

Ministry

Environment and Parks

Describe: Basic Job Details

Position

Position ID

Position Name

Senior Fisheries Technician

Current Class

Requested Class

Natural Resources 7

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Resource Stewardship, Fish and Wildlife, Northwest

Supervisor's Position ID

Supervisor's Position Name

Senior Fisheries Biologist

Supervisor's Current Class

Natural Resources 9

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2024-12-02

Responsibilities Added:

None

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Senior Fisheries Biologist, this position is accountable for implementing a wide range of activities under the direction of the Senior Fisheries Biologist. Responsibilities include planning and implementing of field programs including angler surveys, index netting, electrofishing, temperature monitoring and fish trapping. The incumbent will function as a key member of an integrated team of professional staff responsible for the delivery of the NW Regional Fisheries and Wildlife Management programs. Key responsibilities include conducting resource and user surveys, collecting of field data, completing data analysis and interpreting results, writing reports, manage and maintain inventory, and conduct reviews of resource use development applications (i.e. research, competitive sportfishing event, and special sportfishing licences) and deliver all aspects within assigned budgets.

Responsibilities

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1. Supports scientific management and monitoring required to make resource management decisions:
 - Supports the development and implementation of population inventories, and monitoring to determine population health and status.
 - Collaborates in setting district and regional fisheries management goals and objectives, and helps to develop priorities to ensure the long term sustainability of the fisheries resources in the district/region.
 - Implements species population inventory and monitoring programs in both lentic and lotic environments i.e. index netting, angler surveys, watershed level assessments, stream temperature monitoring, and population estimates using approved (standard) methods and techniques to determine population size, status, distribution and structure.
 - Participate in development and monitoring of regional fish stocking program by leading assessment programs, data entry and reporting in close cooperation with fish culture teams.
 - Reviews applications and identifies conditions for issuance of fish research, competitive fishing event and fish stocking licences.
 - Ensures relevant fisheries data submission and retrieval from the provinces Fisheries and Wildlife Management Information System (FWMIS).
 - Compiles information for district and regional review to support regulatory decision making.
 - Participates in the development and implementation of provincial species management and recovery plans through field experience and data analysis and providing recommendations of potential resolutions to the fisheries biologist.
 - Carries out fisheries habitat monitoring programs and provides feedback to supervisors, regulators, and stakeholders of the effectiveness of habitat protection measures.
2. Performs a public education, engagement, and outreach function within the region
 - Represents Fisheries Management interests in various regulatory and non-regulatory functions (i.e. Public Fisheries Regulation consultation and information sessions, stakeholder meetings) by clearly communicating with stakeholders regarding fisheries objectives, policies and directives.
 - Provides advice to internal and external interests on various fisheries management related matters.
 - Supports FWSB stakeholder outreach, education and consultation programs through message creation, venue setup and directly communicating key fisheries messages to resource users.
 - Educates and informs the public, stakeholders and special interest groups about study or other fisheries management activities. Provides extension services to other departments, schools, industry, NGO's, and various user groups through presentations, field trips, meetings, mail out of materials.

3. Using established policies and procedures is responsible for routine administration and financial management activities
 - Identifies budget needs for operational delivery and submits to supervisor.
 - Ensures adherence to all policy and procedures in terms of completeness, accuracy and timeliness associated with procurements and expenses.
 - Responsible for tracking, inspection, repair, and maintenance of assigned equipment.
 - Ensures all budget transactions are conducted within established financial policy and procedures by maintaining accurate and up to date records, meeting quarterly budget reporting and forecasting targets.
 - Procures approved equipment, maintains accurate inventory, and maintains equipment according to established standards, and ensures that it is operated safely.
 - Responsible for OH&S within assigned work unit as per Act, regulations, and established standards and protocols.
4. Provides support to various programs and projects regionally and provincially
 - Participates in the implementation of provincial species management and recovery plans by contributing professional advice into plan development, implementation of inventory and monitoring programs and data entry and analysis.
 - Provides advice and professional knowledge on regional or provincial departmental task teams in the development of policies and guidelines, review of major resource development or habitat mitigation proposal or development of landscape level resource management and recovery strategies. This is accomplished through representing local and regional issues identified through on the ground knowledge and results of inventory programs.
5. Supervision
 - Provides supervision and training to seasonal technical staff.
 - Monitors performance, deals effectively with employee relations matters keeping supervisor informed, provides ongoing performance feedback.
 - Provides seasonal staff orientation. Identifies required training and development opportunities to supervisor.
 - Provides administrative, supervisory and resource management advice to non-government organizations and volunteers that are partnering in fish resource management activities.

Problem Solving

Typical problems solved:

A few examples of problems this position is required to solve include: field implementation and logistics associated with multiple overlapping projects and staff in remote or challenging environments; coordinating field crews, volunteers, and Indigenous participants for successful project delivery; ensuring OH&S requirements are met in diverse work environments and while conducting high risk activities (e.g. electrofishing, boating, firearm use, etc); evaluating the efficacy of fisheries license applications; implementation of complex recovery or management actions to ensure sustainable populations (e.g. fish removals; habitat restoration).

Types of guidance available for problem solving:

Guidance available for navigating these problems include a strong educational background understanding interconnectedness of natural systems; established policies, guidelines, legislation, and federal precedent law decisions; a strong team of mentors comprised of both peers and managers; training to assist with facilitation and managing resource management conflicts; etc.

