

Natural Resources – Subsidiary 5

APS Benchmark Listings

Sub. No.	Bench- mark No.	Department	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
Natural Resources 9 (Point Range 439 - 518)												
005	059NR06	Forestry and Parks	Senior Forester-Provincial Compliance and Enforcement	F	I	2	264	38	100	B	100	464
005	059NR05	Environment and Protected Areas	Senior Fisheries Biologist	F	I	2	264	38	100	R1	115	479
005	059NR03	Forestry and Parks	Sr. Area Forester	F	I	2	264	38	100	R1	115	479
Natural Resources 8 (Point Range 371 - 438)												
005	058NR09	Environment and Protected Areas	Fisheries Biologist	E+	I	2	230	33	76	R1	87	393
005	058NR08	Forestry and Parks	District Sergeant Conservation Officer	E+	I	2	230	38	87	R2	115	432
005	058NR07	Public Safety and Emergency Services	District Fish & Wildlife Officer	E+	I	2	230	38	87	R2	115	432
005	058NR06	Forestry and Parks	Lands Officer	E+	I	2	230	33	76	R1	87	393
005	058NR05	Forestry and Parks	Wildfire Operations Office	E	I+	2	230	38	87	R1	100	417
005	058NR04	Forestry and Parks	Planning Forester	E+	I	2	230	38	87	B	87	404
005	058NR03	Forestry and Parks	Area Forester	E+	I	2	230	33	76	R1	87	393
Natural Resources 7 (Point Range 314 - 370)												
005	057NR12	Forestry and Parks	Conservation Officer	E	I	2	200	33	66	R2	87	353
005	057NR13	PSES	Fish & Wildlife Officer	E	I	2	200	33	66	R2	87	353

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005	057NR06	Forestry and Parks	Timber Mgmt. Specialist	E	I	2	200	33	66	R1	76	342
005	057NR02	Forestry and Parks	Wildfire Technologist	E	I	2	200	29	57	R1	66	323
Natural Resources 6 (Point Range 269 - 313)												
005	056NR02	Forestry and Parks	Timber Mgmt. Forest Officer	D+	I	2	175	29	50	R1	57	282
Natural Resources 5 (Point Range 192 - 268)												
005	055NR06	Environment and Protected	Fisheries Technician	D	I	1	132	25	33	R1	38	203
Natural Resources 4 (Point Range 161 - 191)												
005	054NR04	Forestry and Parks	Unit Crew Leader	C	I	2	115	22	25	R1	29	169
Natural Resources 3 (Point Range 114 - 160)												
005	053NR03	Forestry and Parks	Unit Crew Sub-Leader	C	I-	1	87	19	16	R1	19	122
005	053NR01	Forestry and Parks	Helitack Crew Leader	C	I-	1	87	19	16	R1	19	122
Natural Resources 2 (Point Range 98 - 113)												
005	052NR01	Forestry and Parks	Helitack Crew Member	C	T	1	76	16	12	R1	14	102
Natural Resources 1 (Point Range 85 - 97)												
005	051NR01	Forestry and Parks	Forestry Aide	B+	T	1	66	16	10	R1	12	88

Last Review / Update: October 2024

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Classification: Public



Subsidiary 5

Benchmark Evaluation – 059NR06

Identification Section

Working Title:	Senior Forester – Provincial Compliance and Enforcement
Department:	Forestry and Parks
Division, Branch/Unit:	Forestry, Forest Field Operations, Forestry Operations Section
Reports To:	Director, Forest Operations
Levels to D.M.:	4
Job Description:	059NR06
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	059NR - Natural Resources 9

Comments on Role

This is a key position in Forestry Division, responsible for ensuring that the core business of monitoring forest industry timber operations and reforestation activities for compliance is delivered consistently and effectively across the province. The position supports the Director in the maintenance of a Quality Management System for forest operations and manage the system, with a focus on continuous improvement of the Forest Operations Monitoring Program (FOMP), and the Forestry Enforcement Framework. Consistent and effective monitoring of forest industry reforestation and timber operations.

The Senior Forester Provincial Compliance and Enforcement provides leadership and direction in building collaborative relationships and approaches with Albertans, the regulated community and other stakeholders to share stewardship of Alberta's environment and natural resources. The position leads the development of both formal and informal processes to ensure Albertans and industry demonstrate sound compliance and continuous improvement to achieve standards above and beyond mandatory requirements and to encourage innovation and application of best practices and technology.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
F I 2 264	38% 100	B 100	464

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

As the provincial lead, this professional position requires extensive knowledge and understanding of forest operations, reforestation and forest management principles and theories gained through post-secondary graduation in Forestry, per legislation is registered with Association of Alberta Forest Management Professionals and has considerable experience in the forestry industry. An in-depth knowledge of related legislation, regulations, policies, standards, management frameworks (e.g. *The Timber Act*, Timber Management Regulation, Provincial Enforcement Framework, ISOs) is necessary to the position and for leadership and engagement with forestry staff and the forest industry with respect to interpretation and application, compliance and enforcement decisions, and

quality management. The F rating recognizes the depth and breadth of knowledge as the provincial lead required to support the enforcement, investigations, compliance, and potential penalties in support of the FOMP.

Complexity and Diversity:

Responsible for providing leadership and direction in building collaborative relationships and approaches with Albertans, the regulated community, and other stakeholders to share stewardship of Alberta's environment and natural resources. The position leads the development of both formal and informal processes to ensure Albertans and industry demonstrate sound compliance and continuous improvement to achieve standards above and beyond mandatory requirements, and to encourage innovation and application of best practices and technology.

Human Relations Skill:

The position requires strong communication skills to collaborate with Forestry Division managers and directors, division, and operation staff, to develop inspection strategies and plans including innovative approaches to support prevention and education regarding compliance. The position deals with stakeholders, such as the forest industry, utilizing skills in persuasion and assertiveness to influence behavior over the short term, and provide clarification regarding compliance, enforcement and consistent application of standards, as well as to share information. The position also provides direction and supervision to two staff, resource data analyst and timber audit/enforcement.

- **Creativity/Problem Solving:**

The position warrants a rating of 38% as it works within a framework guided by legislation (e.g., *Alberta Land Stewardship Act*, *Environmental Protection and Enhancement Act*, *Forestry Act*, *Public Lands Act*) regulations, policies, standards, SOPs and codes of practice. As the provincial go-to and lead, it utilizes the highest level of operational thinking. Strong analysis, reasoning, evaluation, judgement, and problem-solving skills are necessary for developing the provincial programs and quality assurance requiring the position to draw conclusions from research and make recommendations that significantly impact forest management, procedures, and policy. Significant interpretative and critical thinking is also necessary for providing the provincial oversight and guidance for both compliance assurance/operational monitoring for adherence and the enforcement process when non-compliance exists. The position is responsible for assuring compliance activities are transparent and conducted under legislative authority with non-compliance receiving appropriate enforcement responses that often requires meeting with industry representatives to discuss administrative penalties and enforcement actions.

- **Responsibility:**

The position has a balanced role developing programs and overseeing implementation to delivery staff as well as providing interpretation and consultation to ministry and forestry staff, and stakeholders. The position is accountable for developing the compliance framework and does not have powers of enforcement.

Last reviewed: June 2024

Subsidiary 5 Benchmark

Job Description – 059NR06

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is a professional position reporting to the Director, Forestry Operations. This is a key position in Forestry Division, responsible for ensuring that the core business of monitoring forest industry timber operations and reforestation activities for compliance is delivered consistently and effectively across the province. The position will support the Director in the maintenance of a Quality Management System for forest operations and be responsible to manage the system, with a focus on continuous improvement of the Forest Operations Monitoring Program (FOMP), and the Forestry Enforcement Framework. Consistent and effective monitoring of forest industry reforestation and timber operations is critical to ensure credibility with the Office of the Auditor General (who represent the public at large) and with forest industry for whom consistency of government monitoring is a measure of fair treatment from one company to the next. This is the key position responsible for supporting the FOMP program to maintain the program at the ISO 9001:2015 standards.

The Senior Forester Provincial Compliance and Enforcement provides leadership and direction in building collaborative relationships and approaches with Albertans, the regulated community, and other stakeholders to share stewardship of Alberta's environment and natural resources. The position leads the development of both formal and informal processes to ensure Albertans and industry demonstrate sound compliance and continuous improvement to achieve standards above and beyond mandatory requirements and to encourage innovation and application of best practices and technology.

The position collaborates with Forestry Division managers and directors, the provincial Senior Forester Group and various division staff to develop inspection strategies and plans including innovative approaches to support prevention and education regarding compliance. As well, the position partners with other ministries, industry associations and other stakeholders to promote compliance assurance and to share and gather information. This position continually reviews and assesses processes, practices, policies, and legislation to ensure the compliance assurance principles and programs continue to meet current and future needs.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Development and implementation of a quality management system for the Forest Operations Monitoring Program (FOMP). This will ensure that sustainable forest practices by industry are occurring within the current legislation and policy and to ensure protection and sustainable management of Alberta's forests and forested lands as per Agriculture and Forestry Business Plan.

- Develop internal audit protocols for FOMP training, program delivery at the forest area level; this includes risk assessment processes, sample selection (plan reviews/ active operations and reforestation treatments) data recording, reporting in GLIMPS and all filing.
- Conduct periodic audits of Forest Area and Forest Stewardship and Trade Branch delivery of FOMP.
- Implement document control of both digital files and hardcopy distribution.
- Tracks the development and updating of standard operating procedures (SOP) relative to FOMP standards.
- Makes recommendations to Director of Forestry Operations on trends and areas of continuous improvement based on internal audit findings.
- Represents the Department during audits by the Office of the Auditor General on the Department's reforestation and timber operations monitoring programs - FOMP and Enforcement.

