

Working Title AIS Ops Supervisor Lethbridge		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Environment and Parks
Present Class NR5	Requested Class NR5		
Dept ID 1169	Program Code 01459	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 Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Aquatic Invasive Species (AIS) Ops Field Coordinator, the AIS Ops Supervisor Lethbridge, is responsible for the safe operations of the most critical Alberta watercraft inspection station at Lethbridge. The station is located along a major highway entering Alberta on the TransCanada Highway 1. Boaters are mandated by the Alberta Fisheries Act to report for inspection when transporting watercraft. The watercraft inspection program is critical to the province of Alberta as a major line of defense against an introduction of aquatic invasive species that could cost the Province \$75 million in annual maintenance costs. As supervisor of an inspection station, the position will be dealing with a high number of public complaints and angry or confrontational boaters. As a Fishery Guardian, this position holds special authority under the Fisheries (Alberta) Act for decision making requiring quarantine, off station inspections and decontamination of watercraft belonging to members of the public. This position will also be responsible for the scheduling and time reporting of the seasonal staff who they supervise (7-9 staff). If required prior to the opening of the inspection station this position will assist with the hiring and training of the stations seasonal staff. As a site supervisor, this position is responsible for maintaining a culture of health and safety at the station under supervision.

**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 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. This program is dependent upon the recruitment, hiring and training of seasonal staff to work in the field each year. The southern operations supervisor ensures this happens by:
  - Scheduling job interviews
  - Conducting reference checks, academic verifications and verifying job requirements are met
  - Working with other supervisors and Operations Decontamination Coordinator on scheduling, planning and delivery of seasonal training camp for all recruited staff
  - Ongoing training and mentorship of supervised field staff (up to 9) throughout the season
2. Ensure the watercraft inspection station is ready for deployment for each season, properly equipped and are closed out at the end of each season by:
  - Inventorying and purchasing required station equipment on an ongoing basis
  - Ensuring equipment is in working order tagging and replacing broken equipment
  - Ensure relevant information pertaining to each site is available for staff
  - Ensure stations do not run out of required forms or equipment
  - Assisting with training staff on the standard operating procedures for mobile decontamination unit use
3. Supervise seasonal staff by:
  - Maintaining staff schedule for supervised station
  - Educating staff and members of the public on aquatic invasive species threats, consequences and providing expert advice on preventative measures to take
  - Ensuring staff are following protocols for inspections, decontaminations and OHS
  - Ensure staff are following internal protocols for signing out vehicles, inspecting vehicles and equipment, and taking photographs for evidence and maintaining chain of custody.
4. Participate in a 24 hour standby weekly rotation with AIS OPS Decontamination Techs for watercraft decontamination or inspection station supervisory issues by:

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- providing advice to staff regarding watercraft quarantine
  - Issuing AIS incident tracking numbers to watercraft inspectors for watercraft quarantine
  - Being available to discuss any inspection station or staffing issues that occur after regular office hours
5. Decontaminate mussel fouled and suspect watercraft by:
- Responding to mussel fouled boats when available, to decontaminate them using specialized training and skills
  - Training and mentoring seasonal staff on decontamination processes and protocols
6. Establish of a culture of Occupational Health and Safety within the Inspections program by:
- Providing accountability for the safe and efficient running of the inspections program by following the Ministry occupational health and safety policies
  - Ensuring all OHS program needs and documents are up to date and available to their staff
  - Ensuring staff are carrying out their responsibilities under the OH&S program and are filling out all paper work required for operations, incidents, etc.
  - Ensuring timelines are met for investigations into Incident Reports and Near Misses
7. Public Interaction and education, and investigating complaints:
- Watercraft inspections and education of the public and boat dealerships
  - Assisting seasonal staff with difficult or angry members of the public
  - Addressing complaints from members of the public

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The largest decision making capacity lies with the legal authorities of this position as a Fishery Guardian. The incumbent must be knowledgeable about the potential risk of watercraft and make decisions. Members of the public who have been issued a quarantine are often confrontational. This position requires that the ultimate goal of decontaminating the watercraft is resolved regardless, and in a timely manner. This position is also required to conduct or assist the AIS Decontamination Field Coordinator in conducting investigations into OH&S incidents that occur at the supervised stations and to develop protocols to avoid re-occurrences.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

This position requires a strong understanding of AIS, its biology and environmental and economic impacts in order to relay the information to the public. A bachelor of science degree in natural resource management or similar field is preferable. This position requires detailed knowledge and experience of working with and around boats, how they operate and their mechanical systems, particularly complex wakeboard boats. This experience will be directly applied when performing watercraft decontaminations and training staff how to decontaminate. These watercraft can often be complex and valued at over \$150,000; any errors could be costly to the GoA. Experience working in a hands-on mechanical environment with decontamination units is required, as this position will require work with high pressure hot water decontamination units, trouble -shooting their problems, and providing mechanical advice for repair and maintenance. This position requires strong communication skills in order to relay information with staff regarding policies and procedures, and in providing hands on training exercises to support the program. Data tracking and management of large numbers of potentially fouled watercraft, as well as notification from Federal partners is a large part of this role.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

This position interacts daily with seasonal staff as supervisor, as well as the AIS Operations Lead and Ops Field Coordinator and other supervisors to ensure problems are being solved and operations are running smoothly. This position also requires cross-ministry communication with Officers in Commercial Vehicle Enforcement and cross-Government

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communication with Canada Border Services Agency on a regular basis to ensure safe and positive integration into their sites and to deal with any issues that could arise.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

Supervises up to 9 Natural Resources 3's/4's - Watercraft Inspectors (seasonal wage staff 4-7.5 month positions)

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

This position is expected to join the AIS Ops Decontamination Techs in a 24 hour standby weekly rotation, where they must be available to provide direction to seasonal staff for:

- Questions regarding issuing Quarantine Orders for high risk watercraft
- Issuing AIS incident tracking numbers
- Questions regarding issues with inspections stations or seasonal staff
- Dealing with complaints

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

*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 Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 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 (see Writing Guide [Page 16](#))

**Incumbent**

	_____	_____	_____
	Name	Signature	Date

**Manager**

	_____	_____	_____
	Name	Signature	Date

**Division Director/ADM**

	_____	_____	_____
	Name	Signature	Date