Direct or indirect impacts of decisions:

Impacts of decisions can vary from the ground up. The result of field level projects provide the basis of future management decisions and is important to accurately implement projects as designed. Decisions made during participation within provincial or regional task teams provides the framework for future guidelines, policies and procedures that create transparency and consistency within the ministry. Decisions made when reviewing license applications set the basis for responsible allocation and use of Alberta's fisheries resource. The decision made during the care and upkeep of regional and provincial equipment ensure that OH&S obligations are met and lay the ground work for safe work practices. The synthesis of

data sets allow the senior fisheries biologist access to clean and accurate data set that have been QA/QC which provide the highest quality data to make management decisions from.

Key Relationships

Major stakeholders and purpose of interactions:

- Other regional fisheries management staff: provide Senior Fisheries Biologist or Manager updates and advice on dealing with resource management issues. Seeks consultation from permanent staff and others with particular specialties for difficult issues.
- Colleagues in other regions and management agencies: for information exchange, problem solving and development of new analysis or sampling techniques.
- Provides advice and direction to seasonal or permanent staff within personal areas of expertise.
- Works with volunteers as needed: for project assistance or to enhance outreach opportunities.
- Maintains contacts with other branch, divisional and departmental staff: to advance branch and divisional programs, to establish standards, and to resolve problem issues.
- Contact with public during consultation activities in the area.
- Works with federal and provincial enforcement officers to describe fisheries management concerns and assist each other in monitoring where necessary.
- Non-Government Organizations: provides information, co-delivers presentations and maintains contacts with NGOs and stakeholders to foster stewardship and community involvement.
- General Public: ongoing contact with resource users, general public, schools, interest groups to provide fisheries information, encourage stewardship and respond to issues or complaints within the Region.

Required Education, Experience and Technical Competencies

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

If other, specify:

Conservation biology, ecology, zoology, freshwater fisheries management, natural resource management

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

- Excellent working knowledge of the Alberta fisheries management program, including fish species identification and distribution, fish biology and physiology, sampling methods and standards, guidelines, policies and practices.
- Extensive experience in implementation of monitoring and recovery projects in a variety of circumstances (lentic and lotic environments) requiring an understanding of sample design, operations planning, budget management, project supervision, accurate data entry, strong QA/QC experience, basic statistical data analysis, and technical reporting experience.
- Experience in supervising seasonal staff, managing regional sampling equipment, infrastructure, and facilities, and project team scheduling.
- Experience interacting and communicating with members of the public, NGOs and volunteer staff educating each on Fisheries program priorities. A working understanding of Fisheries Management programs, policies and procedures is required.
- Position requires a minimum of a 2 year diploma in Natural Resources or Biology with a specialization in freshwater fisheries or aquatics, and preferably with an in-depth understanding of fisheries management and aquatic ecological principles, data analysis and interpretation, fish population and habitat inventory or monitoring, and project management.
- A minimum of six years of directly related practical field experience in fisheries management.
- Incumbent must hold a valid Class 5 (or higher) drivers licence
- Incumbant must hold a valid First Aid with CPR certification
- Proficient in the operation of off-highway vehicles (4X4, ATV, snowmobile), motorized boats (jet and propeller driven), use of firearms, and specialized fisheries equipment including radio/acoustic telemetry, gill nets, trap nets, electrofishing (backpack and boat), limnological, water sampling and other fisheries management sampling equipment; current certifications to operate off-highway vehicles, motorized boats, and electrofishing equipment, and possess firearms are highly desirable.
- Knowledge of relevant provincial and federal acts, regulations, policies, and procedures is desirable. In particular, the *Fisheries Alberta Act* and regulations, *Federal Fisheries Act*, *Federal Species At Risk Act*, *Alberta Public Lands Act* and regulations, *Water Act*, the *Alberta OH&S Act* and regulations, and the *Fish Conservation and*

Management Strategy for Alberta.

- Demonstrated proficiency in use of computers including MS Office word processing, spreadsheet and presentation software programs. Working knowledge of data analysis, statistical, GIS and database management software.
- Effective and efficient personal work habits specifically in organizing work, establishing priorities, delivery of multiple projects, and in establishing performance measures and work plans for seasonal staff; experience in tracking financial expenditures is desirable.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	The delivery of fisheries management programs requires navigating and overcoming complex problems and finding practical solutions. This position will be required to actively participate in identifying problems and proposing innovative or creative solutions while staying within current resource and budget constraints.
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 good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	The delivery of fisheries project requires this positions to operate with a high level of drive to maintain and adhere to the project objectives, data collections standards and safe working practices. High level decisions are made from the result of these fisheries projects making it imperative that they are delivered at the highest standard to ensure quality data to make quality management decisions
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 	The Fisheries Program in the Northwest is delivered through a complex and diverse team of professionals. This position will be a key team member in sharing opinions, openly

		respectful conflict resolution • Recognizes and appreciates others	discussion conflicts and striving for resolution. This skill will ensure productive team interaction and environment
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Seeks out learning and knowledge-sharing opportunities: • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports	As fisheries management science, policy, procedures and guidelines evolve it is important that this position maintain a growth mindset. Striving to stay relevant and identifying areas of personal development that would be of positive service to the program and team .