Provides leadership, direction and guidance to staff involved in the delivery of the Provincial Enforcement Framework through the application of a balanced approach using three main components. This is accomplished through:

- Educational initiatives that promote compliance and raise awareness of the legislation, its purpose, how to comply and the consequences of non-compliance. This includes:
 - Developing and presenting a variety of audience specific information session (e.g. regulated community, industry sectors, communities, environmental associations, schools, other government ministries).
 - Directing staff to proactively identify and capitalize on opportunities to educate and inform individuals, companies, and stakeholders through day-to-day interactions.
 - Through on-site compliance inspections/investigations (including FOMP), encourage staff to educate and provide advice, and direction to ensure compliance and understanding of approvals, registrations, licenses, or legislative requirements.
- Prevention that includes conducting proactive inspections and audits of regulated activities. This involves:
 - Meeting with regulated activity personnel to explain purpose of inspection and inspection plan(s).
 - Reviewing and inspecting all aspects of any regulated activity under an approval, a disposition or applicable legislation.
 - Identifying and providing advice and direction regarding correcting non-compliance with emphasis on prevention and education.
 - Discussing inspection results, areas of non-compliance and follow-up requirements.
 - Determining priority of inspections based on factors that determine and contribute to the assignment of a risk-based rating to a facility or a regulated activity.
- Enforcement which results for evaluating circumstances of an alleged contravention and determining if the responsible party did not take reasonable measures to prevent the contravention. This involves:
 - Identifying non-compliance through review of mandatory reporting or from a compliance inspection or audit.
 - Providing the guidance to conduct evidence gathering investigations to substantiate or dismiss an alleged contravention.
 - Facilitating a comprehensive tribunal review of investigations to make a final recommendation to the statutory decision maker.

Develop and deliver training and coaching in quality management systems to field and branch Forestry Division staff. Key activities are:

- Develop a training course and/or series of workshops for staff involved in Forest Operations Monitoring and Enforcement.
- Deliver courses and workshops to headquarters and field staff as required by the Quality Management System Manual.
- Develop and manage a system to track training of staff, which includes a process to identify when updated training is required.
- Make recommendations to the Director Forestry Operations regarding consistency, trends and areas of continuous improvement for training in FOMP and Enforcement.

Contribute to the success and consistent delivery of the provincial Enforcement Framework. This involves:

- Participating in the development of program deliverables and performance measures.
- Reviewing and assessing operational policies and procedures for consistent application and opportunity for improvement.
- Reviewing enforcement trends and issues to develop a consistent provincial approach and recommending changes to policy, regulations, standards, and legislation.
- Reviewing and addressing enforcement outcomes, including the assessment of administrative penalties to ensure a consistent approach.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Challenges faced by this position require strong analysis, reasoning, evaluation, judgement and problem-solving skills. Significant interpretative and critical thinking is required along with the ability to facilitate decision-making processes involving senior department representatives and stakeholders.

- Championing the Enforcement Framework within the department including collaboratively developing the provincial program and directing the Forest Area delivery of consistent investigations.
- Situations are generally unstructured and unique requiring creative approaches to ensuring compliance that is meaningful and results in clear benefits for the environment or appropriate management of natural resources.
- Championing the stewardship model through education and prevention opportunities and initiative in a quasi-judicial compliance and enforcement environment/relationship with Albertans, industry, and the regulated community.
- Facilitating high profile post inspection/audit/investigation meetings with industry/regulated activity representatives to discuss results, areas of non-compliance, follow-up and any enforcement actions including prosecution.
- Maintaining department credibility in providing assurances to Albertans that compliance activities are transparent and conducted under legislative authority with non-compliance receiving appropriate enforcement responses.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- Knowledge and understanding of forest operations, reforestation, and forest management principles, that would be gained by having a BSc in Forestry and at least four years experience in forestry.

Knowledge:

- Strong knowledge in auditing principles, as applicable to forest management and operations. Having ISO 9001 (International Organization for Standardization) and/or CSA (Canadian Standards Association - Sustainable Forest Management) audit training is a major asset to this role.
- Membership or eligibility for membership in the Association of Alberta Forest Management Professionals (AAFMP).
- Knowledge of all legislation (including *Forests Act*, *Public Lands Act*, Timber Management Regulation, Forest Resource Improvement Regulation, *Environmental Protection and Enhancement Act*), policy (including Reforestation Standard of Alberta, Alberta Operating Ground Rules and Directives) and procedures pertinent to reforestation and timber operations.
- Knowledge of department policies and procedures, particularly auditing/field inspections, enforcement, and Occupational Health & Safety Requirements.

Skills and Abilities:

- Skills in auditing and investigating records and documents pertinent to reforestation and timber harvest and verification of information in the field.
- Skill in interpreting/applying relevant legislation, policy, and procedures for audits of forest operations.
- Ability to give practical interpretations to forest operations audit results for final reporting, and caveats where information is lacking.

- Advanced skill in computer and software utilization for database functions/management and customized reporting.
- Effective instructional and technical transfer skills for delivery of training courses and workshops.
- Strong leadership skills in a politically sensitive and diverse environment.
- Strong issues and project management skills to handle multiple priorities.
- Effective communication, conflict resolution and facilitation skills.
- Advanced problem solving, organizational and resource management skills in working with multiple stakeholders including the public.
- Ability to develop strong interpersonal relationships at all levels with internal and external organizations.
- Ability to assess complex situations and provide advice to staff, ADM, and Divisional leadership teams.
- Ability to facilitate and promote collaborative and integrated initiatives.

Contacts

(The main contacts of this position and the purpose of those contacts.)

Communication with internal and external contacts identified below are for the purpose of information gathering and sharing, project management, consultation, and briefing.

Internal Contacts:

- Assistant Deputy Minister, Forestry Division (As Required).
- Executive Director, Forest Stewardship and Trade Branch (Weekly).
- Executive Director, Forestry Field Operations (Weekly).
- Director, Forestry Operations (Daily).
- Directors, Forest Stewardship and Trade Branch (Daily).
- Area Foresters and Senior Foresters (Forest Areas) (Daily).
- Forest Area Managers (Monthly).
- Wildfire Management Branch (Annually).

External Contacts:

- Other Departments within the Government of Alberta (e.g. Ministry of Energy and Minerals. Environment and Protected Areas, Technology and Innovation (Weekly).
- Alberta Forestry Industry, Forest Resource Improvement Association (Weekly).
- Alberta Office of the Auditor General (Annually).

Supervision Exercised

This position supervises:

- The Resource Data Analyst (PS3).
- The Timber Audit and Enforcement Assistant (AS5).

Subsidiary 5

Benchmark Evaluation – 059NR05

Identification Section

Working Title:	Senior Fisheries Biologists
Department:	Environment and Protected Areas
Division, Branch/Unit:	Resource Stewardship, Fish and Wildlife Stewardship
Reports To:	Regional Fisheries Manager
Levels to D.M.:	5
Job Description:	059NR05
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	059NR – Natural Resources 9

Comments on Role

Reporting to the Regional Fisheries Manager, this is an advanced level, professional fisheries biologist position, responsible for an assigned district/area within a region. The position also leads regional and provincial level teams on various fisheries management related initiatives and functions as a key member of an integrated team of fisheries professionals at a regional level. Responsibilities of the position include the development and delivery of the full range of fisheries management program activities designed to ensure the long-term sustainability of the fish populations and fish habitat. This includes planning for and implementing single and multi-year projects, participating in area research activities, providing data analysis, interpretation, and reporting, managing environmental risk, and supervising staff.

Quantifies, within scientifically accepted techniques, changes in stock status and reports on these to adjust quotas, regulations, species, and integrated management plans. This data analysis and reporting supports the fish conservation and management strategy, as well as the regional work plans. A focus of the position is to articulate the fisheries program status assessments to integrate with biodiversity monitoring, integrated resource management, and sub-regional management plans. The position provides risk assessments for key management options to be considered by supervisors.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
F I 2 264	38% 100	R1 115	479

Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- The position requires detailed scientific knowledge related to data collection techniques, population, habitat and inventory monitoring, species life histories, population analysis, disease identification and control to lead, design and conduct field data collection, studies, research, and monitoring programs gained through a degree or masters. The position also requires in-depth working knowledge of the Alberta Fisheries Management Program, standards, guidelines, policies, and practices, and of relevant provincial and federal legislation (*Alberta/Federal Fisheries Acts*), regulations, policies, and procedures, as well as OHS legislation for field and lab work.

The position must be knowledgeable of the issues and challenges/effects related to mitigating resource development, extraction, and management techniques/constraints/activities on fisheries (e.g. petroleum and natural gas development, timber management, mining (e.g. coal), water and public recreation). Knowledge of budget management, project management and program supervision is also necessary. The F rating recognizes the breadth and depth of scientific knowledge/expertise and program content knowledge in multiple areas acquired through advanced post-secondary education and significant practical experience.

Complexity and Diversity:

The position is not only a deep knowledge specialist on resources, habitats, community environment and stakeholders within its assigned district, it must also be knowledgeable of regional issues, concerns, direction and overall purpose and intent of the provincial fisheries program and federal fisheries requirements. The position requires the application of organizational skills, statistical data analysis, project management and reporting in planning, coordinating, and implementing activities within its district and as required, collaborating across the region.

Human Relations Skill:

The position requires strong communication skills including the ability to address specific audiences when providing presentations, consultation, and advice to a variety of stakeholders (e.g. communities, municipal governments, recreational users, First Nations and Metis, industry, and general public) within the district/region, often with competing interests. Also requires supervisory and leadership skills including collaborative teamwork, and the ability to influence and persuade others as the senior specialist. The HR rating of 3 is not warranted as the position is not responsible for long term behavior changes nor encounters ongoing highly emotional situations.

