

# JOB DESCRIPTION

Benchmark Job #277

Ministry: Environment, Lands and Parks  
Branch: Conservation Branch  
Location: Golden

Working Title: **Conservation Officer, General Duty**  
Level: Range 21  
Classification: Conservation Officer

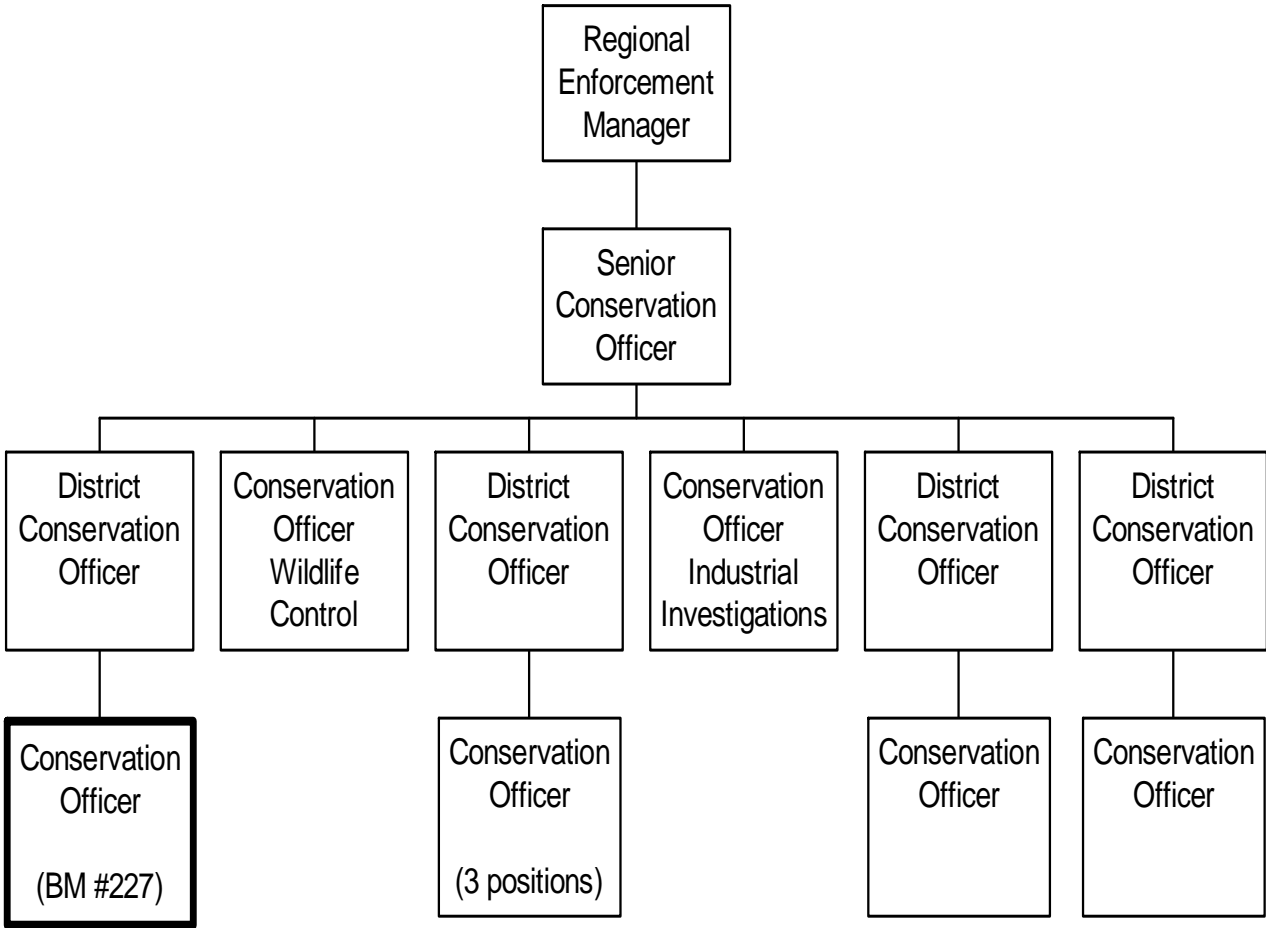
## PRIMARY FUNCTION

To conduct investigations and provide environmental law enforcement, problem wildlife control, public communications and conservation officer duties as a generalist working in a defined geographic area within a district, under the coordination of a District Conservation Officer.

## JOB DUTIES AND TASKS

1. Conducts investigations into non-compliance with the legislation and provides operational enforcement
  - a. conducts investigations into possible non-compliance with environmental and conservation related legislation by assessing information and complaints from the public and other sources
  - b. obtains and secures evidence and arranges for analysis of samples of effluent or other collected evidence, ensuring continuous security of the evidence until it is submitted to the Courts
  - c. interviews and takes statements from accused, witnesses and complainants and conducts searches of persons, businesses, residences, vehicles, and other potential sources of evidence
  - d. 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 recommend prosecution, penalties or permit cancellations
  - e. consults with the District Conservation Officer regarding appropriate action in cases, as required
  - f. compiles investigation information and writes technical reports to be submitted to Crown Counsel or senior conservation officers
  - g. conducts patrols by vehicle, ATV, boat, aircraft, horseback or on foot to discover violations in progress or evidence of recently committed violations
  - h. cultivates enforcement contacts and information sources and develops expertise in local geography, social climate, citizen groups and government personnel
  - i. recommends the need for special or covert investigations to the District Supervisor, conducts surveillance and participates in undercover operations
2. Controls wildlife that poses a threat to the public
  - a. evaluates public complaints regarding problem wildlife and expedites appropriate action such as locates and destroys problem wildlife, captures and relocates wildlife, places and recovers poison baits
  - b. provides information to the public on effective husbandry practices, proper means of garbage disposal, and on animal behaviour in order to reduce human/wildlife conflicts
3. Performs administrative duties
  - a. submits reports to supervisor and maintains complete paper and computer files on all assigned investigations
  - b. provides input to district workplans, budget estimates and annual inventory
  - c. accounts for expenditures of up to \$500 authorized both through petty cash and LMPO authority
4. Performs other related duties
  - a. responds to media and public inquiries and complaints regarding routine investigations and issues and directs sensitive enquiries to the supervisor
  - b. attends public meetings to inform various groups of ministry mandate, requirements and services
  - c. liaises with clientele to promote enforcement objectives
  - d. participates in educational activities such as mall displays and school talks
  - e. operates and maintains certification of a variety of vehicular equipment and firearms and conducts emergency field repairs as required
  - f. presents court evidence under oath
  - g. provides training to development level conservation officers and to students

ORGANIZATION CHART  
Benchmark Job #277



# REASON FOR CLASSIFICATION

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Job Title: Conservation Officer, General Duty

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the principles of environmental law enforcement to interpret and apply environmental protection legislation to enforce environmental laws and regulations.</p>	G	250
2	<p><b>MENTAL DEMANDS</b> Judgement to apply structured study, analysis and interpretation of environmental acts and violations and choose an approach using a combination of accepted enforcement methods and equipment to enforce acts and gather evidence on alleged violations under the direction of the District Conservation Officer.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILLS</b> 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><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to inject, tranquilize or dissect animals, shoot problem wildlife.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by environmental protection policies, plans, guidelines and legislation applies accepted enforcement methods in a different way while enforcing environmental protection legislation.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to authorize vehicle repair, maintenance and operational items with spending authority to \$500 per transaction.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to conduct temporary repairs of equipment in the field.</p>	D	22.5

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

**Total Points: 735.5**

**Level: Range 21**