

Reclassification

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Recreation Engagement Officer (current) change to Field Supervisor

Current Class

Natural Resources 3

Requested Class

Natural Resources 5

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Lands, Lands Delivery/Recreation/North Region

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

DistrictRecreationEngagementOf

Natural Resources 6

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Need for change is a move from site and task specific responsibilities to a land and resource management approach through the creation of work units in the department. This shift is due to the recent Trails Act and subsequent department mandate for recreation, including a scope that now includes not just public land but also protected areas. Further, programs such as human resources and finance and administration no longer provide the support they did historically and the work has come to program area staff.

Additions:

- Clarity has been added to account for the change from site level to broader land management approach to the work.
- Scope has increased due to a crown land rather than a public land mandate, therefore protected areas are an included responsibility.

- Supervisory requirements.
- Regulatory responsibilities have increased in addition to the awareness required working on a multi-use land base and the need to integrate with other uses and government program areas.
- Supporting partner non-governmental organizations in their annual planning, recommending construction standards and the necessary regulatory documentation and environmental assessments to deliver projects.

Responsibilities Removed:

None

Job Purpose and Organizational Context

Why the job exists:

This Forestry and Parks, Lands Division's Field Supervisor position requires both operational and technical skills to support on-the-ground delivery of the department's crown land recreation mandate. The role is area-based, reporting to the District Recreation Engagement Officer, and is part of a district team.

The position is responsible for planning, supervising, coordinating and delivering recreation infrastructure projects within a multiple use (i.e. forestry, grazing, oil and gas, protected areas) landscape, and is required to have a strong working knowledge of their area of responsibility. The Field Supervisor spends much of their working time in the backcountry with changing environmental factors, and often requires the need to develop and implement new work methods and techniques on site to successfully complete the planned projects.

The Field Supervisor is part of a district team and interacts with other district teams and program areas to ensure work supporting the recreation program is integrated. The role requires an awareness of the key stakeholders, effective communication and interpersonal relations for working with external partnerships, volunteers, and interacting with members of the public. Further it requires an understanding of the enabling legislation including the Public Lands Act, Wilderness Areas, Ecological Reserves, Natural Areas and Heritage Rangelands Act, Public Lands Administration Regulation, and Trails Act, and the associated policies. Additionally, a strong understanding of their responsibilities under the occupational health and safety related legislation is imperative to this role.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Trail and recreation infrastructure management

- Conduct and oversee trail crew data collection for trails, infrastructure, signs, etc., ensuring consistent field data collection and basic data management including mapping, filing, and reporting.
- Provide recommendations for trail and defective infrastructures repair/replacement based on their conditions/safety concerns.
- Promptly respond to emerging trail issues identified by public or other agencies (e.g. danger tree risk assessments, trail maintenance, random hazards, missing signage, habitat restoration, etc.).
- Plan, layout and perform field work in all weather conditions for construction and maintenance of infrastructure projects, including but not limited to trails, bridges, kiosks, staging/camping areas, signs, and other recreational facilities on crown land within a specific district.
- Provide insight and recommendations for proposed recreational projects and the cost and complexity of their construction, maintenance and operation.
- Provide technical and operations support in the day-to day implementation and delivery of the Unit annual work plan and operational contracts.
- Organize and deliver clean-up of dumping sites and removal of unauthorized structures as required.

Trail Manager, partner, and volunteer field support

- Work with the District Recreation Engagement Officer and Recreation Coordinator in prioritizing field project priorities with volunteers and partner organizations through work plan review and input.
- Provide field support, while working on projects including trail development, maintenance, and other

infrastructure work.

- Provide feedback and advice on revisions to best management practices and standard field operating procedures (i.e. field fitting).
- Conduct quality assurance checks on project work progress and results through field visits.

Equipment and material coordination and logistics

- Assist in the management, maintenance, and storage of vehicles and machines such as tractors, bobcats, excavators, backhoes, and trailers.
- Research, price out and manage inventory for various pieces of small equipment (e.g. chainsaws, drills).
- Prepare and coordinate equipment, tools, and materials, including preventative maintenance programs, to ensure equipment is operational or arranged for surplus.
- Conduct regular inspection of equipment, their storage locations and the safety equipment.
- Ensure the safe transportation of all equipment including but not limited to: tractors, bobcats, excavator, back hoes, large trucks and trailers, chainsaws and other powered equipment.

Occupational Health and Safety (OHS)

- Participate in regional OHS program.
- Lead wage staff to implement and practice safety-related policies, procedures and regulations and perform fieldwork in accordance with accepted standards, techniques and practices.
- Regularly complete thorough needs assessment for the district team and identify new safety initiatives to reduce risk exposure, improve resource allocation, and communicate risk to District Recreation Engagement Officer.
- Wage incident investigations lead for the field staff and ensure proper follow up and reporting.
- Collaborate with the Recreation Coordinator in updating, managing and archiving all OHS forms used by the district recreation team (e.g. Daily Hazard Assessment, Daily/Monthly Vehicle, and equipment Inspections, Near Miss and Incident Report, Tag Out).
- Assist in Personal Protective Equipment purchase/supply and inspection for the district team.

Supervision of seasonal wage staff

- Supervise recreation technical wage staff on a daily basis.
- Develop, deliver and organize, necessary training for district staff to safely carry out their roles and responsibilities (e.g. OHS assessments, radio and other field communications devices, wildlife awareness, chainsaw, OHVs, situational awareness, load securement and trailering, power equipment use).
- Deliver performance management and staff development.