- **Creativity/Problem Solving:**

The position works within a broad framework of legislation, standards, guidelines and scientific rigor, practices, and principles. As the senior fisheries specialist works with a high degree of independence in planning and directing the fisheries management program within its assigned district and collaboratively across the region, or as a provincial initiative lead/participant. The position works with regional staff to ensure all fisheries program interests related to resource management are addressed and has influence in developing and implementing strategies. The nature of the work requires the position to maintain current knowledge for ongoing resources management approaches and application of evaluative and interpretative thinking to develop response, resolution/mitigation of challenges and issues. The position also makes recommendations for changes to regional and/or provincial policies, programs and/or legislation. The 38% recognizes the latitude and level of independence exercised and relied upon by regional management, as a senior specialist.

- **Responsibility:**

The position has a program delivery focus in terms of responsibilities for long term sustainability of fisheries species and habitats within its assigned district, and the region, and when leading/participating on provincial projects/initiatives.

Last Reviewed: September 2024

Subsidiary 5 Benchmark

Job Description – 059NR05

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is an advanced level, professional Fisheries Management field biologist position that reports to the Regional Fisheries Manager within the Northeast Region. Responsibilities include the development and delivery of the full range of Fisheries Management program activities designed to ensure the long-term sustainability of the fish populations and fish habitat. This includes planning for and implementing single and multi-year projects, participating in area research activities, providing data analysis, interpretation and reporting, managing environmental risk, and supervising staff. The position operates with a high degree of independence and has responsibility and influence in developing and implementing area resource management strategies.

The position works with regional staff to ensure that all fisheries program interests related to integrated resource management within the region are addressed. This position interacts with recreational stakeholders and conducts First Nations consultation with both Indian and Métis councils on behalf of the Crown on matters of fisheries management. The position may recommend policy, legislative, and program changes to senior management within the Division, Department, other levels of government and regulators. The incumbent will lead regional and provincial level teams on various fisheries management related initiatives and will function as a key member of an integrated team of fisheries professionals at a regional level. Periodically, the incumbent will represent the Department on internal and external initiatives.

The biologist makes public presentations on matters pertaining to fisheries management and will be required to provide expert testimony in court proceedings regarding fisheries science and provincial management plans. Quantifies within scientifically accepted techniques changes in stock status and reports on these to adjust quotas, regulations, species and integrated management plans. These data analysis and reporting are conducted in a manner that supports the Fish Conservation and Management Strategy, as well as the Northeast Region work plans. A focus of the position is to articulate the fisheries program status assessments to integrate with biodiversity monitoring, integrated resource management, and sub-regional management plans. The incumbent provides risk assessments for key management options to be considered by supervisors.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Sustainable Management of Fisheries Resources – General:

- Collaborates in setting the area, regional and provincial fisheries assessment and monitoring goals and objectives for the general fisheries management program, to meet GOA (Departmental, Divisional and Regional) program priorities, within assigned budgets and staff resources.
- Directly responsible for delivering stakeholder consultation programs to obtain public awareness, understanding, and feedback of fisheries population status and risk assessments for consideration in angling regulations and Fish Management Objectives. Includes preparing and presenting information for consultation with stakeholders including Aboriginals, Métis, and sport fisheries.
- Conducts on-going conservation risk assessments by identification of fish population, fish habitat and fish use problems to enable prioritization of regional work needs. Scores these to provide Fish Sustainability Indexes.
- Negotiates enforcement program priorities with Area Enforcement Managers and staff to ensure compliance with management strategies and regulations.
- Contributes knowledge and analysis for the development of resource management approaches and solutions to resolve conflicts between fishery user groups.
- Represent the province in interactions with professional staff from other provincial and federal levels of government on fisheries management initiatives.

- Approves and sets out the conditions for the issuance of fish research licences in the Area, and tracks the compliance with conditions and data returns, and determines appropriate action for non-compliant licensees.
- Act as an expert witness on *Federal Fisheries Act* court proceedings, quasi-judicial hearings (Environmental Impact Assessment hearings) and public consultations. Discharges the duties under provincial Fishery and Wildlife Guardian appointments and *Federal Fisheries Act* appointments.

Sustainable resource management of species / populations:

- Develops and implements species and population inventory and monitoring programs that ensure the continued sustainable use of fish stocks. Works as a member of the provincial teams to coordinate these assessments and reporting at regional and provincial scales.
- Leads and/or directly participates in the development and implementation of provincial species management and recovery plans, at the Area, Regional and /or Provincial level (i.e., Short Jaw Cisco Recovery Plan, Arctic grayling).
- Represents the Department on inter-provincial task groups dealing with fisheries management matters.
- Directly manages the design and delivery of the Area fish-stocking program, in close cooperation with the provincial Fish Culture system.
- Leads or participates in committees tasked with the development and implementation of fish population and user inventory standards.
- Represents Fisheries Management program interests in various regulatory and non-regulatory functions. E.g. DRAS, AER.
- Provides input to the development and implementation of provincial, fish disease monitoring protocols and procedures.

Habitat objectives for fisheries are incorporated into integrated resource management:

- Works directly with federal regulators and fish habitat specialists, Department of Fisheries and Oceans, on fish habitat matters to ensure DFO regulatory practices conform to meet fisheries management objectives. Reviews applications and provides fisheries recommendations to internal referral agencies or partners.
- Co-ordinates or provides fisheries management input to the development of departmental and interagency standards, guidelines, practices, and programs that will ensure the protection of fish habitat (i.e. Codes of Practice).
- Develops and provides input to the formulation of Terms of Reference for Environmental Impact Assessments as well as providing advice to provincial regulators on the acceptability of EIA submissions to address fisheries management interests and participating on panels during hearings.
- Represents AEP and provides Fisheries Management Objectives and resource data to landscape management planning activities (i.e. Sub-regional management plans, Biodiversity Monitoring Programs, Watershed Management Plans, Access Management Plans, Integrated Resource Management plans, Detailed Forest Management Plans, etc.).
- Provides professional advice to others and assists in habitat restoration and enhancement project planning of various groups. (i.e., ACA, AFGA, etc.).

Management research to provide recommendations is lead or contributed to:

- Develops prioritized plans for fisheries research required within the area, and region.
- Designs, directs and/or implements scientific research program and projects to address identified data or knowledge gaps in the Area.
- Develops collaborative partnerships with other agencies and academic institutions to cooperate in undertaking priority fisheries research activities.
- Provides professional advice and scientific review of various fisheries papers and reports to be published by the Division or that are being submitted to peer-reviewed publications.
- Publish and/present research results. Make management recommendations to managers based upon sound science.

To have an engaged and informed public about fisheries management in the NE Region and Alberta:

- Designs and delivers education and information programs to ensure that the public, First Nations and Metis, education community, industry, local governments and other stakeholders understand the fisheries resource management program in the area.
- Directly inputs to the design and delivery of a Divisional Public Education and Outreach program.
- Evaluates and integrates public/stakeholder input for the resolution of fisheries management issues and the development of fisheries management objectives.
- Provides extension services to members of the public, education community, industry and local governments.
- Co-ordinates public involvement at the area level in resource management and community level decision- making.
- Acts as a media contact in area regarding fisheries resource management issues.
- Prepares response to Ministerial action requests and briefing notes.
- Evaluates public/stakeholder input for the resolution of fisheries management issues.
- Writes articles and makes presentations to non-technical and professional/scientific audiences.

Budget and Finance Requirements for the Area are met:

- Prepares unit budget needs as well as business case for resources, and following receipt of budget allocation, effectively assigns resources to achieve work plan objectives.
- Ensures all budget transactions are conducted within established financial policy and procedures.
- Procures necessary equipment, maintains inventory and ensure proper utilization.
- Responsible for OH&S for Fisheries Staff within the assigned area and may represent the Division to Provincial level Health and Wellness initiatives or committees.

Finance requirements, staffing needs, training and supervision are met:

- Identify staffing needs and hire staff.
- Provide day-to-day supervision of Area staff, including identification of work priorities and performance management standards.
- Provide staff orientation and commencement.
- Identify staff training needs, provide staff training and ensure staff are trained to appropriate standards.
- Ensure staff meet performance expectations - carry out/recommend staff recognition and/or appropriate disciplinary actions.
- Recommends staff training
- Accountable for maintaining integrity of fisheries database and providing input to provincial data base development.
- Provide leadership to project teams and provide development/support to team members.
- Provide administrative, supervisory and resource management advice to NGOs, stewardship Associations and volunteers in biology related program activities.
- Responsible for adherence to OH&S standards within area per act, regulations, established standards and protocols.
- Responsible for administering contracts as per departmental policies and guidelines.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Typical problems solved:

The biologist often needs to solve or provide best trade-off recommendations for many complex biological and social issues about resource allocation considering conservation, sustainability, diverse stakeholder interests and

ensuring Indigenous rights are met. Ensuring populations remain sustainable and managing for Indigenous rights while considering recreational and other commercial interests at different scales (waterbody, region, province) are typical problems encountered that requires significant knowledge, creativity, and problem-solving skills.

- How to educate and consult meaningfully with the public and Indigenous peoples about population harvest and status information as well as provide options and social/biological trade-offs in a way that is accessible to all.
- Develop management plans for a waterbody diverse stakeholder interests.
- Conduct science and validate relationships for recommending management frameworks and thresholds for fish population status's both at the regional and provincial scale.
- Assessing novel questions about fish disease, aquatic invasive species and providing recommendations to others.
- Consulting with Indigenous communities about limited resources and understanding their needs to ensure their Constitutional rights are met.
- Providing review and advice to small and large industrial projects considering cumulative effects of habitat change on the sustainability of fisheries resources and habitats to provide mitigation advice or best recommendations for approval agencies.

