

Public (when completed)

Common Government

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New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Requested 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

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context [?](#)

Why the job exists:

Responsibilities [?](#)

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

Job outcome 1 Fish population assessment

Populations of fish in Alberta are assessed to ensure scientifically credible evidence is available to inform stewardship decisions (including recreational angling regulations) by fisheries biologist and managers.

Activities

1. Plans daily field data collection activities with supervision from NR7, NR8 or NR9 within provided guidelines and standards.
2. Data collection and OH&S requirements are reviewed and understood prior to field work begins.

Job Outcome 2 Field data are collected safely in accordance to provincial standards

Skills and knowledge are applied to safely collect survey information with oversight of supervisors. These data are used to achieve fisheries management objectives through accurate and efficient data collection.

Activities

- 1) Conducts required field surveys (electrofishing, index netting, creel surveys, angler effort surveys, human dimensions, fish sampling) and participates in data collection
- 2) Keeps data entry sheets notes, photos with review from supervisors
- 3) Reviews hazards and controls and contributes and delivers on safety plans
- 4) Prepares samples and conducts lab analyses as required (fish ageing, stomach content analyses)

Job Outcome 3 Data Entry is completed in an accurate and standard manner.

Activities

- 1) Field data are recorded in field notebooks in accordance with provincial standards (paper or digital)
- 2) Field data records are kept organized and safe and retained for review.
- 3) Field data is transcribed from paper, video, photos and loaded into provincial FWMIS database.
- 4) Quality assurance checks are performed regularly in the process to ensure accuracy. Errors are identified and fixed.

Job Outcome 4 Field Equipment is Maintained and Organized

Field equipment is kept clean, organized, and maintained to meet the needs of the program and ensure OH&S requirements are met.

Activities

- 1) Equipment is tested and walk-arounds performed of vehicles
- 2) Regular maintenance checks are performed and recorded.
- 3) Equipment that is identified as having issues is tagged out and identified to your supervisor.
- 4) Equipment is taken into appropriate shops to be repaired or inspected.
- 5) Personal Protective equipment is kept up to date and maintained.

Problem Solving

Typical problems solved:

Reporting to the Fisheries Biologist or Senior Fisheries Technician, the Fisheries Technician is routinely expected to solve problems independently; in collaboration with colleagues; and with guidance from the supervisor and documented guidelines.

The Fisheries Technician is expected to solve the following types of problems:

- workplace hazards encountered during field work that may pose risks to safety and well-being;
- unpredictable weather conditions encountered during field operations that may pose risks and require changes to work schedules and plans;
- routine and unexpected equipment, hardware and software repair and malfunction that must be addressed to complete assigned work;

changing and unclear bureaucratic policies and procedures of the employer.

Types of guidance available for problem solving:

Guidance available for workplace hazard-related problems is available from:

- Occupational health and safety program
- Provincial Radio Control Centre
- Handheld devices (GPS, mobile phone, inReach)
- Supervisor, colleagues

Guidance available for solving weather-related problems is available from:

- Online weather information sources
- Supervisor, colleagues

Guidance available for solving equipment, hardware and software problems is available from:

- Operating manuals and instructions for equipment, hardware and software
- Supervisor, colleagues

Guidance available for solving bureaucracy-related problems are available from:

- About 1GX
- Official oath
- Code of conduct and ethics for the Public Service of Alberta
- Respectful workplace policy
- Collective Agreement and Human Resources Directives
- Supervisor, colleagues

Direct or indirect impacts of decisions:

Under the supervision of the Fisheries Biologist or Senior Fisheries Technician, this position has limited independence in planning, organizing and carrying out all work activities.

The actions and outcomes of the position directly impact the following internal and external stakeholders:

- Leaders and Team members in the Fish and Wildlife Stewardship Branch that require population assessment data to support fisheries stewardship outcomes, and who have committed to fisheries-related implementation actions;
- Government of Alberta staff outside the Fish and Wildlife Stewardship Branch whose actions may be influenced by fisheries assessment and stewardship actions;
- Rights-holders and stakeholders external to the Government of Alberta whose rights, actions, and economic opportunities may be influenced by fisheries assessment data and stewardship actions;


Key Relationships

Major stakeholders and purpose of interactions:

Major stakeholders and purpose of interactions are:

- Supervisor: Daily interactions to ensure awareness of planned and completed work activities, discuss challenges, and to receive guidance and support;

- Team members in the Fish and Wildlife Stewardship Branch: Daily to weekly interactions to plan, coordinate and deliver work activities;
- Government of Alberta staff external to the Fish and Wildlife Stewardship Branch: Daily to weekly interactions to implement occupational health and safety, training, procurement, and corporate communications;

Required Education, Experience and Technical Competencies 

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

If other, specify:

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

This position requires the following knowledge:

- High School Diploma and enrollment in a Natural Science or related diploma or degree program. Preference will be given to candidates with a Bachelor of Science degree or Natural Science diploma
- Directly related education may be considered in lieu of experience
- An understanding of methods of data management and security
- Identification of Alberta fish species
- Basic awareness of Alberta Fish and Wildlife policies, procedures, and legislation
- Familiarity with Occupational Health and Safety standards, practices and responsibilities
- General understanding of Alberta fish and wildlife resource management programs
- First aid - Standard First Aid including CPR and the use of AEDs (automated external defibrillator) is a is a job requirement

This position requires the following skills:

- Good writing and verbal communication skills.
- Use of Microsoft Office apps (Word, Excel, PowerPoint)
- Trailering
- ATV operation
- Boat operation

This position requires the following abilities:

- Ability to work unsupervised
- Ability to work within a team setting with the initiative to complete work tasks as outlined by supervisor.
- Ability to take and incorporate direction given by supervisor to complete assigned tasks as directed.
- Ability to organize and interpret technical and scientific knowledge.
- Ability to communicate expectations and objectives to colleagues and supervisors.
- Ability to work in remote camp settings for extended periods of time.
- Ability to endure physically demanding work.
- Ability to use specialized fisheries equipment including: radios, gill nets, trap nets, electrofishers, etc.
- Ability to operate a variety of field equipment including: 4x4's, small and large boats and motors, and various

sampling equipment.

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"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <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 	Field work often requires creative problem solving and flexibility to adapt to changing environments and conditions. Examples include unexpected equipment breakdown, or unpredicted weather changes.
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <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 	Mentorship and learning are key to these positions particularly with new employees. Being willing and enthusiastic about learning new methods, standards or approaches is vital to success.
Build Collaborative Environments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <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 	There are sometimes more than one way to achieve an objective and it will take open communication, compromise and patience to work in teams under sometimes less than ideal field situations (eg. weather, away from home)

Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	<p>Field programs change as new information is collected, or new methods are developed, operational requirements change. Maintaining situational awareness and actively adjusting to meet new conditions is a key to succeeding in this position.</p>
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Benchmarks 

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

There is no comparable benchmark listed in the Natural Resources - Subsidiary 5 APS Benchmark Listings at <https://www.alberta.ca/assets/documents/psc-benchmarks-natural-resources.pdf>. The closest benchmark may be Natural Resources 5 055NR02 Environment and Parks Sr. 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
_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
		Remove Signature
		Add Signature
_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
		Remove ADM Signature
		Add ADM Signature
_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
		Add DM Signature