

Working Title: Fish and Wildlife Officer Name: \_\_\_\_\_

Position Number: \_\_\_\_\_ Reports to Position No., Class & Level: \_\_\_\_\_ Division, Branch/Unit: \_\_\_\_\_ Ministry: JSG

Present Classification: \_\_\_\_\_ Requested Classification: \_\_\_\_\_

Dept ID: \_\_\_\_\_ Program Code: \_\_\_\_\_ Project Code (if applicable): \_\_\_\_\_

**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 **Section 2.3**).

Under the direction of the District Fish and Wildlife Officer, the Fish and Wildlife Officer provides operational delivery of the Fish and Wildlife Enforcement Branch's compliance assurance and problem wildlife management programs in a district. The Fish and Wildlife Officer is an experienced, fully functional field officer responsible for conducting standard work assignments with little or no supervision. The Fish and Wildlife Officer provides input into basic elements of the district operation, including allocation of resources and the planning of district work activities to meet program objectives.

**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 major activities should be described (see **Sections 2.1** and **2.2**).

**1. Provides operational delivery of the Branch's compliance program at a district-level in accordance with the law, legislated authorities and established strategies, policies, standards and procedures.**

**Activities**

- Provides input and participates in the delivery of the district's compliance assurance program, which includes education, prevention and enforcement elements designed to achieve conformity with fisheries and wildlife legislation by the public, industry, and various stakeholder groups.
- Responds to an array of public complaints, conducts investigations, gathers evidence, performs judicial duties and undertakes general patrol duties.
- Executes a variety of legal processes including search and seizure with/without warrant, and detention, arrest and release.
- Participates in inspections of taxidermists, meat cutters, fur dealers, trap lines, fish plants, commercial fishermen, fishing derbies and other related commercial enterprises.
- Ensures prompt and effective response to public complaints.
- Conducts enforcement of other provincial and federal legislation.
- Participates in departmental initiatives (public lands enforcement, aquatic invasive species).
- Prepares trial briefs, liaises with crown prosecutors and performs judicial duties.

**2. Supports fish and wildlife resource management by conducting problem wildlife control duties, monitoring commercial, recreational and subsistence harvests of fish and wildlife and participating in scientific research and data collection when required.**

**Activities**

- Participates in the delivery of problem wildlife programs within the district including ungulate damage prevention, wolf control, Livestock Predator Compensation Program and bear control and aversion initiatives.
- Participates in the investigation of problem wildlife complaints, provides advice on prevention techniques and resolves issues using a variety of methods; including: establishment/maintenance of intercept feeding sites, setting

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of various traps and snares, tranquilizing/relocating/destroying problem wildlife.

- Participates in activities associated with monitoring recreational and subsistence fishing and hunting, commercial fur and fish harvests.
- Conducts variety of patrols (plainclothes, night patrols, backcountry extended patrols, aerial patrols)
- Participates in resource population census, creel data collection, and research programs; including the Species at Risk Program.

**3. Supports public education and inter-agency relations within the district. This will involve advocating Branch programs and encouraging compliance with legislation by maintaining close working relationships with other agencies and the public in order to promote provincial, regional and district strategies that address resource management issues.**

**Activities**

- Fosters relationships with other organizations and agencies: RCMP, city and municipal law enforcement agencies, aboriginal groups, APOS, Fish and Game Assoc., Western Walleye Council, Alberta Trapper Association; Alberta Conservation Association, ESRD, AARD.
- Conducts interviews/educational sessions with media (television, radio, and newspapers)
- Represents district operations at public meetings.
- Participates in the delivery of public relations/education strategies for the district.
- Creates and delivers educational presentations for public/private groups, schools groups

**4. Maintains notes, records and other documents in accordance with policy as required and performs other administrative tasks related to program delivery.**

**Activities**

- Participates in the development of district operational plans that reflect local priorities and meets branch objectives.
- Makes budget expenditures as required and in accordance with district objectives.
- Manages personal equipment/uniform inventory and participates in ongoing evaluations of district needs; makes recommendations as required.
- Enters, prepares and submits reports: occurrence reports, Aboriginal Violation Reports, disclosure and trial briefs, and trapper compensation, predator compensation, time sheets, exclaim, pcard reports

**5. Maintains a safe and productive work environment by working within Human Resources, Occupational Health and Safety and union contract guidelines. Provides training and some supervision to junior officer/problem wildlife staff.**

**Activities**

- Provides some training and supervision to junior officers and problem wildlife staff assigned to the district.
- Provides input into work plans, shift schedules.
- Works within OH&S policies/procedures/guidelines.
- Participates in training/certification exercises in accordance with standards and procedures.
- Maintains district equipment (trucks, boats, jet boats, atv, skidoos, PWCs, bear traps, problem wildlife equipment) in safe working condition, performs required maintenance when required, and reports deficiencies to supervisor.

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- Maintain and organize district warehouse, seizure freezer/locker, warehouse yard, and office.

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see Section 2.4).