Types of guidance available for problem solving:

- Regional Fisheries Manager.
- Departmental fisheries policy experts.
- Engagement and Education specialists.
- Academia and other colleagues.
- *Fisheries Act* (Alberta) and Regulations.
- *Federal Fisheries Act*.
- Fish and Wildlife Policy.
- Alberta Fisheries Conservation and Management Strategy.
- *Environmental Protection and Enhancement Act, Alberta Land Stewardship Act, Public Lands Act*.
- Master Schedule of Standards and Conditions.
- Fish Management Objectives and Fisheries Sustainability Index protocols.
- Northern Pike and Walleye Provincial Fish Management Frameworks.
- Primary print and academic journals.
- Provincial Fisheries Scientist.
- Office of the Chief Scientist.

Direct or indirect impacts of decisions:

- Recommendations and decisions affect short and long-term sustainability of fisheries resources and in turn have effects on the resource sustainability, regulations, stakeholder interests (municipalities, Indigenous communities, anglers, Fish and Game clubs, guides, commercial fishing lodges and campground owners).
- The decisions influence strongly the habitat use in integrated management plans and project referrals, licensees (e.g. competitive fishing event licence holders, fish research licence holders).
- The decisions made are tested in court by Indigenous communities to ensure that meaningful consultation and conservation considerations have been weighed and minimum infringement of rights of Indigenous fishers are met.
- Considerable local and provincial political impacts are also a part of the management landscape for this position as decisions are made.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- Bachelor's Degree (4 year) Major – Science, plus 6 years experience; or technical diploma and 8 years of experience, or master's degree and 4 years.

Skills and Abilities:

- Water safety and training in small, medium and large vessel operation.
- Wilderness First Aid.
- Experience with driving offroad, pulling trailers, small engines.
- ATV training.
- Electrofishing training.
- Experience with developing or understanding resource management models.
- Data management.
- Leadership training and supervisory experience/training.
- GIS experience, modelling and statistical analysis knowledge.
- Ability to read and critically evaluate other research or proposals.

Contacts

(The main contacts of this position and the purpose of those contacts.)

- Indigenous communities (First Nations and Metis).
- Recreational anglers.
- Municipalities.
- Fish and Game clubs.
- Competitive (tournament) event licence holders.
- Industry and environmental consultants - Fish Research Licences.
- Guides.
- Lodge owners.
- Local MLA's and Town Councils.
- Fish and Wildlife Enforcement Officers.
- Fisheries Culture Staff.
- Alberta Conservation Association biologists and managers.
- Licence Holders (Fish Research Licences, Special Licences, Competitive Fishing Licences).
- Referral partners and industry consultants.
- Other departments (Water Management, Transportation, Forestry).

Supervision Exercised

Provides supervision to area staff.

Subsidiary 5

Benchmark Evaluation – 059NR03

Identification Section

Working Title:	Senior Area Forester
Department:	Forestry and Parks
Division, Branch/Unit:	Forestry Division, Forestry Operations Branch
Reports To:	Forest Area Manager
Levels to D.M.:	4
Job Description:	059NR03
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	059NR - Natural Resources 9

Comments on Role

Reporting to the Forest Area Manager, the Senior Area Forester provides leadership to the Forest Management and Forest Health sections and ensures effective integration of forest management practices into the development of strategic plans that will support Forestry and Parks while balancing impacts on the public lands and forest landscape. A key focus of this position will be to lead division and external teams on projects which have regional and/or provincial implications as well as drafting and implementing regional directives and or guidelines and standards to ensure smooth program delivery within the forest area.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
F 2 264	38% 100	R1 115	479

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The Senior Area Forester requires a Forestry degree and eligibility for registration as a Registered Forestry Practitioner. The position is a specialist in Forest Planning and Management. Extensive knowledge of core forest management and land management functions by applying thorough understanding of scientific principles, and professional and resource industries' practices, issues and trends is essential for consideration when making resource management decisions. Advanced knowledge of relevant legislation such as the Forests Act, Timber Management Regulation, Forest & Prairie Protection Act, Public Lands Act, Alberta Environmental Protection as well as related policies and agreements is required. Knowledge of Departmental programs, policy objectives and business plans are essential. This position is a registered forest management professional and is an expert resource in a specialized field, which supports the F rating. A push (+) on the F is not warranted as the position is not the sole "go-to" expert. Responsibility and expertise is shared by Senior Area Foresters across the province and the scope for each position is for a specific forest area.

Complexity and Diversity:

The position is responsible for making resource management decisions and developing area strategies which impact a diverse group of stakeholders including other internal departments (such as the Forest Stewardship, Operations Branch and Trade Branch), external timber and nontimber clients, interest groups, and Indigenous and Metis communities.

Human Relations Skill:

The position is leading a team of professionals which requires strong team and leadership skills. This includes developing and coaching staff to maximize potential capabilities, assigning and managing staff workload, and conducting performance reviews. The position is often involved in joint or multi-stakeholder initiatives and requires the ability to maintain relationships and handle competing interests from various stakeholder groups. The position must be able to communicate departmental forest management priorities to external stakeholders and jurisdictions in an effective and constructive manner.

The HR rating of 3 is not warranted as the position is not responsible for long term behavior changes nor encounters ongoing highly emotional situations.

- **Creativity/Problem Solving:**

Decisions and recommendations are typically complex, and the impact of poor decisions could include financial or resource losses and/or environmental damage. The Senior Area Forester must be able to balance resource development and environmental protection and incorporate all perspectives into the final plan. Competing resource uses necessitate the position to consult and obtain input from a variety of stakeholders to facilitate agreement and ensure business plans and ground rules allow for integrated resource use with minimal impact - a win/win solution. The position is rated 38% as it is responsible for the highest level of operational thinking. The position utilizes evaluative thinking to identify, define and analyze various options and approves the operating plans for its respective area.

- **Responsibility:**

The focus of the job is to ensure smooth and consistent program delivery of integrated and sustainable resource management in the forest areas.

Last reviewed: June 2024

Subsidiary 5 Benchmark

Job Description – 059NR03

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Forest Area Manager, the Senior Area Forester provides leadership to the Forest Management and Forest Health sections and ensures effective integration of forest management practices into the development of strategic plans that will support Agriculture and Forestry while balancing impacts on the public lands and forest landscape. A key focus of this position will be to lead division and external teams on projects which have regional and/or provincial implications as well as drafting and implementing regional directives and or guidelines and standards to ensure smooth program delivery within the forest area.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Forest Management delivery for the Forest Area to ensure consistent and efficient application of legislation, policy initiative and procedures as they pertain to the practice of forest management on an integrated land base.

Activities:

- Oversee all aspects of the Area forest management program, including participation in company Forest Management Plan development teams.
- Oversees the complex and often controversial Community Commercial Timber Permit program, assisting with issue resolution as well as overall direction.
- Liaise with Forest Stewardship and Trade Branch on matters requiring technical or scientific input, policy input or direction.
- Ensure delivery of operational field level program components, included but not limited to review and approval of company GDP/AOP, Forest Operations Monitoring (FOMP), Silviculture (SAM), ARIS Monitoring Targets, Reforestation Standards of Alberta audit targets (RSA), Timber Production and Monitoring targets where prioritized for efficacy.
- Ensure policy and procedures are followed to maintain Department ISO 9001:2015 registration of the FOMP Program.
- Leads forest management planning initiatives for Forest Management Unit (FMU) where the crown has planning responsibilities.
- Oversees the delivery of the Timber Production Monitoring workload including but not limited to scaling, production audits, reporting, and truck checks.
- Guide the area in promoting and adopting ecosystem based and adaptive management principles.
- Ensure policy and procedures are followed in relation to First Nations Consultation.
- Work to integrate efforts, activities, and planning in wildfire and forest management.
- Carries out appropriate statutory decision-making responsibilities and approvals effectively, while preparing and maintaining all appropriate documentation.

Provide leadership/participate on department and external project teams which have regional and /or provincial impacts in terms of forest management and land management policy development and related implementation issues.

Activities:

- Assist in the development of provincial forest management and land management policy.

- Participate on inter-divisional and interdepartmental policy initiatives having direct implications on the area. I.e. Caribou Recovery Plans, SARA, local wildlife referral map, etc.
- Provide input, advice, and assistance with the development of upcoming Regional and Sub Regional Plans.
- Work with other Ministries in relation to long term forest and land management strategy implementation.

Support consistent application of standards among forest management staff in the area through the provision of assistance and direction regarding relevant forest management policy initiatives and procedures.

Activities:

- Provide advice and assistance in the review and approval of General Development Plans, Final Harvest and Annual Operating plans and related planning submissions.
- Provide input to tenure allocation management and administration.
- Participate in compliance audit programs or related projects.
- Provide input to FMA, Quota, CTP, LTP timber allocation proposals for the area.
- Provide input into the review and implementation of the various company operating ground rules.
- Provide assistance in relation to Timber Grazing Integration negotiations and processes within the area and at a provincial level.
- Participate on the Senior Forester Provincial Committee and other committees as assigned.

Supervise the human resources assigned to the Forest Management Section and Forest Health Section to ensure that services delivered support the area/division business goals.

Activities:

- Responsible for the supervision and training of staff assigned to the Forest Management Section.
- Responsible for the development of performance management agreements, performance monitoring and performance reviews.
- Mentor other area staff to promote smooth and efficient operation with the area.
- Develop staff to their fullest potential through coaching, providing leadership opportunities, 'stretch assignments' and appropriate training.
- Champion equity, diversity, and respect initiatives.
- Champion WHS and the OHS Program and APS Goals.
- Responsible for ensuring that staff are assigned and maintain current safety certification required to conduct regular work duties (CPR, First Aid, WHIMIS, TDG etc.).

Respond to issues/appeals related to area Forest Management and Land Management decisions by representing the Forest Area.

