

Ministry: Forests
Branch: District Office
Location: Kootenay Lake District

Working Title: **Resource Assistant**
Level: Range 21
Classification: Scientific/Technical Officer

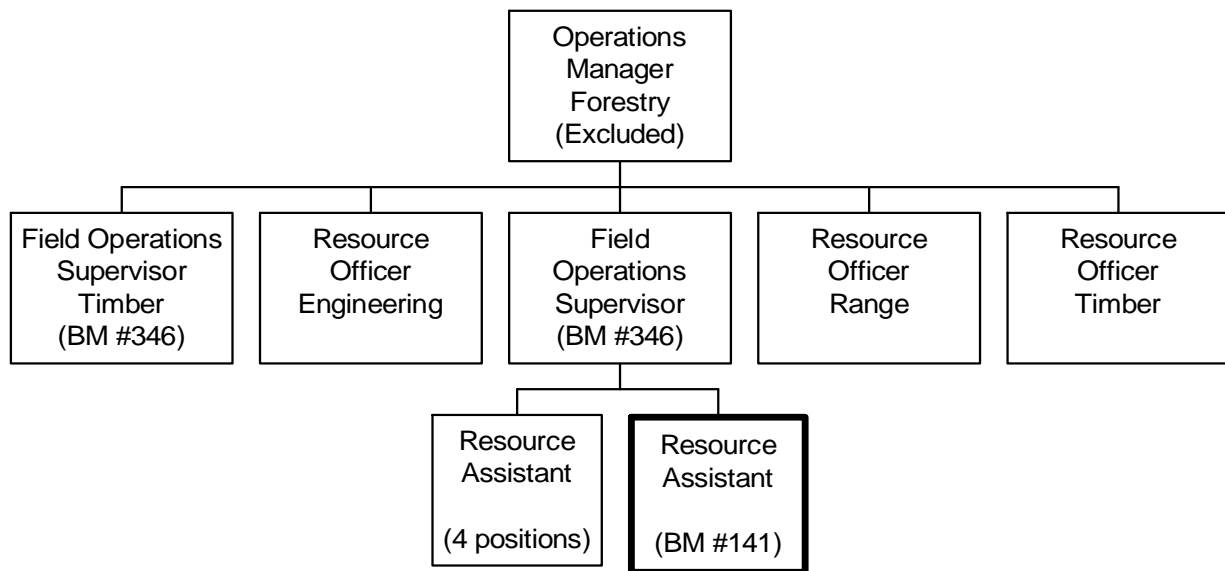
PRIMARY FUNCTION

To perform technical duties that support forest resource planning and resource management and to ensure activities relative to silviculture prescriptions are carried out.

JOB DUTIES AND TASKS

1. Conducts a variety of activities in support of forest resource management in areas such as silviculture, timber harvesting, forest roads, valuation and integrated resource management
 - a. conducts timber cruises to assess timber values using survey equipment
 - b. inspects proposed logging sites and verifies licensee plans for compliance with relative acts and regulations
 - c. conducts site surveys to estimate site preparation costs and determine method of reforestation
 - d. provides direction to field crews for data collection and in carrying out silviculture work such as planting, thinning, spacing or brushing
 - e. monitors logging operations to confirm compliance with contract conditions that are set for harvesting and initiates corrective action when required
 - f. assists the Forest Road Engineer with the inspection of roads and bridges, and identifies and reports on discrepancies
 - g. identifies diseased stands or blow down areas and recommends appropriate action to be taken
 - h. monitors illegal activities on forest roads and in forest camps and takes appropriate action
 - i. identifies conflict of use issues with other programs or ministries such as Range or Fish and Wildlife and makes recommendations to resolve conflict
 - j. compiles resource and cost estimates for work projects such as prescribed burns
 - k. performs waste and residue assessments for major license holders and the Small Business Enterprise Program
 - l. performs pre-harvest silviculture prescription activities including data collection and initial preparation of documents
 - m. inspects logging operations on private land to identify incidents of trespass or potential fire hazards
 - n. reviews cutting permit applications for forest and timber licenses
 - o. administers timber harvest tenures in accordance with ministry policy and District procedures
 - p. calculates stumpage fees and revenues, assists in check scaling, and seizes timber cut in trespass
2. Reviews forest use plans, licenses and contracts and recommends amendments
 - a. recommends contract clauses and cutting specifications for permits
 - b. recommends modifications to licensee plans based on site inspections
 - c. issues, suspends, cancels or restricts burning permits
 - d. prepares and administers silviculture project contracts, explains contract standards and requirements to project contractors, confirms work quality and contract performance
 - e. analyzes cruise data, soil samples, forest health survey data and related information to design forest use plans
 - f. reviews applications for licenses and permits and recommends changes or approval
3. Performs other related duties
 - a. classifies forest types and environmentally sensitive areas through photo interpretation
 - b. operates 4x4 vehicle, snowmobiles and all terrain vehicle to conduct inspections
 - c. prepares and maintains financial records for projects and monitors expenditures
 - d. reports contraventions of the Forest Act, Range Act and related legislation
 - e. assists the Protection Branch with fighting and suppressing forest fires including leading fire suppression crews of up to 5 FTEs

ORGANIZATION CHART
Benchmark Job #141



REASON FOR CLASSIFICATION

Benchmark Job #141

Job Title: Resource Assistant

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of silviculture and forest resource management to conduct site inspections and surveys in order to assess timber values, verify licensee plans, estimate site preparation costs, confirm licensee compliance with contract conditions, and generally enforce conditions of the Forest Act.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of data gathered in forest surveys, and choose an approach using accepted forest management methods to carry out site inspections, monitor illegal activities and administer contracts.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to deal with incidents of antagonism while enforcing conditions of the Forest Practices Code.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate 4x4, snowmobile and all terrain vehicle to access forest sites.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by annual work plans and schedules applies accepted work methods in different ways to complete site inspections and surveys and enforce conditions of contracts and legislation by handling problems encountered in the field.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to certify satisfactory performance of silviculture contracts where some discretion is required as to whether trees are properly spaced, trimmed, planted, etc.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate a ministry vehicle and to use and maintain field equipment such as chainsaws and hand tools.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #141

Job Title: Resource Assistant

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine the work of fire-fighting crews (up to 5 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to lead a firefighting crew, ensure safe work practices in fighting fires and to evacuate the public when necessary.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually inspect field conditions such as harvesting activities, timber cruises, site surveys, diseased stands, etc.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently hike and climb with a pack to conduct inspections and collecting survey data.	E	24
12	SURROUNDINGS Exposure to smoke, fumes and heat from occasionally fighting forest fires and controlling prescribed burns.	D	9
13	HAZARDS Significant exposure to hazards from frequently working alone in remote areas, and from occasionally fighting forest fires.	D	9

Total Points: 721

Level: Range 21