

# JOB DESCRIPTION

## Benchmark Job #408

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Ministry: Forests	Working Title: <b>District Scaling Supervisor - Coast</b>
Branch: Vancouver Forest Region	Level: Range 21
Location: Port McNeill	Classification: Technical Enforcement Officer

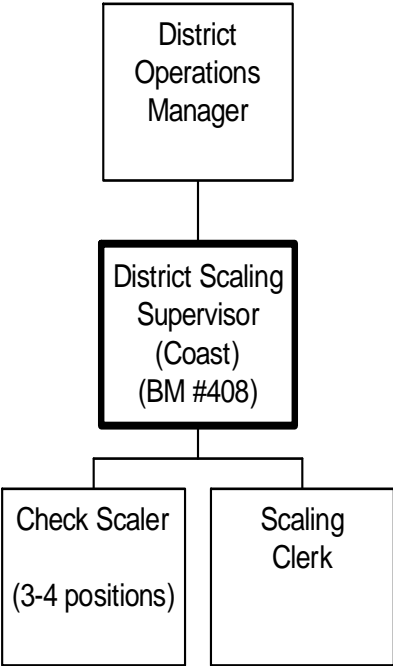
### PRIMARY FUNCTION

To develop, administer and supervise the Coastal District Scaling Program according to the Forest Act, Forest Practices Code and provincial policy and guidelines.

### JOB DUTIES AND TASKS

1. Administers and monitors the a district Coastal District Scaling Program
  - a. ensures all timber is scaled, coordinates and conducts check scales and technical audits and maintains records for each private scaler and scaling site
  - b. monitors the marking of timber by conducting timber marking inspections
  - c. develops and implements a licensee and Scaler training program
  - d. investigates, assesses and determines remedies and penalties for contravention's of the Forest Act and its Regulations and exercises authority to seize timber
  - e. administers a Scale Data Control Program and ensures standards and audit procedures are adhered to
  - f. ensures that Stumpage and Royalty (S&R) invoices are reconciled to scaling activity
  - g. implements "Conditions of Scale" contracts and ensures sites are authorized and meet required standards
  - h. designates timber scaling sites, authorizes timber marks and ensures timber is delivered to correct sites
  - i. exercises authority to exempt timber from the scaling requirement and attaches conditions to the exemption
  - j. ensures scale returns are in the required format and are forwarded for invoicing
  - k. exercises signing authority by ordering the replacement of the original scale
  - l. makes effective recommendations regarding timber marking exemptions to the District Manager and develops and implements specific conditions under which the exemption will exist
  - m. performs operational enforcement duties in the investigation and prosecution of violations against legislation
  - n. makes recommendations on issues relative to scaling such as timber marking, timber transportation, residue assessment, and revenue risk management
  - o. liaises with the Forest Revenue Inspection Teams and ensures remedial actions are implemented
  - p. regulates the issuance of F.S. 222 books (Records of Purchase of Special Forest Products) for the scaling of special forest products, ensures the movement of special forest products is controlled and monitors forest product operations to ensure compliance with the Forest Act and its Regulations
2. Plans, develops and implements a district scaling program
  - a. Prepares and maintains a scaling plan for the district and prepares a Check Scale Plan for each scale site
  - b. develops scale data controls ensuring scale data is both captured and reported
  - c. reviews licensees' annual production estimates and scaling plans and determines impact on scaling resources
  - d. develops, implements, and evaluates sampling and scaling plans and programs electronic sample selectors
3. Ensures all Scalers within the district are authorized
  - a. evaluates and administers acting Scaler's appointments and applications
  - b. conducts examinations, evaluates requests and issues authorizations for licensed private Scalers
  - c. monitors the activities of all Scalers in the forest district, providing technical advice as required
  - d. provides written instructions and training to district scaling staff, scale site operators, and licensees
4. Provides financial management of the District Scaling Program
  - a. Compiles and administers the scaling budget, exercises spending authority and controls expenditures
  - b. coordinates collection procedures for outstanding accounts
5. Supervises staff (up to 5 FTEs)
  - a. supervises, recruits and trains Check Scalers and a Scaling Clerk
  - b. plans, assigns and reviews work
  - c. sets work priorities and standards
  - d. appraises worker performance and takes disciplinary action
6. Performs various other duties
  - a. participates on the Scaling Board of Examiners
  - b. administers log salvage activities and ensures salvage operations comply with regulations

c. responds to public inquiries in formal meetings



## REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the principles of Revenue Risk Management to supervise the district scaling operation.</p>	G	250
2	<p><b>MENTAL DEMANDS</b> Judgement required to perform precise review and manipulation of scaling data to develop licensee's annual sampling plans, review/approve annual production estimates, stratification plans and set sampling frequencies and investigate statistical inconsistencies to detect violations of the Forest Act.</p>	F	175
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic counselling skills to discuss and explain employee performance problems with subordinates and provide advice to improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to drive a 4x4 vehicle on logging roads and walks on log booms.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by ministry scaling policies, applies accepted work methods in a different way to supervise the district check scaling and revenue risk management operations.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Considerable financial responsibility to plan and conduct audits for revenue collection.</p>	F	43
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to control the process for ensuring that scaling data kept by scale sites is valid.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise, appraise employee performance and take disciplinary action (1+-5 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention to ensure workers follow safety procedures.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on page or screen.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to screen or printed material.	C	12
12	<b>SURROUNDINGS</b> Exposure to all weather condition regularly in the field with no shelter.	C	6
13	<b>HAZARDS</b> Moderate exposure to hazards from regularly performing work on field trips to remote areas.	C	6

**Total Points: 752**

**Level: Range 21**