

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title District Fish and Wildlife Officer		Name
Position Number	Reports to Position No., Class & Level	
Present Class		Requested Class
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 Non-Management Job Description Writing Guide [Pages 7-8](#)).

Under the direction of the Area Superintendent, the District Fish and Wildlife Officer (DFWO) is responsible for the delivery of the Enforcement Field Services compliance assurance and problem wildlife management programs within a geographic area of the Province. It is the role of the DFWO to identify local work priorities, allocate resources, establish targets as well as plan and coordinate district work activities to meet program objectives. A key focus of the DFWO will be to provide leadership and supervision to a team of Fish and Wildlife Officers and Administrative Support staff.

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. Ensures effective delivery of the division's compliance program in accordance with the law, legislated authorities and established strategies, policies, standards and procedures.
 - Develops comprehensive compliance assurance programs for the district, incorporating education, prevention and enforcement elements designed to achieve conformity with fisheries and wildlife legislation by the public industry, and various stakeholder groups.
 - Supervises the delivery of FWEB program within the district through effective staff supervision, proper guidance and the efficient allocation of equipment and staff resources.
 - Addresses public complaints, performs general patrol duties, conduct investigations and gathers evidence.
 - Supervises and participates in inspections of taxidermists, meat cutters, fur dealers, trap lines and other related commercial enterprises.
 - Conducts enforcement of other provincial and federal legislation.
 - Participates in departmental initiatives (G8 Summit, fire line security), often taking the lead enforcement role (Shifting Gears, log truck checks).
 - Prepares trial briefs with Crown Prosecutors and performs judicial duties.
2. Supervises a unit of professional administrative staff by effectively allocating staff resources, establishing work priorities, monitoring/evaluating performance and maintaining a safe and productive work environment in accordance with Human Resources, Occupational Health and Safety and union contract guidelines.
 - Responsible for the supervision and field/office training of Fish and Wildlife Officers and Administrative Support staff assigned to the district. The guidance provided to junior officer staff by the DFWO is a key element of the training program and vital to the success of new officers.
 - Responsible for the development of performance management agreements, work plans, shift schedules.
 - Monitors/evaluates performance, conducts performance reviews and deals with staff issues.

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- Develops and maintains a safety program for the District and ensures that staff performs their duties in accordance with Occupational Health and Safety (OH&S) policies/procedures and guidelines.
- Develops a training program for staff and participates in training/certification exercises in accordance with standards and procedures.

3. Supports fish and wildlife resource management by mitigating and reducing negative interactions between wildlife and humans; monitoring commercial, recreational and subsistence harvests of fish and wildlife and providing assistance with scientific research and data collection when required.

- Develops and implements district problem wildlife strategies in consultation with the Area Superintendent and the Regional Problem Wildlife Specialist (RPWS).
- Directs and participates in the delivery of problem wildlife programs within the District including ungulate damage prevention, wolf control, the Livestock Predator Compensation Program and bear control and initiatives.
- Directs and 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 of various traps and snares, tranquilizing/relocating/destroying problem wildlife.
- Directs and participates in activities associated with monitoring recreational and subsistence fishing and hunting, commercial fur and fish harvests.

4. Performs general administration functions to ensure that district operations are effectively managed within budget; that equipment and other necessary inventory items are secured and allocated and that reports and other required documents are submitted in accordance with policy.

- Develops district action plans to reflect local priorities and to meet division objectives.
- Effectively manages the district budget in accordance with division policy and in consultation with the Area Superintendent; monitors and authorizes expenditures and assigns resources to priority matters in order to meet district objectives.
- Manages the district office, related infrastructure (warehouse), district equipment inventory and conducts ongoing evaluations of district needs; makes recommendations as required.
- Reviews, enters, prepares and submits reports: Occurrence Reports, Enforcement Occurrence Recording (ENFOR) system reports, trail briFWEB. Ensures that internal documentation such as Indian Violation Reports are submitted as required by policy/procedures.

5. Establishes comprehensive public relations/education strategies for the district. Advocates Division programs and encourages compliance with legislation by establishing close working relations with other agencies and the public in order to promote provincial, regional and district strategies that address resource management issues.

