

JOB DESCRIPTION

Benchmark Job #368

Ministry: Forests
Branch: Forest Revenue
Location: Kamloops

Title: **Senior Forest Revenue Inspector**
Level: Range 24
Classification: Technical Enforcement Officer

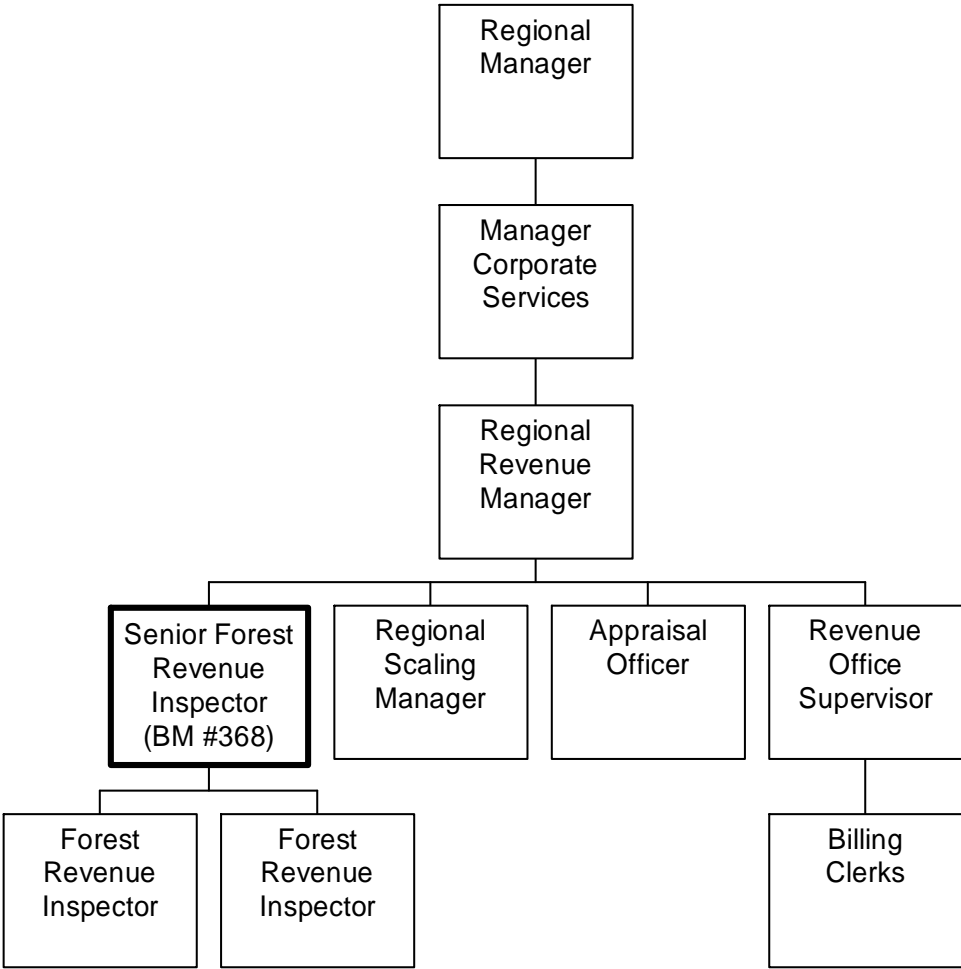
PRIMARY FUNCTION

To plan, develop, implement, control and review Forest Revenue Inspection (FRI) activities at the regional level to enhance revenue management and ensure that non-compliance with legislation and technical standards is addressed.

JOB DUTIES AND TASKS

1. Coordinates and administers the Forest Revenue Inspection (FRI) program at the regional level to minimize potential loss in revenue resulting from failures to comply with legislation, regulations, contractual conditions, procedural systems and standards, or from inaccurate assessment of timber approved for harvesting
 - a. develops a regional Program Management Plan for revenue inspection
 - b. ensures implementation and compliance with provincial acts and regulations and interprets policies and procedures for operational effectiveness
 - c. conducts audits to identify weaknesses in policy and procedures that may jeopardize revenue due to non-compliance with ministry standards
 - d. reviews and evaluates the individual reports submitted by the Forestry Revenue Inspectors, adding recommendations and following investigations through to their completion
 - e. prepares regular summary reports on the activities of the FRI activities for management review
 - f. communicates with regional and district personnel to ensure consistent application of standards
 - g. liaises with RCMP, Crown Counsel, Ministry of Environment, and other agencies on joint investigations and/or to provide advice and guidance
 - h. conducts investigations and submits reports to Crown Counsel and conducts special investigations and internal inquiries when directed
 - i. reviews and responds to inquiries on investigations, enforcement and revenue matters
 - j. provides investigation and/or enforcement services for revenue related violations to district and regional staff as required
 - k. represents ministry interests at formal review, appeals, and court hearings
 - l. develops and implements the regional revenue risk management and business plans; develops, reviews, and provides recommendations for ministry legislation, policy, procedures and standards
 - m. performs the role of a Forest Revenue Inspector and participates in special investigations as workload warrants
 - n. controls evidence gathering process for the team
2. Supervises a team of Forest Revenue Inspectors and coordinates the administrative functions of the FRI Unit
 - a. supervises the activities of two Revenue Inspectors by coordinating, allocating, monitoring and evaluating their work and initiating remedial action as required
 - b. provides training, technical advice and direction on revenue inspection activities, identifies training needs, and arranges or delivers training
 - c. develops administrative procedures for the activities of the Regional FRI Unit and establishes and maintains a variety of operational files
 - d. conducts activity surveys and audits of the regional FRI program activities
 - e. develops and manages operational budgets for the team
3. Performs other duties as required
 - a. coordinates the Regional Violation ticket Program by notifying district and regional staff of changes in procedures, and providing advice, recommendations and training
 - b. drives 4x4 vehicle on logging roads

ORGANIZATION CHART
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REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of Revenue Risk Management to analyze ministry forest revenue policies and regional issues to develop and supervise the Regional Forest Revenue Inspection Program.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify revenue risk management methods to adjust to evolving revenue evasion techniques to plan the Regional Forest Revenue Inspection Program.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counseling skills to discuss and explain employee performance problems with worker and to provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate a 4x4 vehicle on logging roads.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry Revenue Risk Management policies to plan and organize the Regional Forest Revenue Inspection Program.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to plan and conduct internal forest revenue audits.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control the evidence gathering process for the unit following criminal justice standards to ensure the relevance and validity of information.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Forest Revenue Inspectors, appraise employee performance and take disciplinary (2 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure workers follow safety procedures.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration and attention to detail to frequently review documents, reports and spreadsheets.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently pay visual attention to printed material and computer screens.	C	12
12	SURROUNDINGS Exposure to hazards from frequently working in isolated conditions.	D	9
13	HAZARDS Significant exposure to hazards from frequently working alone in isolated or remote areas.	D	9

Total Points: 823

Level: Range 24