

JOB DESCRIPTION

Benchmark Job #369

Ministry: Forests
Branch: Forest Revenue
Location: Kamloops

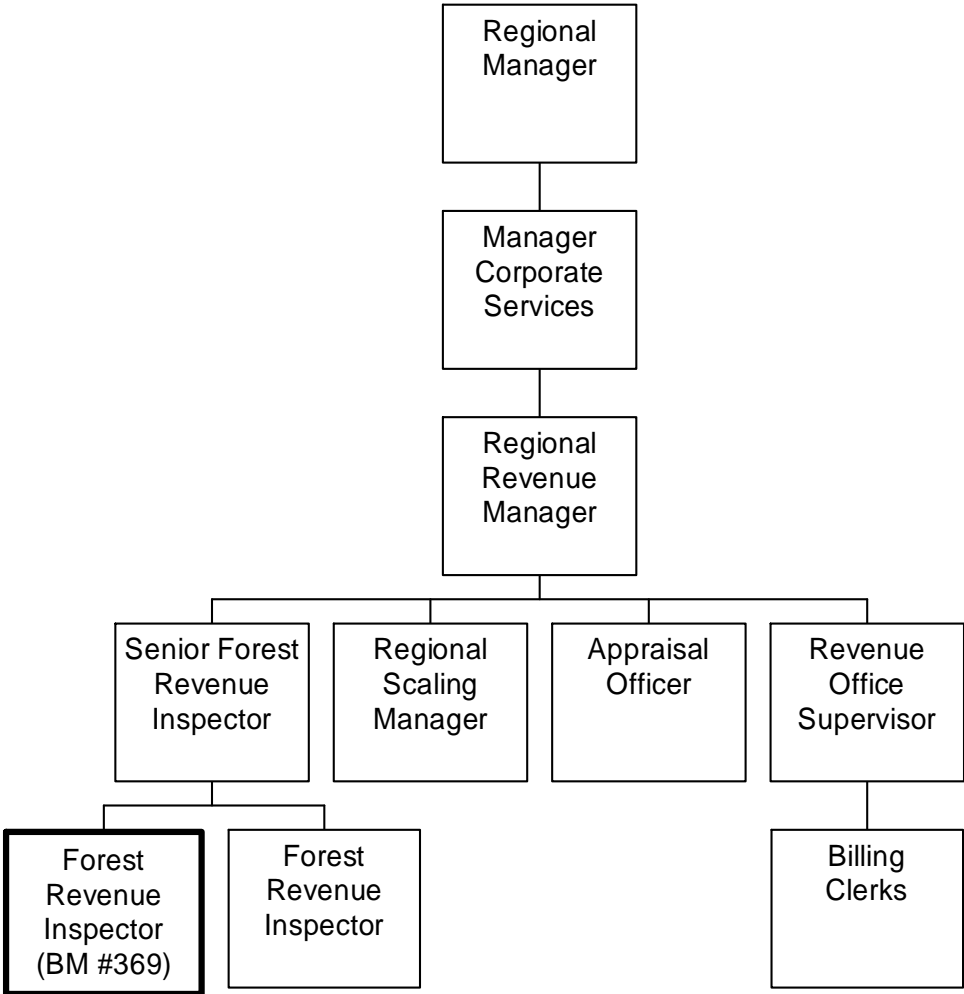
Working Title: **Forest Revenue Inspector**
Level: Range 21
Classification: Technical Enforcement Officer

PRIMARY FUNCTION

To provide enforcement services for acts and legislation relating to forest revenue, conduct field investigations and initiate prosecution for non-compliance, and conduct internal reviews and field inspections.

JOB DUTIES AND TASKS

1. Provides enforcement services for revenue related offences under the Forest Act, the Forest Practices Code Act of BC, and associated regulations
 - a. plans and conducts investigations of revenue related offences, choosing investigative strategies and methods depending on the nature of the offence, and conducts surveillance
 - b. collaborates with forest districts, Crown Counsel, RCMP, and the public to conduct investigations and prepare reports to Crown Counsel
 - c. issues official warnings, violation tickets, incident reports and conducts seizures
 - d. swears information and serves subpoenas
 - e. gathers evidence, takes statements, prepares comprehensive case files where required in preparation for criminal court proceedings
 - f. gives evidence at hearings and makes presentations at appeals and reviews
 - g. reviews information derived from investigation and recommends or decides on an appropriate course of action (written warning, administrative penalties, prosecution, or no action)
2. Conducts internal inquiries, field investigations and reviews to assess revenue risks and controls
 - a. participates in multi-agency roadblocks and coordinates forest service roadblocks and random log transportation checks
 - b. interprets ministry policies and participates in joint projects with other government agencies
 - c. plans and conducts field inspections and internal reviews of check cruises, checks residue and waste surveys, appraisal data, scale data, trespass data, export surveillance, timber transport, Forest Practices Code, and beachcomb regulations and information when suspected revenue loss may have occurred
 - d. analyzes and assesses harvest data base information to identify revenue loss occurrences
 - e. monitors timber harvesting, transportation and scaling requirements
 - f. monitors and assesses log scale data base information used by licensees and timber purchasers
 - g. checks boundaries and land status information to determine ownership of land and timber
 - h. analyzes information obtained from inspections and other sources, reports on findings and makes recommendations to senior management
 - i. coordinates and assigns work to district and regional staff on investigations
3. Recommends a variety of improvements to program procedures and revenue control systems to minimize revenue risk
 - a. participates in the development of plans and procedures to prevent or control risk of revenue loss and monitors subsequent performance
 - b. implements and monitors the Regional Revenue Risk Management Plan at the district and regional levels
4. Performs related duties
 - a. provides advice and guidance in investigations related to the Forest Practices Code
 - b. develops public and industry awareness of revenue inspection activities
 - c. provides training to regional and district staff
 - d. drives 4x4 vehicle on logging roads



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 enforce the Forest Act, the Forest Practices Code and the criminal code.</p>	G	250
2	<p>MENTAL DEMANDS Judgement required to apply analysis and interpretation of forest/environmental acts and violations to independently conduct technically exacting and methodical investigation of evidence in preparation for criminal court procedures.</p>	F	175
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills in acting in an enforcement capacity and in dealing with incidents of antagonism.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate a 4x4 vehicle.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by revenue risk policies and investigative techniques, applies accepted work methods in a different way to enforce forestry legislation.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to conduct internal reviews of check scales, residue and waste surveys, appraisal data, scale data, trespass data, etc. to assess revenue risks and controls.</p>	E	33
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

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8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to coordinate and assign work to District staff in compliance and enforcement techniques (up to 1 FTE).	CC	13
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to drive a vehicle as a designated driver with no requirement to carry passengers.	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 Uses relatively heavy physical effort to regularly hike and climb with a pack.	D	18
12	SURROUNDINGS Frequent exposure to elements while working outside in all weather conditions with no shelter.	D	9
13	HAZARDS Significant exposure to hazards from frequently working alone in isolated or remote areas.	D	9

Total Points: 747

Level: Range 21