

# JOB DESCRIPTION

Benchmark Job #270

Job Title: Sergeant, Field Operations

Ministry: Environment  
Branch: Conservation Officer Service  
Location: Various

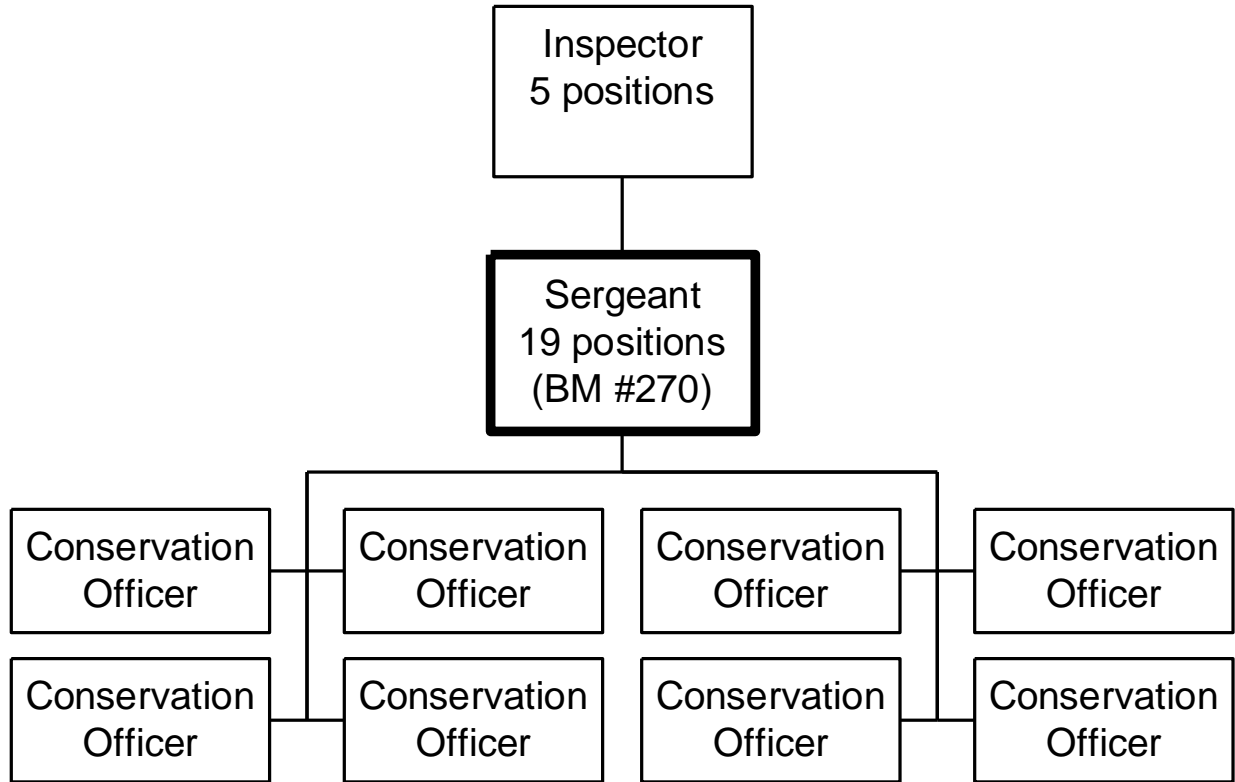
Working Title: **Sergeant, Field Operations**  
Level: Range 27  
Classification: Conservation Officer

## PRIMARY FUNCTION

To plan, lead, manage, and coordinate field Conservation Officer (CO) services.