Activities:

- Prepare briefing notes as requested in response to forest management and land management issues.
- Directly participate in meetings or hearings to provide expert advice to proceedings.
- Respond to FOIPPA requests related to forest management and land management activities.

Advocate Division programs and encourage compliance with legislation by establishing close working relationships with stakeholders, other agencies, and the public in order to promote integrated resource management practices.

Activities:

- Respond to the public inquiries regarding integrated forest and land management practices and activities.
- Plan, implement and/or participate in area and department public involvement initiatives or programs.

- Represent department at client and stakeholder consultations, public meetings, open houses, etc.
- Ensure representation of the department at regular meetings of Public stakeholder groups such as Forest Management Advisory Committees or similar Public Advisory Groups.
- Ensure integration and communication with Forest Resource Improvement Association of Alberta (FRIAA).

Oversee and Support all aspects of the Forest Operations Monitoring (FOMP) and Timber Production Monitoring (TPM) program.

Activities:

- Ensure policy and procedures are followed to maintain Department ISO 9001:2015 registration of the FOMP Program, and those accountabilities.
- Ensure delivery of operational field level program components, included but not limited to review and approval of company GDP/AOP, Forest Operations Monitoring (FOMP), Silviculture (SAM), ARIS Monitoring Targets, Reforestation Standards of Alberta audit targets (RSA), Timber Production and Monitoring targets where prioritized for efficacy.
- Oversees the delivery of the Timber Production Monitoring workload including but not limited to scaling, production audits, reporting, and truck checks.
- Work with Forest Management staff to guide program and assist with priority setting recommendations.
- Participate when required and available with operational delivery.
- Ensure staff maintain appropriate training levels in FOMP and TPM.
- Ensure all staff are trained in various programs often used in the delivery of the FOMP and TPM programs such as FORESTS, Oracle/Mscale, ArcCollector/ ArcMap/Survey123.
- Ensure staff are trained in the issuance procedures pertaining to Land Use Authorizations.

Oversee and support all aspects of the Forest Health Program.

Activities:

- Work with Forest Health Officer to administer all aspects of the Forest Health program, including Mountain Pine Beetle, monitoring of biotic and abiotic damaging agents.
- Establish effective integration of the Forest Health and the Forest Management Programs.
- Manage, review and approve budget requests.

Provide support to Wildfire Management Branch in both program areas of fire suppression and fire prevention in order to suppress and reduce the incidence of wildfires.

Activities:

- Actively participate in fire suppression activities according to certification.
- Assist with the design and implementation of landscape and community protection vegetation management strategies.
- Review and provide feedback regarding proposed landscape planning for fire risk management.
- Support landscape level fire planning within Forest Management Plans.
- Support Firesmart activities in the Edson Wildfire Management Area, ensuring adherence to applicable legislation and policy.

Ensure Forest Management program delivery through consistent provincial coordination with other area senior foresters and Forest Stewardship and Trades Branch staff.

Activities:

- Attend Senior Forester meetings in order to get updates from Forest Stewardship and Trades Branch staff members, discuss changing policy and legislation, maintain current and relevant awareness of provincial program deliverables, coordinate with other senior foresters to ensure provincial consistency.

- Maintain a TOR for the Senior Foresters group.
- Review and provide input into Forest Stewardship and Trades Branch initiatives, document, program and policy reviews.
- Ensure staff are trained in most recent changes impacting the programs delivered at or impacted at the area level as it pertains to forest management.
- Oversee the compliance processes within the area to ensure adherence with the enforcement framework and maintain consistency with other forest area compliance files and processes.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- The position must work with and develop relationships with both senior staff of large forest management operations, as well as small local loggers and sawmillers.
- This position develops and maintains relationships with internal (Operations Branch, Forest Stewardship and Trade Branch, Wildfire Management Branch, other Sr. Foresters etc.), external timber and nontimber clients (FMAs, Quota holders, First Nations, Gazing Community etc.).
- The position is called upon to communicate departmental forest management priorities to external stakeholders and jurisdictions in an effective and constructive manner and is often involved in joint or multi-stakeholder initiatives.
- The position is often called upon to provide guidance to area field staff on forest management issues and is required to interpret legislation and policy and take action based on procedural direction.
- This position is often called upon to act as the Forest Area Manager as required which includes both forest management and wildfire related issues.
- Creativity and originality are required on a daily basis for problem solving, communicating with various stakeholders including operational staff within the area, and creating improvements to existing plans and systems.
- The Senior Area Forester is one of 9 in the province and reports directly to the Forestry Area Manager. This position directly supervises Forest Management Staff and Forest Health Staff.
- The Sr. Forester oversees delivery of the Forest Management program which includes approvals, planning, FOMP and TPM.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- B.Sc. in Forestry or Diploma in Forest Technology with relevant years of experience and eligible for registration as a Registered Forestry Practitioner.
- Forest Practitioner education (Forester or Forest Technologist) combined with extensive experience in core forest management and land management functions which have provided a thorough understanding of professional practices and scientific principles to be considered when making resource management decisions.

Knowledge:

- Member of the Association of Alberta Forest Management Professionals.
- Strong knowledge of resource industries in the province, their practices, issues, and trends.
- Advanced knowledge of relevant legislation, primarily the *Forests Act*, Timber Management Regulation, *Forest and Prairie Protection Act* and related regulations, *Public Lands Act*, *Alberta Environmental Protection and Enhancement Act*, *The Water Act* and Codes of Practice and *the Regulated Forestry Profession Act* and

Regulation.

- Extensive knowledge of existing forest management and land management legislation, policies and agreements, Forest Management Planning Manual, Soil Conservation Guidelines, West Central Alberta Caribou Operating Guidelines, Detailed Forest Management Plans and Timber Supply Analyses, Land Management Plans, Area Operating Agreements and company specific timber harvest operating ground rules.
- Knowledge of the Forest Management Plan Development Process, Planning Standard and associated reviews of Forest Planning Submissions such as AOPs, GDPs, Reforestation Plans and First Nation Consultation Processes.
- Knowledge of the Provincial FOMP program and components (FOM, SAM, RSA).
- Understanding of the Provincial Timber Production Monitoring Program.
- Knowledge and understanding of forest insect, disease and invasive plants.
- Requires knowledge of fire prevention, fire behaviour, fuel types, weather conditions and topography as it relates to fire.
- Thorough knowledge of the Departmental program and policy objectives and associated Business Plan.

Skills and Abilities:

- An ability to develop area strategies to respond to local challenges and opportunities.
- Highly developed communication skills to deal with a broad spectrum of stakeholders and the public, including excellent verbal and non-verbal communication skills, strong listening skills and written communication skills.
- An understanding of the perspectives and issues of the non-industry stakeholders in the area and province.
- Strong working knowledge of computer applications and applicable software (MS Word, MS Excel, MS Outlook, MS PowerPoint).
- Working knowledge of GIS and GPS technologies.
- An ability to navigate in the field (orienteering, mapping, photo interpretation, navigate by air).
- Ability to operate vehicles, ATV and Snowmobiles.
- Exceptional mediation and negotiation skills and the ability to develop and maintain strategic partnerships with various stakeholders.
- Highly developed team, leadership, and supervisory skills.
- Highly developed organizational, prioritizing and time management skills.
- An ability to apply extensive experience, effective coaching/mentoring skills and constructive feedback to help junior staff develop their skills.
- Ability to work with limited supervision.
- Highly developed analytical problem-solving skills.
- Well-developed conflict resolution skills.
- Strong communication skills both written and verbal.
- Strong ability to think strategically.
- Ability to make difficult decisions on an ongoing basis.
- Adaptable and focused on the processes involved in ongoing change management communications and processes.

Contacts

(The main contacts of this position and the purpose of those contacts.)

- Ongoing contact with Forest Stewardship and Trade Branch staff as well as with other Areas to ensure consistent delivery of cross boundary programs as well as to resolve cross- boundary issues.
- Ongoing contact with key stakeholders in the area as well as other agencies, internal and external, who have

vested and but often competing interests in the use of public lands and timber. As the senior forester responsible for planning within the area, this job is often required to work with staff and clients to clarify decisions regarding crown timber and land use, explain program policy changes and mediate acceptable solutions while at the same time achieve integrated and sustainable resource management.

- Facilitates discussions between Aboriginal groups and industry with regards to access rights, traditional use, protection of cultural and heritage sites, i.e., grave sites, and pending industrial activity as required.
- Senior Area Forester works collaboratively with EP Finance to ensure smooth and consistent program delivery.
- Management goals such as FOMP, SAM, RSA and scaling may be delivered by other Divisional Staff.
- Maintains a productive relationship with the Wildfire Management Section Heads to ensure that all Department goals will be met with the staff available.

Supervision Exercised

Supervises Forest Management Staff and Forest Health Staff.

Subsidiary 5

Benchmark Evaluation – 058NR09

Identification Section

Working Title:	Fisheries Biologist
Department:	Environment and Protected Areas
Division, Branch/Unit:	Resource Stewardship, Fish and Fisheries Stewardship Senior
Reports To:	Fisheries Biologist (NR9)
Levels to D.M.:	6
Job Description:	058NR09
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	058NR - Natural Resources 8

Comments on Role

Reporting to the Senior Fisheries Biologist, this professional, full working-level Fisheries Biologist is accountable for delivering a wide range of field programs intended to ensure the long-term sustainability of fish species and fish habitat by the fisheries management program, in its assigned district within a region. Primary functions include area fisheries management program planning and project delivery. Key responsibilities include conducting resource and user surveys, collecting field data, completing data analysis, and interpreting results, writing technical reports, establishing program work plans, conducting reviews of land and resource use development applications, assessing the effectiveness of mitigation plans, and tracking of assigned budget funds. The position functions as a key member of an integrated team of professional and technical staff responsible for the management of fisheries resources in the region.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+ I 2 230	33% 76	R1 87	393

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The position requires a working knowledge of scientific theory, practices and principles, data collection and analysis, resource management modeling, population habitat and inventory monitoring, population and habitat goal setting, disease identification and control gained through a Bachelor of Science degree (or higher) in Biology, and directly related fisheries field experience. The position also requires knowledge and understanding of issues and challenges related to mitigating resource development impacts on fish and habitat. A working knowledge of all relevant provincial and federal legislations and regulations, applicable fisheries policies, standards, and procedures is also necessary for the role. The nature of the field work requires training in water safety, boat, and equipment operations, first aid and a strong understanding of relevant OH&S requirements. The push (+) on the E recognizes the additional knowledge of its assigned district and the specific challenges, community requirements and resources relevant to fisheries management and stewardship.

