras, automated recording units, nets, boats, and vehicles.

3. Research and Management

The outcome is to assist in the collection of wildlife and fish population, distribution and abundance data .

Activities

- Aids in field data collection for the Cormorant Program 2024
- Completes data entry and sample collection/management.
- May provide summary of data when asked.

4. Administration

Responsible for supporting the data entry and QA/QC, filling out equipment maintenance logs, OH&S administration, field work schedules, timesheets and contribution to annual workplans.

Activities

- Aids in procuring equipment and materials, maintains accurate inventory, maintains assigned equipment according to established standards, and ensures it is operated safely.
- Completes personal expense claims.

Problem Solving

Typical problems solved:

The successful candidate will routinely be required to solve problems relating to field logistics, data collection and management, and summarizing information to allow reporting with some input and supervision of the Senior Technician. Many of the problems have tradeoffs and risks associated with decisions related to these. Evaluating carefully these tradeoffs and risks will be critical to decision making to ensure the program collects information in a systematic way to meet needs for analysis, but also staff safety under changing field conditions.

Types of guidance available for problem solving:

Permanent staff, supervisor, Fish and Wildlife policy, guidelines, data collection standards and OH&S HACR's. The primary source will be resources that the supervisor can direct staff to, such as other's who have done similar work, technical books, other reports, and online datasets.

Direct or indirect impacts of decisions:

The decisions made by this position will directly impact the implementation of the program and the data collected. This will directly and indirectly impact the daily data collection and management, quality of data, and timeliness of the work. Decisions will also impact the safety of staff and the well-being of wildlife and fish.

Key Relationships

Major stakeholders and purpose of interactions:

- Regular interaction with the Senior Wildlife Biologist. They will also work with and interact regularly with other

members of Fish and Wildlife Stewardship in the region such as the Senior Fisheries Biologist (Cold Lake), Senior Wildlife Biologist (Lac La Biche), Fisheries Biologist (Lac La Biche), Wildlife Manager, Fisheries Manager.

Occasional interaction with members from:

Several Indigenous Communities (Metis and First Nations)

Municipal Administrations (Vermillion River, St. Paul, Two Hills, Smoky Lake, LLB and Bonnyville)

Cottage and lot owners

Periodic interaction with:

Alberta Fish and Game Association members

Alberta Parks staff

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Science

2nd Major/Minor if applicable

Designation

If other, specify:

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

Knowledge

Minimum Recruitment Standard:

▪ A related two-year diploma; no experience required.

Equivalency: Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

Knowledge:

- Knowledge of how to collect and manage data (data entry)
- An understanding of fish and wildlife resource management techniques.
- Working knowledge of various fisheries and wildlife species common to Alberta.
- Wildlife survey techniques, particularly bird surveys
- Bird capture and handling techniques
- Remote camera and ARU monitoring techniques would be assets.
- Basic understanding of Alberta Fish and Wildlife policies, procedures and legislation.
- Familiarity with Occupational Health & Safety standards, issues and practices.
- Some general understanding of Alberta fish and wildlife resource management programs.

Skills

- Good writing and verbal communication skills.
- Very good skill and capability in operating computers and various program (data bases, GIS, MS WORD, MS Excel, MS PowerPoint, etc).
- ArcGIS familiarity
- Excellent bird identification skills, and experience with observational/stationary surveys
- History of effective teamwork.
- Data entry and management.

Abilities

- Ability to organize technical data.
- Ability to manage data and to perform QA/QC of data.
- Ability to communicate with other departmental staff, key stakeholders and the general public.
- Ability to conduct resource risk assessments to determine the best course of action.
- Ability to use specialized fisheries and wildlife equipment including: radios, radio telemetry, gill nets, trap nets, etc.
- Ability to operate various field equipment, 4x4's, quads, small and large boats and motors.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	This project will involve work that will require significant skills at designing efficient ways to do work or solve problems.
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Actively sets goals and remains open to advice on reaching them: <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 	With limited time and field season, a drive to be efficient and collect the information needed will be an asset to making this project successful.
Build Collaborative Environments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in an open honest manner with colleagues: <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	Relationships and the development of trust with some stakeholders will be difficult. Although this position will not be the primary contact with the public, they will interact with public in the field. Skills in developing and maintaining relationships will be important.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, 	Projects like these take a lot of flexibility to account for changes to the program, priorities or even day to day events like weather. Having the flexibility to adjust will be important.

		calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	
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Benchmarks

List 1-2 potential comparable Government of Alberta [Benchmarks](#):

005 057NR01 - Fisheries Biologist; did not find a good comparable but selected the Fisheries NR7 description. Some duties would not apply.

005 055NR02 -Fish Hatchery Technician

Assign

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