

JOB DESCRIPTION

Benchmark Job #276

Ministry: Environment, Lands & Parks
Branch: Investigations
Location: Nanaimo

Working Title:
Level
Classification:

Conservation Officer, Industrial
Range 21
Conservation Officer

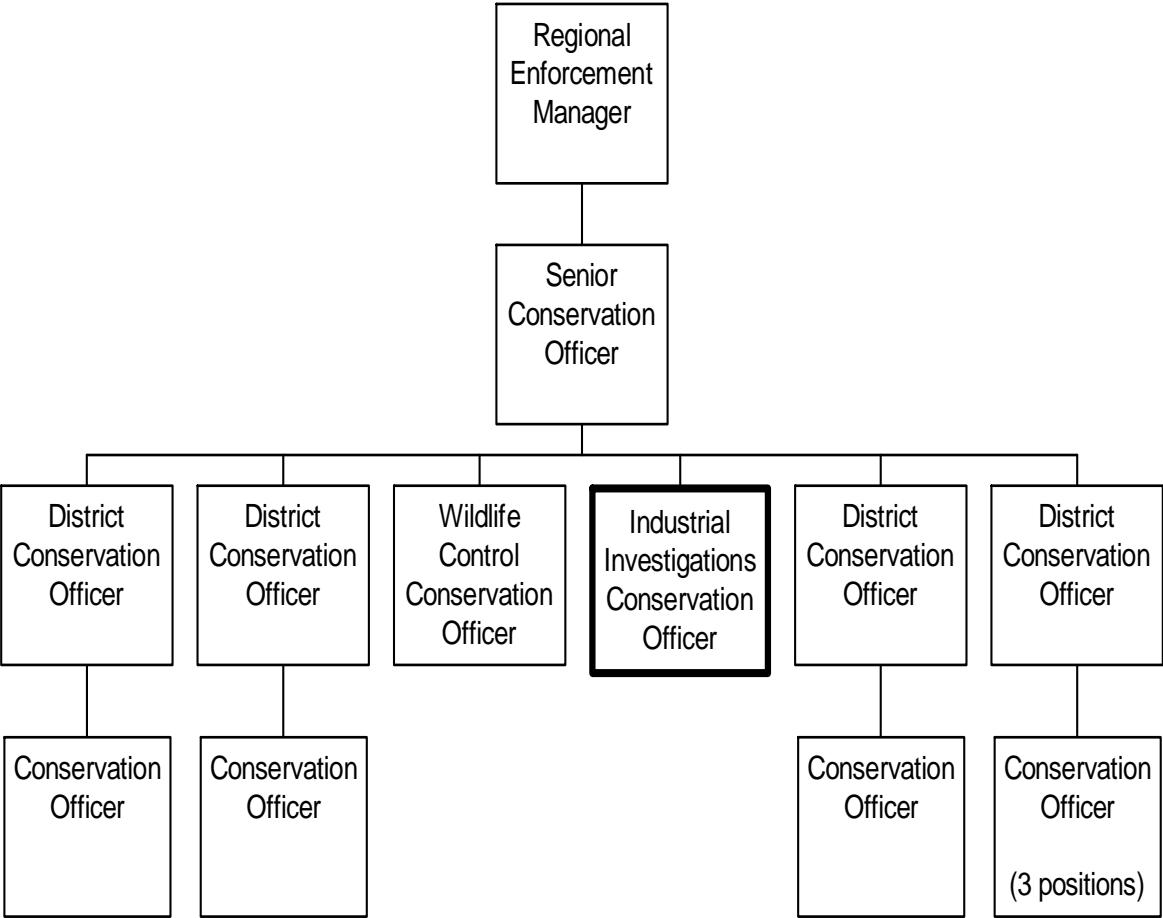
PRIMARY FUNCTION:

Conducts industrial investigations under various environmental related acts and provides related expertise as the sole industrial conservation officer in the geographic area.

JOB DUTIES AND TASKS:

1. Undertakes industrial investigations
 - a. reviews environmental complaints related to industrial violators to identify whether enforcement or administration actions are appropriate and determines the scope for any subsequent investigation
 - b. arranges and coordinates activities for a multi-disciplinary team of engineers, biologists, technicians and conservation officers for participation in site-specific investigations of industrial operations
 - c. obtains and secures evidence and arranges for analysis of samples of effluent or other collected evidence, ensuring continuous security until the evidence is submitted to the courts
 - d. interviews and takes statements from accused, witnesses and complainants who are directly or indirectly involved or have information on suspected offences; conducts searches of persons, businesses, residences, vehicles and other potential sources of evidence
 - e. conducts file searches into the regulatory history of industries to determine and evaluate non-compliance with environmental law
 - f. assesses information derived from investigations and decides upon appropriate course of action including exercising statutory authorities to make arrests, seize equipment, issue tickets, issue stop work orders, and recommends prosecution, penalties or permit cancellations
 - g. conducts patrols by vehicle, ATV, boat, aircraft, horseback or on foot to discover violations in progress or evidence of recently committed violations
 - h. monitors industrial activity to assess if practices are in compliance with environmental legislation
2. Coordinates and administers activities for industrial investigations in a geographic area
 - a. prepares an annual Industrial Investigations Unit workplan, assists the Senior Conservation Officer developing the annual regional operational plan, monitors work accomplishments relative to plan objectives and makes adjustments to work assignments as necessary
 - b. prepares the budget estimates for industrial investigations and administers an approved budget allocation (ministry authority for expenditure on goods and services and contracts up to \$500)
 - c. prepares reports on various administrative matters involving compilation of data/statistics
 - d. maintains complete paper and computer files on all investigations for which responsible
 - e. maintains an inventory of fixed assets, identifies deficiencies and expedites replacement where approved
3. Performs other related duties
 - a. drafts briefing notes, news media contact forms and news releases on environmental enforcement activities and responds to news media and public inquiries on industrial environmental investigations
 - b. participates on provincial/regional committees as required
 - c. conducts wildlife control work when no other conservation officers are available
 - d. operates and maintains certification on a variety of vehicles, equipment, and firearms and performs emergency field repairs as required, instructs others in the use of firearms and equipment
 - e. participates in the ministry's provincial emergency plans
 - f. presents court evidence under oath

ORGANIZATION CHART
Benchmark Job #276



REASON FOR CLASSIFICATION

Benchmark Job #276

Job Title: Conservation Officer, Industrial

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of environmental law enforcement to interpret and apply environmental protection legislation to investigate violations of environmental laws and regulations.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of environmental laws to independently conduct technically exacting and methodical investigations of evidence in preparation for criminal court proceedings.</p>	F	175
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to deal with incidents of antagonism while acting in an enforcement capacity with hostile clients.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to inject, tranquilize or dissect animals, shoot problem wildlife.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by environmental protection policies, plans, guidelines and legislation applies accepted investigational methods in a different way while independently investigating infractions.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize vehicle repair, maintenance and operational items with spending authority to \$500 per transaction.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control the evidence gathering process following criminal justice standards to ensure the relevance and validity of information.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #276

Job Title: Conservation Officer, Industrial

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training as fire range officer, firearms instructor, boating instructor or defensive tactics.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide environmental enforcement services for public protection.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently listen and observe while conducting investigations to gather evidence.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently hike and climb with investigation equipment at mining, logging, hydro and natural gas development sites.	E	24
12	SURROUNDINGS Exposure frequently to the elements with no shelter while doing field work on industrial investigations.	D	9
13	HAZARDS Significant exposure to hazards from frequently working at remote mining, logging hydro and natural gas development projects.	D	9

Total Points: 771

Level: Range 21