Complexity and Diversity:

The position must have a full understanding of how its work is related to the work of others and the position works closely with other biologists, Fisheries Program Managers, and various stakeholders in pursuing its scope of work. Requires strong research and analytical skills to plan and conduct surveys, data collection and analysis, projects as well as participating in reviewing and providing input into environmental management studies. The position may also participate in interagency and multi-stakeholder resource management and compliance and approval initiatives.

Human Relations Skill:

Strong HR skills are required to deal with a variety of stakeholders (e.g. industry, recreational users, outfitters, forestry) while working to meet fisheries management objectives in the assigned district, and when presenting fisheries management concerns/information to interested or invested parties. The position is also required to provide recommendations and professional input intended to influence decision makers to incorporate fisheries objectives into integrated resource management decisions, policies, and processes. The HR rating of 3 is not warranted as the position is not responsible for long term behavior changes nor encounters ongoing highly emotional situations.

▪ **Creativity/Problem Solving:**

The position supports the Senior Fisheries Biologist with data, analyses and recommendations to complex fisheries management problems that often require resource allocation decisions considering conservation, sustainability and diverse stakeholder desires and Indigenous rights. The position must ensure populations remain sustainable while managing to ensure Indigenous rights are met as well as managing for recreational and other commercial interests at various scales (waterbody, region, province) are typical problems requiring significant knowledge, creativity, and problem-solving skills.

The position provides innovative recommendations to further scientific knowledge and develop resource management strategies and objectives that are incorporated into management decision-making processes. Although position is guided by clearly stated objectives, guidelines and past practice, the position works with considerable independence in addressing assignments and applies its judgement and knowledge to determine how objectives are accomplished. A 38% is not warranted as the position works with and receives guidance and assistance from Senior Fisheries and Wildlife Biologists and Resource Manager to provide input into the development of provincial policy, regulations, standards, procedures, and guidelines.

▪ **Responsibility:**

The position provides support and directs fisheries program delivery within its assigned district. Position is delegated under legislation with authority to approve related fish licenses (e.g. Fish Research License, Repetitive Fishing License).

Last reviewed: September 2024

Subsidiary 5 Benchmark

Job Description – 058NR09

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Senior Fisheries Biologist, this professional, full working-level fisheries biologist is accountable for delivering a wide range of field programs intended to ensure the long-term sustainability of fish species and fish habitat by the Fisheries Management program, Northeast Region. Primary functions include area fisheries management program planning and project delivery. Key responsibilities include conducting resource and user surveys, collecting field data, completing data analysis and interpreting results, writing technical reports, establishing program work plans, conducting reviews of land and resource use development applications, assessing the effectiveness of mitigation plans, and managing of assigned budgets.

The incumbent will function as a key member of an integrated team of professional and technical staff responsible for the management of fisheries resources in this region. The incumbent may represent Fisheries Management in various planning initiatives at the landscape and species management level as well as participating in interagency and multi-stakeholder resource management and department compliance and approvals initiatives.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Sustainable resource management of species / populations.

Activities:

- Conducts population inventory and monitoring programs e.g. Fall Walleye Index Netting (FWIN) surveys, creel surveys, population estimates, etc. using approved (standard) methods and fisheries management techniques.
- Participates in the design and implementation of species population inventory and monitoring programs to determine population size, status, distribution and structure.
- Evaluates fish survey data in relation to Provincial Management Plans or Frameworks to establish status and participates in the development of Fish Sustainability scores and recommendations for Fish Management Objectives.
- Participates in interactions with Indigenous Bands and Settlements in the area.
- Participates in the resolution and management of resource allocation issues amongst Aboriginal (i.e. domestic, and sport fishing) users, while ensuring the continued sustainability of the fish resource.
- Participates in development and monitoring of the regional fish-stocking program, in close cooperation with provincial fish culture staff and the Alberta Conservation Association (ACA).
- Participates in the development and implementation of provincial species management and recovery plans at the local and provincial level, including compilation and analysis of data.
- Conducts stakeholder consultations to obtain public input on fisheries resource planning and management initiatives and enhance public understanding (i.e. angling regulations, lake management plans).
- Synthesizes complex data to address emerging issues and to advance regulatory proposals to Senior Fisheries Biologists or Resource Managers.
- Supports and identifies conditions for the issuance of fish research licences, competitive fishing event licences, and fish stocking licences.
- Supports the loading, retrieval and manipulation of resource management data within the fisheries management information database (FWMIS).

Habitat objectives for fisheries are incorporated into integrated resource management.

Activities:

- Participates in inter-department and intra-department environmental management planning and decision-making processes to mitigate the impact of industrial and recreational developments on fish and fish habitat.
- Works directly with fish habitat specialists and Department of Fisheries and Oceans (DFO) on fish habitat matters to ensure DFO regulatory practices conform to and meet fisheries management objectives.
- Provides Fisheries Management input to the development of department and interagency standards, guidelines, practices, and programs that will ensure the protection of fish habitat (e.g. Codes of Practice, Operational Statements of DFO).
- Provides input and advice to provincial regulators on the acceptability of EIA submissions to address fisheries management interests.
- Represents Fisheries Management and participates in long term landscape management planning activities providing fisheries management objectives (e.g. watershed management plans, waterbody management plans, access management plans).
- Conducts habitat inventory/monitoring programs to determine trends in fisheries habitat. Provides feedback to regulators on the effectiveness of fish habitat protection efforts.
- Provides professional advice to others, assesses habitat restoration and enhancement project plans of various groups (e.g., AFGA, TU, ACA, towns, counties and municipalities) and assists as appropriate.

Management research to provide recommendations is completed.Activities:

- Identifies Fisheries Management research needs and helps prepare business cases and study designs for research projects.
- Cooperates in the implementation of assigned regional and division approved research and adaptive management projects and may participate on regional, provincial, inter-agency, educational institution and industry partnered fish related research projects.
- Prepares technical and scientific reports and may participate in peer review of related research activities.
- Assists in the development of prioritized plans for fisheries research within the region.
- Designs and/or implements scientific research programs and projects to address identified data or knowledge gaps in the area.
- Participates on regional, intra or inter departmental task teams. Teams would typically be involved in the development of standards and guidelines, review of major resource development proposals, or development of landscape or resource management strategies.
- Supports and identifies conditions for the issuance of fish research licences, competitive fishing event licences, and fish stocking licences.
- Supports the loading, retrieval and manipulation of resource management data within the fisheries management information database (FWMIS).

To have an engaged and informed public about fisheries management in the NE Region and Alberta.Activities:

- Educates and informs the public, stakeholders, and special interest groups about fisheries resources and related aquatic programs in the NE Region, their management and current issues.
- Collaborates in the development of a local Fisheries Education and Extension program, and prioritizes work, with the Regional Management and Fisheries team, towards delivering identified projects.
- Responds to requests for specific fisheries resource information from internal and external audiences (i.e., other departments, universities, schools, industrial stakeholders, NGO's, various associations, community organizations, local governments, etc.).
- Supports and participates in the development and delivery of extension activities and products to support fisheries management conservation initiatives and aquatic invasive species programs (e.g., school programs/ projects, community tradeshow and events, habitat restoration projects by volunteers, etc.).

Finance, Administration and Occupational Health and Safety (OH&S) for the Area are met.

Activities:

- Assists with regional budget planning and implementation processes. Includes assigning resources to achieve identified work objectives within a balanced budget.
- Ensures financial transactions are conducted within established financial policy and procedures; maintains accurate and up-to-date records, meets quarterly budget reporting, and forecasted targets.
- Procures equipment to do the job, maintains accurate inventory, maintains assigned equipment according to established standards, and ensures it is operated safely.
- Ensures a thorough understanding of department OH&S programs and policies by all direct reports and contractors; develops project specific safety plans and ensures compliance with work specific OH&S procedures (e.g. hazard assessments, standard operating procedures within assigned work unit per Act, regulations, and established standards and procedures).
- Maintains current OH&S training and job-specific certifications as required by Department/Region/Branch.

Supervision of junior biologists, technical staff, and temporary staff is achieved.

Activities:

- Develops performance agreements and staff development plans for permanent direct reports. Monitors performance, deals effectively with employee relations matters, keeps supervisor informed, provides ongoing performance feedback, and completes year/term-end performance assessments.
- Conducts OH&S orientation, in collaboration with administrative staff, for new employees, volunteers or contractors.
- Identifies training and development needs to perform the job assigned for each subordinate employee.
- Ensures supervised staff are aware and informed of department OH&S policies and procedures and ensures work is conducted in accordance with established standards, procedures and applicable OH&S legislation.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Typical problems solved:

The biologist supports the Senior Fisheries Biologist with data, analyses and recommendations to complex fisheries management problems that often require resource allocation decisions considering conservation, sustainability and diverse stakeholder desires and Indigenous rights. Supporting with analyses and information to ensure populations remain sustainable while managing to ensure Indigenous rights are met as well as managing for recreational and other commercial interests at various scales (waterbody, region, province) are typical problems requires significant knowledge, creativity, and problem-solving skills.