- The Fish and Wildlife Officer occupies a work environment that may vary greatly from one district to another, depending on a number of factors. These include: geographic location, presence of large urban centres, ratio of public versus private land, presence of remote regions, numbers of lakes/streams and the species of wildlife and fish that occur in the district. This will impact the work in terms of the determining the major issues affecting fish and wildlife resources in the district and the compliance program priorities that the Fish and Wildlife Officer will be expected to focus on.
- The work impacts the fisheries and wildlife resource as well as a variety of stakeholders: aboriginal groups, hunters, anglers, commercial fishers, trappers, guide/outfitters, urban and rural residents, the agricultural community and various other industries.
- The Fish and Wildlife Officer is responsible for conducting investigations that may involve highly technical case law, securing/executing search warrants, making seizures, dealing with large numbers of witnesses and multiple pieces of evidence; laying of charges, arresting suspects and preparing for/attending court.
- The Fish and Wildlife Officer deals with matters that are typically complex, controversial or sensitive in nature. Inappropriate interpretation and application of policies, procedures and regulations could potentially result in injury, death, illness, financial or resource loss and/or negatively impact the client/s and/or department. May also involve the department in precedent-setting or publicly controversial situations, negatively affecting the department's credibility and/or impact the possibility of successful prosecution. Analysis and reduction of risk/uncertainty are key aspects of the job.
- In order to be effective, the Fish and Wildlife Officer must be capable of developing and implementing creative solutions to various work assignments (dealing with aggressive/confrontational people, solving complex problem wildlife situations, administering highly technical legal procedures). The job often involves conducting plain clothes patrols and night patrols in order to carry out investigations. The position must also determine how to carry out the investigation, where/when to patrol and when/what charges will be laid.
- Creative thinking is often required when dealing with the Problem Wildlife Program. This typically involves providing advice on prevention techniques and resolving issues using a variety of methods; including: establishment/maintenance of intercept feeding sites, setting of various traps and snares, tranquilizing/relocating/destroying problem wildlife.
- The Fish and Wildlife Officer role involves education, prevention and enforcement components.

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- A related applied degree in conservation or natural resource management and several years related experience.
- A good understanding of the relationships between the Branch and other organizations, departments and agencies combined with an ability to work collaboratively to meet objectives.
- Highly developed communication skills to deal with a broad spectrum of the public, including advanced verbal and non-verbal communication skills, strong listening skills and written communication skills.
- An ability to develop district strategies to respond to local challenges and opportunities.
- An ability to lead and work within a team environment in order to meet Branch goals.
- Extensive investigative skills, including: interviewing skills, statement analysis, a comprehensive understanding of evidence and a variety of investigative techniques that demonstrate an ability to obtain evidence that will

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withstand Charter challenges.

- A comprehensive knowledge of a broad range of natural resource-related provincial and federal statutes (*Wildlife Act, Fisheries [Alberta] Act, Migratory Birds Convention Act, Fisheries Act (Canada), EPEA, etc.*)
- A working knowledge of other related statutes that affect investigations including: *Charter of Rights and Freedoms, Criminal Code, Alberta Evidence Act, Interpretations Act, Provincial Offences Procedures Act* and other provincial legislation (*Gaming and Liquor Act, Traffic Safety Act and Regulations, Public Lands Act and Recreational Access Regulations*).
- As a peace officer, has a thorough working knowledge of arrest authorities, use-of-force policy and legislation associated with inspection/search/seizure.
- A demonstrated ability to effectively employ enforcement safety equipment in accordance with the law, Branch standards, procedures and other protocols.
- An ability to explore, understand and react to current trends in resource law enforcement and associated case law.
- An ability to use tact and good judgment when dealing with people.
- Good time management skills to work independently on multiple projects and tasks.
- Good organization skills to logically analyze facts, statements and evidence in order to come to a reasonable conclusion on cases.
- Leadership and supervisory skills and abilities
- The skill and ability to develop good working relationships with various stakeholders.
- Good personal computer skills.
- Working proficiency in firearms handling and maintenance, successfully complete departmental recertifications.
- Proficient in defensive tactics, successfully complete departmental recertifications.
- Maintain valid first aid certificate

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

- Fosters relationships with other organizations and agencies: RCMP, city and municipal law enforcement agencies, aboriginal groups, APOS, Fish and Game, Western Walleye Council, Alberta Trapper Association; Alberta Conservation Association, ESRD and AARD.
- The Fish and Wildlife Officer communicates at the district level with representatives from municipal, federal and other government departments/agencies for the purposes of resolving issues of mutual concern.
- Represents district at public meetings.
- Acts as media spokesperson for local issues.
- Participates in the delivery of public relations/education strategies for the district.
- Liaises with crown prosecutors and performs judicial duties in order to support prosecution of offenders.
- Investigates and responds to complaints from the public.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised.

This job does not have any positions reporting to it directly.

- There may be additional field training duties assigned to the position

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached.

*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 Compensation Manager, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 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.

**Incumbent**

Signature

**Manager**

\_\_\_\_\_

Date

**Division Director/ADM**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

Date