- Liaises with representatives from other municipal, provincial and federal government departments on issues of mutual concern.
- Fosters relationships with other organizations and agencies; RCMP, other local enforcement agencies, municipal governments, aboriginal groups.
- Represents FWD interests at the district level on committees and at public meetings.
- Promotes private sector support and joint delivery of some FWEB programs within the district.
- Establishes comprehensive public relations/education strategies for the district.

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 DFWO occupies work environment that may vary greatly from one district to another, depending on number of factors. These include: geographic location, presence of large urban centres, ration of public versus private land, presence of remote regions, numbers of lakes/streams and the species of wildlife and fish that exist in the district. Different aspects of fish and wildlife program compliance will be emphasized depending on the district and initiatives will be developed by the DFWO to address the major issues affecting resources in that district. For example, poaching fish from the Red Deer River is a real concern in this district. As a result, the compliance program here involves such initiatives such as night patrols, undercover operations and articles in ethnic newspapers.
- The work impacts the fisheries and wildlife resource as well as a variety of stakeholders including: aboriginal groups, hunters, anglers, commercial fishers, trappers, guide/outfitters, urban and rural residents, the agricultural community and various other industries.
- The DFWO is responsible for all investigations undertaken by officer staff in the district and take the lead role in complex 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 DFWO deals with matters that are typically very complex or controversial 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 affect the department's credibility and/or impact the possibility of successful prosecution. Analysis and reduction of risk/uncertainty are key aspects of the job.
- Compliance issues typically dealt with directly by the DFWO would be those more complex issues involving a number of variables such as infractions involving multiple agencies, major impacts on fish and wildlife resources, aboriginal rights, and /or political overtones (i.e. major environmental infraction). An example, involved a group in the Red Deer area hunting for profit. The DFWO led this investigation which involved a large organized group who were hunting 200+ animals out of season.
- Manages issues at the district level that may reflect on government programs.
- Role includes compliance assurance, public education, advisory and supervisory administrative components

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](#)).

- An applied degree in conservation or natural resource management and extensive related experience.
- A thorough understanding of the relationships between the division 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 and advanced understanding of 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 be part of a team in order to meet division goals.
- An ability to apply extensive experience, effective coaching skills and constructive feedback to help junior officers develop their skills.
- Extensive investigative skills are required, including: interviewing skills, statement analysis, a comprehensive

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understanding of evidence and a variety of investigative techniques that demonstrate an ability to obtain evidence that will withstand Charter challenges.

- An expert knowledge of a broad range of natural resource-related provincial and federal statutes (Wildlife Act, Fisheries (Alberta) Act, Migratory Birds Convention Act, Fishers Act (Canada), Environmental Protection and Enhancement Act EPEA, etc.).
- A thorough 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, Motor Vehicle Administration Act, Highway Traffic Act, Off Highway Vehicle Act).
- As a peace officer, has an advanced 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, division standards, procedures and other protocols.
- An ability to explore, understand and react to current trends in resource law enforcement and associated case law.
- A demonstrated ability to use tact and good judgement when dealing with sensitive and high profile cases.
- Good time management skills to work independently on multiple projects and tasks.
- Good organization skills to logically analyze multiple facts, statements and evidence in order to come to a reasonable conclusion on a case.
- Well-developed leadership and supervisory skills and abilities.
- The skill and ability to develop and maintain strategic partnerships with various stakeholders.
- Good personal computer skills.

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

- The DFWO communicates at the district level with representatives from various levels of the government as well as municipal, federal and other government departments/agencies for the purpose of resolving issues of mutual concern.
- The DFWO represents Fish and Wildlife Enforcement Branch (FWEB) at the district level and acts as media spokesperson for local issues.
- Liaises with Crown Prosecutors and performs judicial duties in order to support prosecution of offenders.
- Investigates and responds to complaints from the public.
- Foster relationships with other organizations and agencies: RCMP, other local enforcement agencies, municipal governments, aboriginal groups.
- Represents FWEB interests at the district level on committees and at public meetings.

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

The DFWO supervises FWO within their district as outlined in the attached organizational chart, along with administrative support staff.

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](#)).

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, 6th 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](#))