Some typical problems include:

- Development of annual population status reports, and calculations for tag allocation recommendations.
- Evaluate data and trends to support waterbody management plans and consultation with stakeholders and make recommendations to the Senior Fisheries Biologist.
- Conduct field work and contribute analyses to validate relationships for recommending management frameworks and thresholds for fish population statuses.
- Preparing project plans and coordination of projects and staff that support those projects.
- Providing review and advice to small and large industrial projects considering cumulative effects of habitat change on the sustainability of fisheries resources and habitats to provide mitigation advice or best recommendations for approval agencies.

Types of guidance available for problem solving:

- Area Senior Fisheries Biologists.
- Senior Fisheries Biologist Team.
- Regional Fisheries Manager.
- Departmental fisheries policy experts.
- Engagement and Education specialists.
- Academia and other colleagues.
- *Fisheries Act* (Alberta) and Regulations.
- *Federal Fisheries Act*.
- Fish and Wildlife Policy.
- Alberta Fisheries Conservation and Management Strategy.
- *Environmental Protection and Enhancement Act*, *Alberta Land Stewardship Act* and *Public Lands Act*.
- Master Schedule of Standards and Conditions.
- Fish Management Objectives and Fisheries Sustainability Index protocols.
- Northern Pike and Walleye Provincial Fish Management Frameworks.
- Primary print and academic journals.
- Provincial Fisheries Scientist.
- Office of the Chief Scientist.

Direct or indirect impacts of decisions:

Recommendations will affect the sustainability of fisheries resources and in turn have effects on the fisheries recoveries, public, municipalities, Indigenous communities, anglers, habitat, integrated management plans, and other stakeholders such as fish and game clubs, competitive fishing event licence holders, fish research license holders, guides, lodges, campground owners and other recreational interests.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- Bachelor's Degree (4 year) Focus/Major Science plus 2 years directly related experience.

Skills and Abilities:

- Water safety and training in small, medium and large vessel operation.
- Wilderness First Aid.
- Experience with driving offroad, pulling trailers, small engines.
- ATV training.
- Electrofishing training.
- Experience with developing or understanding resource management models.
- Data management.
- Leadership training and supervisory experience/training.

Contacts

(The main contacts of this position and the purpose of those contacts.)

- Indigenous communities (First Nations and Metis).
- Recreational anglers.
- Municipalities.
- Fish and Game clubs.
- Competitive (tournament) event licence holders.
- Industry and environmental consultants - Fish Research Licences.
- Guides.
- Lodge owners.
- Local MLA's and Town Councils.
- Fish and Wildlife Enforcement Officers.
- Fisheries Culture Staff.
- Alberta Conservation Association biologists and managers.

Supervision Exercised

Supervision of junior biologists, technical staff, and temporary staff where required.

Subsidiary 5

Benchmark Evaluation – 058NR08

Identification Section

Working Title:	District Sergeant Conservation Officer
Department:	Forestry and Parks
Division, Branch/Unit:	Lands Operations, Environment Enforcement Branch, Regional Operations Section
Reports To:	Regional Inspector
Levels to D.M.:	4
Job Description:	058NR08
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	058NR - Natural Resources 8

Comments on Role

This position supervises Conservation Officers (CO), involved in ongoing conservation programs and projects. Under the direction of the Regional Enforcement Inspector, the District Sergeant Conservation Officer (DSCO) is responsible for planning and leading the day-to-day field operations for an assigned district within a management area. The DSCO also serves as an experienced, fully functional CO. The key areas of responsibility, for which the incumbent has both a supervisory and CO role, include staff supervision, team administration, occupational health and safety, enforcement, compliance, public safety, human wildlife conflict response, community involvement, public education and providing support to resource management.

Conservation Officers are responsible for public safety and natural resources (i.e., water and environment), conservation activities on Crown land, including Provincial Parks, protected areas, vacant public land, occupied public land (i.e., grazing leases, disposition sites) and public-accessible water bodies. Through the provision of education, prevention, public safety, and enforcement, COs conserve and protect Alberta's natural resources and Crown Lands while ensuring Albertans and visitors are safe and comply with relevant legislation while recreating in the province. Conservation responsibilities span natural resource protection, human-wildlife conflict prevention and response, public safety, and protection, as well as enforcement of legislation.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+ I 2 230	38% 87	R2 115	432

Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- The position requires a bachelor's degree related to natural resource management, natural science, law enforcement, and successful completion of training at the Environment Enforcement Branch (EEB) Academy. Working knowledge of relevant Provincial and Federal acts and regulations, with a specialized knowledge related to enforcement on Crown and protected land. A thorough understanding of arrest, search and seizure and

detention authorities. Knowledge of the human wildlife existence program, OH&S, backcountry operations program, and the associated education/outreach programs.

Supervisory responsibilities include developing a district plan to address trends identified and branch priorities to assist in deploying staff. The push (+) on E recognizes the knowledge to coordinate compliance, education and prevention applied in a natural resource environment with unique challenges around conservation and natural resource management. The F rating is not warranted as the knowledge is not unique or specialized to the ministry; the role is one of many across the province.

Complexity and Diversity:

The position works on a large land base and engages with a large and diverse clientele. The position uses conceptual and analytical skills to understand the interrelationships between activities on the land base for business or recreational pursuits, and where issues of non-compliance need to be addressed.

Human Relations Skill:

This position communicates with the public, various internal and external stakeholders, and other law enforcement agencies. Communication is used to influence behaviour change towards compliance and to enforce Legislation. The DSCO supervises COs, providing direction and coaching.

▪ **Creativity/Problem Solving:**

The DSCO is accountable for planning and strategic development related to current program responsibilities and making recommendations for program changes, as required. The position also oversees day-to-day operations on a diverse range of land bases, with various industries and stakeholders, and requires monitoring commercial/industrial activities and acting on non-compliance of land use permits. The position has challenges creating and maintaining operational plans for events as well as ongoing operations and evaluating resources required from a public safety perspective – i.e., staffing community events and field operations while maintaining patrols.

Conservation enforcement is a specialized and nuanced component of the province's law enforcement continuum; it requires work in complex and changing landscapes to implement a variety of provincial and federal legislation reflecting the 38% rating for problem solving.

▪ **Responsibility:**

The position exercises authority as a Peace Officer under the *Alberta Peace Officers Act* and is required to make appropriate enforcement decisions in the field within relevant legislation.

Last reviewed: July 2024

Subsidiary 5 Benchmark

Job Description – 058NR08

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This position supervises Conservation Officers (COs), involved in ongoing conservation programs and projects. Under the direction of the Regional Enforcement Inspector, the District Sergeant Conservation Officer (DSCO) is responsible for planning and leading the day-to-day field operations for an assigned district within a management area. The DSCO also serves as an experienced, fully functional CO. The key areas of responsibility, for which the incumbent has both a supervisory and CO role, include staff supervision, team administration, occupational health and safety, enforcement, compliance, public safety, human-wildlife conflict response, community involvement, public education, and providing support to resource management.

Conservation Officers (CO) are responsible for public safety and natural resources (e.g., water and environment) conservation activities on Crown land, including Provincial Parks, protected areas, vacant public land, occupied public land (e.g., grazing leases, disposition sites), and public-accessible water bodies. Through the provision of education, prevention, public safety, and enforcement, COs conserve and protect Alberta's natural resources and Crown lands, while ensuring Albertans and visitors are safe and comply with relevant legislation while recreating in the province. Conservation responsibilities span natural resource protection, human-wildlife conflict prevention and response, public safety, and protection, as well as enforcement of legislation. As a CO, the incumbent is responsible for planning and executing day-to-day field operations within an assigned district and management area. Incumbents are armed Peace Officers, appointed by the Public Security Peace Officer Program, and are also appointed Conservation Officers, Peace Officers, Wildlife Officers, and Forest Officers.

Conservation enforcement is a specialized and nuanced component of the province's law enforcement continuum; it requires COs to work in complex and changing landscapes to implement a variety of provincial and federal legislation. COs are responsible for conducting work assignments with limited supervision and conducting independent complex investigations and enforcement actions under various legislation and regulations. Professional, subject-matter expertise and advice are provided to inform policy and regulation development and district strategies and priorities. Advice and subject-matter-expertise are also proactively provided to diverse stakeholder during patrols to support conservation compliance.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Team Leadership Administration, and Supervision:

- Contributes to district planning and strategy development so they reflect both local priorities and ministry objectives by providing specialized knowledge for district specific issues.
- Implements, monitors, and reports on the implementation of the district operational plan that guides team operations; this includes the prioritization and decision making in relation to deployment and focus of limited CO and District Resources.
- Provides administration, review, and approval of supervised staff time entry, purchase reconciliation, expense claims, 1GX taskings, learning requirements (e.g., GOA online courses).
- Ensures and maintains appropriate scheduling for CO's/self to support necessary coverage of busy times, training events, planned patrols, as well as work-life balance considerations for staff.
- Participates in the performance management process for self and staff under supervision.
- Participates in the recruitment, hiring, and training processes for staff under supervision.
- Leads district-specific ad hoc projects as directed and the team's engagement in regional or larger initiatives.
- Provides guidance and direction to staff under supervision to manage and resolve escalated or most challenging situations.

- Allocates and manages the allocated district budget.
- Manages and maintains required data and enforcement actions in the internal record management systems (RMS).
- Ensures effective contract administration as per policy.
- Liaises with government communications contacts to ensure dissemination of appropriate information, in accordance with communication policies.
- Provides subject-matter-expertise to various branch projects and initiatives (e.g., policy, regulation, program development).
- Participates in various divisional committees and field training units as required.
- Fosters and maintains relationships with a variety of stakeholders including local law enforcement, internal government partners, outdoor recreation groups and organizations, municipalities, the public, and local Indigenous communities, and organizations.