## JOB DUTIES AND TASKS

1. Plans and leads Conservation Officer Service (COS) program development and implementation
  - a. provides leadership in the delivery of provincial CO programs including contributing to the development of corporate strategies, plans, standards and policies and leading their implementation
  - b. contributes to the development of the COS's Provincial Service Plan and the regional work plan and establishes a work plan in consultation with the Inspector
  - c. fosters positive relationships with wide variety of internal/external stakeholders (i.e. police, justice system authorities, first nations, industry) and other agencies fundamental to program success
  - d. establishes collaborative agreements with partner agencies and reviews and assigns compliance and enforcement plans and projects to Conservation Officers; coordinates with partner agencies (e.g. RCMP, DFO EMP, and the BC Coroners Service) to review and assess the effectiveness of protocol agreements and MOU's
  - e. monitors compliance with the legislation and develops law enforcement strategies in consultation with other program areas, agencies and police organizations
  - f. coordinates and plans interagency law enforcement strategies including reviewing, modifying, and approving investigative strategies for investigations
  - g. manages media and public relations on sensitive issues relating to COS activities and drafts minister's letters, executive briefing notes and press releases
  - h. acts as the face of government within the community
  - i. drafts and recommends legislative and program policy changes
2. Manages and coordinates COS program delivery
  - a. approves all compliance and enforcement projects and develops and implements work/operational plans
  - b. coordinates law enforcement, inspections, investigations, problem wildlife services, Controlled Alien Species response, Predator Attack response, incident operations chief in emergency response, and human-wildlife conflict reduction program delivery
  - c. supervises staff which may include staff in other offices; develops employee performance plans; evaluates staff performance against professional standards (e.g., Police Act, Code of Conduct), initiates disciplinary action
  - d. ensures conservation officers are trained in all aspects of their duties, meet safety standards and current investigational standards and practices for police/law enforcement officers, are trained as to safety hazards, and ensures adequate back-up and safety equipment for high-risk patrols.
  - e. reviews and approves warrants in emergency situations.
  - f. examines case files and advises staff on improved investigative/enforcement action
  - g. reviews and approves cases and Crown Counsel submissions for completeness; confirms investigative techniques and approaches are appropriate, lawful, and within policy and procedures of the ministry and ensures alternative justice options (e.g. restorative justice, civil forfeiture) are considered/used as appropriate; resolves administrative and legal issues by providing interpretation and advice to staff across the resource ministries regarding legislation, case law, policy and procedures; conducts post investigation and project reviews to analyze the outcomes, successes, and failures
  - h. conducts investigations of complaints against conservation officers
  - i. manages operational budgets, approves investigation expenditures and overtime, conducts fiscal analysis for investigations and projects, prepares/negotiates contracts and authorizes payment
  - j. maintains assets that includes multiple offices, facilities, and capital assets such as buildings, vehicles, vessels, off-road equipment and other assets (e.g. cabins); conducts operational, equipment and building audits develops and administers contracts for various forms of services
  - k. provides law enforcement services which includes performing CO duties



# REASON FOR CLASSIFICATION

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Job Title: Sergeant, Field Operations

| FACTOR NO. | REASON FOR CLASSIFICATION   | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1          | <p><b>JOB KNOWLEDGE</b><br/>Understand the theory of police science, public safety and environmental law enforcement with the requirement to plan, research and review complex compliance and enforcement issues with many factors to consider to deliver Conservation Officer Service (COS) programs and services for an area (i.e. zone).</p> | H      | 280           |
| 2          | <p><b>MENTAL DEMANDS</b><br/>Judgement to plan and manage COS programs and services including modifying methods, techniques or approaches; approving work plans for investigations and compliance planning; and coordinating interagency law enforcement strategies and approaches.</p>   | G      | 200           |
| 3          | <p><b>INTERPERSONAL COMMUNICATIONS SKILLS</b><br/>Persuasion required to use basic counselling skills to affect the behavior, motivation, decisions or actions of others in order to induce and maintain cooperation and to appraise and discuss employee performance problems.</p>   | D      | 45            |
| 4          | <p><b>PHYSICAL COORDINATION AND DEXTERITY</b><br/>Significant coordination and dexterity required to arm, aim and fire weapons under highly stressful and life threatening situations.</p>  | D      | 22.5          |
| 5          | <p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b><br/>Guided by conservation officer policies, regional plans, guidelines and public safety and environmental laws, to plan, organize and evaluate COS programs and services.</p>   | F      | 160           |
| 6          | <p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b><br/>Considerable financial responsibility as expense authority for a wide range of expenditure types (up to \$50000) (vehicle maintenance, equipment purchases) where any one expenditure exceeds \$4000.</p>  | F      | 43            |
| 7          | <p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b><br/>Considerable responsibility to control the evidence gathering process following criminal justice standards to ensure the relevance and validity of information.</p>  | E      | 33            |
| 8          | <p><b>RESPONSIBILITY FOR HUMAN RESOURCES</b><br/>Responsibility to supervise staff, appraise employee performance and take disciplinary action for 5-10 FTEs in a zone.</p>   | DF     | 21            |
| 9          | <p><b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b><br/>High level of care and attention to supervise COS programs and services including public safety and environmental law enforcement (wildlife control and industrial pollution) services for public protection.</p>  | F      | 50            |

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| FACTO<br>R<br>NO. | REASON FOR CLASSIFICATION   | DEGREE | CLASS.<br>POINTS |
|-------------------|---|--------|------------------|
| 10                | <p><b>SENSORY EFFORT/MULTIPLE DEMANDS</b><br/>Occasional intense requirement to maintain constant alertness or awareness of the environment, requiring rapid sensory assessment, during life threatening situations (avalanche, water rescues) while participating in emergency response and/or rescue.</p> | D      | 18               |
| 11                | <p><b>PHYSICAL EFFORT</b><br/>Heavy physical effort to regularly push, pull, lift, or carry heavy equipment or animals.</p>   | E      | 24               |
| 12                | <p><b>SURROUNDINGS</b><br/>Exposed regularly to all weather conditions without shelter while working in remote areas.</p>   | C      | 6                |
| 13                | <p><b>HAZARDS</b><br/>High exposure to hazards from occasional participation in emergency rescues (avalanche, water rescues)</p>  | E      | 12               |

**Total Points: 914.5**

**Level: Range 27**