Problem Solving

Typical problems solved:

- Issues occurring in the field such as damage to equipment or staff injuries - decisions based on existing standards and procedures
- Field work requires planning and logistics for the day(s) the project is occurring. Preparation needs to be done in advance for ensuring clearances and legislative requirements are in place and preparing/communicating the procedures to carry out the work.
- Field work often occurs in adverse backcountry conditions with construction materials, equipment, staff, and external partnerships; problems require knowledge and experience as well as troubleshooting skills and creativity to address this problem(s) on the fly.
- Situational awareness and interpersonal conflict resolution skills are needed to mediate disputes inside the team and resolve conflicting interest represented by internal staff and external stakeholders/public encountered in daily operational processes. Elevate issues/disputes as appropriate to the District Recreation Engagement Officer

Types of guidance available for problem solving:

- Legislation, regulation, policy, directives, best management practices help guide for field problem solving, however experience is paramount as often the Field Supervisor is alone and in charge of the project site.
- In other cases the supervisor and manager are available to support, and other programs can be engaged

to offer support with their knowledge and experience.

- Training is available to enhance problem solving skills.

Direct or indirect impacts of decisions:

- Decisions can have adverse environmental consequences if projects, both internal and partnerships, are not delivered properly, with potential subsequent legal liability.
- Projects may be impacted by not being completed according to plan, on time, or within budget.
- Decisions made may impact internal and/or external relationships positively or negatively depending on the decision.
- Poor decision making has potential for public's loss of trust in government project delivery due to these projects being highly visible to recreation users.

Key Relationships

Major stakeholders and purpose of interactions:

- Crown land users - public, stakeholder groups and industry are active at any time on the land and good working relationships with regular users and disposition/tenure holders is essential.
- Partnerships, volunteers, trail managers work providing assistance on projects
- Other government programs such as forestry, parks, range, fisheries, wildlife - in many cases the Field Supervisor is working directly on site with these programs for coordinating work.

Required Education, Experience and Technical Competencies

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

If other, specify:

Natural Resources (e.g. forestry, land management), construction related trade

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

Experience

- Strong organization and administrative skills.
- Written and verbal communication experience.
- Strong interpersonal communications skills to develop and maintain relationships with a variety of clients and stakeholders.
- Supervisory and leadership skills.
- Knowledge of relevant legislation (e.g. Public Lands Act, Public Lands Administration Regulation, Wilderness Areas, Ecological Reserves, Natural Areas and Heritage Rangelands Act Recreation Access Regulation, Forest Reserves Act, Alberta Environmental Protection and Enhancement Act, Forest & Prairie Protection Act & Regulations, Occupational Health & Safety Act & Regulations, Water Act, Wildlife Act and regulations, etc.).
- Experienced and comfortable working alone and in remote mountainous environments.
- Experienced in operating small heavy construction equipment such as Bobcats and mini-excavators.
- Experienced driver with trailer operations.

Technical Competencies

- Technical backcountry skills including orientation, map reading, photo interpretation, compass reading.
- Can work independently, as well in a team environment, and must be physically able to carry out the duties as required (ability to lift a minimum of 50 lb).
- Knowledge of and ability to identify key vegetation types, soils, wildlife, weeds, land classification, water body classification, weather systems.
- Constantly explore utilization of the latest technologies, methods, equipment, and practices to achieve operation, performance and contracting, tendering and construction requirements. This position requires creativity and innovation to solve numerous complex problems.
- Knowledge of performance and maintenance characteristics of construction materials.
- Good computer skills.
- Ability to lead and follow OHS legislation procedures and protocols.

Certification and training

- Preparedness for backcountry incidents: Intermediate First Aid Level C CPR and AED minimum.
- Valid full Class 5 Driver's License, or equivalent.
- Defensive Driving Certificate.
- Training, certification and/or recent experience operating and maintaining a variety of small and large equipment (i.e. trucks, OHVs, 4x4 vehicles, chain saws, power and hand tools, trailers, skid steers and mini-excavators).
- Situational Awareness (human and wildlife).
- Ground Disturbance certification

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Independence is required due to remote work locations.</p> <p>Supervisory responsibility, and working with external partnerships requires ability to address complex issues.</p> <p>Position is expected to address problems on site, in the moment, and find solutions or resources to resolve issues.</p>
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>Independence is required due to remote work locations.</p> <p>Supervisory responsibility, and working with external partnerships requires ability to address complex issues.</p> <p>Position is expected to address problems on site, in the moment, and find solutions or resources to resolve issues.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	<p>Ministry mandate focus includes enhancing recreation opportunities on Crown land. While the Recreation Management Specialist is accountable to the delivery of recreation projects; the work of the Field</p>

		<p>good for Albertans even if not immediately accepted</p> <ul style="list-style-type: none"> • Reaches goals consistent with APS direction 	<p>Supervisor and crew is autonomous and working alone in the field is a daily activity.</p> <p>The Field Supervisor is responsible for decisions made on site due to their skills and expertise. They ensure field projects are completed, and the area's recreation trails, and associated infrastructure are maintained while demonstrating progress towards achieving program outcomes.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>Public land is multiple use by mandate and therefore almost any work requires coordination at least, and often collaboration. The evolving system designed through Trails Act incorporates co-delivery of projects with partnerships and trail managers. Collaboration may occur among different programs working on similar outcomes in the area, or with industry partners for effective outcomes.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	<p>This supervisory position is expected to develop staff to maintain or increase performance. This role identifies staff development opportunities to enhance the team's ability to deliver the recreation outcomes. Additionally, this position works with external individuals through partnerships and trail manager agreements. This role relies on being in a position of offering team support and development without</p>

			direct supervisory control.
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Benchmarks

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

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 _____

Supervisor / Manager Name _____ Date yyyy-mm-dd _____ Supervisor / Manager Signature _____

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