Occupational Health and Safety (OH&S):

- Ensures the *Occupational Health and Safety Act* and regulations are followed by all staff, contractors and volunteers under supervision span of control.
- Intervenes and takes corrective action if a violation of the act or regulation is occurring or is likely to occur.
- Maintains knowledge of and implements the *Occupational Health and Safety Act* to ensure all work is compliant with OH&S regulations.
- Maintains knowledge of and implements protocols, communications, and the risk-management necessary for working alone in remote law enforcement settings and changing environmental setting.
- Investigates and documents all accidents and near misses and works with the Inspector to determine remedial action and next steps.
- Maintains district equipment, including personal safety equipment, trucks, off-highway vehicles, and watercraft, are in safe working condition, performs/schedules required maintenance and reports deficiencies to supervisor.
- Intervenes and takes corrective actions if a violation of the Act or regulation is occurring or is likely to occur.

Conservation Enforcement and Compliance:

- Promotes the use of education as a foundational tool to enforcement and ensures that all staff maintain this as a key provision of the EEB enforcement program philosophy.
- Acts as the lead individual in absence of the Regional Inspector when requested and when responding to enforcement and public safety situations.
- Supports the planning, implementation, and delivery of law enforcement programs for the district to ensure compliance with a variety of provincial and federal acts and regulations. This includes ensuring the effective and appropriate use of patrols, scheduling, investigative techniques and enforcement actions.
- Delivers prompt and effective response to public complaints and issues encountered on patrol, which can be on complex and changing landscapes, such as remote back country areas, working with diverse populations of clients/Albertans, utilizing solution-based conflict management skills, judgement, problem-solving, education, and enforcement actions.
- Provides expertise, guidance and direction to staff as required related to enforcement and compliance.
- Conducts independent, proactive patrols throughout the assigned geographic area, in alignment with ministry priorities.
- Participates in joint operations with internal and external stakeholders (e.g., local law enforcement, Fish and Wildlife Enforcement Services (FWES), and municipalities) to respond to a range of calls as required.
- Participates in compliance inspections of commercial operations within parks and on public lands (e.g., trap lines, cottage areas, guide outfitter camps, special events, permits and leases).
- Proactively manages immediate recreation management pressures (e.g., unanticipated traffic controls) and supports the development and implementation of long-term solutions to said pressures.

- Serves as an education resource/expert to support compliance, which includes providing education on various topics (e.g., public lands, wildlife, conservation, hunting fishing, First Nations rights) to individuals or groups (e.g., school presentations, community events, etc.).
- Prepares for and attends court, liaises with crown prosecutors as necessary to ensure enforcement actions follow through the judicial process.
- Records and tracks all enforcement/court documents and evidence through the judicial process using a comprehensive enforcement administrative system.
- Ensures all actions adhere to internal policies, procedures, directives, Alberta Association of Chiefs of Police (AACP) use-of-force model, requirements of the Public Safety and Emergency Services Peace Officer Program, and current legislation.

Public Safety Prevention, Incident and Emergency Response:

- Provides the team's integrated inputs to inform the planning, implementation, and delivery of public safety and emergency preparedness/response programs within the district in full collaboration and coordination with the staff in adjoining districts, including local public safety and police service of jurisdiction.
- Ensures/coordinates district staff training in emergency response.
- initiates, leads, and/or participates with other law enforcement agencies in emergency responses (e.g., missing persons, provincial disasters, body recovery, severe weather events).
- Contributes to district hazard identification and mitigation by conducting proactive patrols to evaluate and recognize the potential for injury to the public resulting from environmental, wildlife and/or facility conditions.
- Provides public safety services as needed, including first aid, while assessing the situation and determining next steps.
- Participates in the planning, implementation and delivery of public safety and emergency preparedness/response education programs within the district, in full collaboration with staff in adjoining districts, regions and departments.
- Ensures emergency response equipment is maintained and at a state of readiness, using knowledge and awareness of existing conditions and level of risk.
- Participates in training in emergency response to the extent that is consistent with involvement in potential emergency response incidents.
- Acts independently as a subject-matter-expert to close access to parks, facility areas, public lands, or public places temporarily due to safety concerns resulting from emergency situations such as fire, flood, facility conditions or human-wildlife conflict situations.
- Develops and maintain relationships with district search and rescue resources and public safety teams to promote and foster public safety (e.g., local police agencies, municipal emergency services, Parks Canada, Search and Rescue Alberta, and Alberta Emergency Management Agency).

Human-Wildlife Conflict Response:

- Delivers human-wildlife conflict programs within the districts as requested.
- Provides emergency human-wildlife attack response, utilizing specialized weapons and tactics to alleviate risk to public safety.
- Routinely works around wildlife mitigating risk to self and public.
- Acts independently to plan, coordinate, and execute areas closures related to human wildlife coexistence.
- Utilizes traps, snares, and chemical immobilization to control, re-locate, or euthanize wildlife.
- Supports various bear aversion initiatives in Provincial Parks or other lands managed by Alberta Parks and in other areas when assistance is requested.
- Participates in planning, organizing, and facilitating educational programs focussed on the preventions of human-wildlife conflict.
- Investigates wildlife complaints and incidents and provides advice on prevention techniques.

- Works closely with the provincial biologist and ecologist to enhance the delivery of various human-wildlife conflict programs and provides expertise when required.
- Handles, stores, applies, and tracks chemical immobilization drugs strictly regulated by Health Canada in accordance with all licensing requirements.

Natural Resource Management / Resource Protection:

- Ensure hunting/fishing compliance checks are carried out appropriately and according to policy and legislation.
- Supports Fish and Wildlife Stewardship through activities associated with monitoring recreational and subsistence fishing and hunting, commercial fur, and fish harvests.
- Ensures hunting/fishing compliance checks are carried out appropriately and according to policy and legislation.
- Participates in resource population census, creel data collection, and research programs.
- Provides input into the development of management plans/strategies for Provincial Parks and Protected Areas, vacant public land, occupied public land, and public-accessible water bodies.
- Ensures that natural and historical resources in the district are adequately protected or preserved through effective patrols and inspections and ensures that visitor, industrial, recreational, agricultural uses are within management plan objectives and/or legislation.
- Provides input into the identification and assessment of environmental impacts and assists in determining appropriate mitigation, which may include discussion or planning with regional staff.
- Assists in enforcement of non-compliance of conditions on industrial dispositions within the area.
- Provides logistical expertise to stakeholders including universities, researchers, other government agencies and the public to plan, implement and carry out research projects relating to the conservation and management of natural resources.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Typical problems solved:

- Activities and programs are provided in the district year-round make a diverse environment for a wide variety of interests that, in turn, create a challenge in all areas of enforcement, human-wildlife conflict, resource management, public safety, operations and administration. The incumbent provides and supervises day-to-day field operations within areas of responsibility for identified districts within the region. The incumbent is accountable for day-to-day operational decisions and is required to make decisions relating to program responsibilities and make recommendations for program changes when required. This includes identifying and resolving challenges regarding ongoing prioritization and decision making in relation to deployment and focus of limited CO and District Resources. This is a critical function of the DSCO that directly impacts Branch and Department goals.
- The Sergeant operates in a work environment that may vary greatly from one district to another due to factors such as geographic location, presence of large urban centres, ratio of public versus private land, presence of remote regions, various land bases and protected areas, numbers of lakes/streams and the species of wildlife and fish that occur in the district.
- Investigations may involve case law, securing/executing search warrants, making seizures, dealing with large numbers of witnesses and multiple pieces of evidence, laying of charges, arresting suspects and preparing for/attending court.
- In conjunction with the Regional Inspector, the Sergeant liaises with government communications contacts to ensure dissemination of appropriate information, further the division's mandate, and to ensure the public is provided with pertinent information. There are multiple factors and inputs to consider when planning district operations and supervising their implementation (e.g., balancing consistency across the province with addressing district priorities, differing stakeholder perspectives, emergency situations).
- COs consistently work alone. They require the ability to independently exercise good judgement when dealing with high-risk situations such as enforcement, responding to public complaints and attending public safety or human-wildlife conflict situations. Decisions, including critical law enforcement decisions, are required to be made in a

short period of time while analyzing information from various sources including policies, case law, legislation, and regulations, emotions of the parties involved, as well as awareness of changing elements in the situation. Decisions made by the COs can result in the use of firearms or chemical immobilization of wildlife, or enforcement changes; COs have a significant level of responsibility for the outcomes of their decisions.

- COs respond to public complaints that can result in enforcement actions. Communication, listening, conflict resolution, and de-escalation skills are essential, as well as the ability to discern when and how to adapt strategies as circumstances evolve. COs exercise sound professional discretion when making decisions related to the complex and changing situations and environments. Challenges require sound judgement while dealing with diverse clientele (e.g., people with little experience in the backcountry, vulnerable persons, homeless people, minority groups, Metis or First Nations who have specific rights).
- COs are also challenged to analyze information and make comprehensive decisions while conducting complex investigations that may involve knowledge of case law, securing/executing search warrants, making seizures, dealing with large numbers of witnesses and multiple pieces of evidence, laying charges, arresting suspects, and preparing for / testifying in court.
- COs are challenged to find a balance between public safety and conservation of natural resource protection to foster responsible and sustainable natural resource use/management for current and future generations.

Types of guidance available for problem solving:

Guidance is available from broad direction provided by the management team and the Regional Inspector, existing legislation, policy, and procedures; professional knowledge, training, and experience; existing precedents; peers, and similar roles across the province. COs must adhere to various legislative requirements in relation to evidence gathering, note taking, record keeping, submissions to provincial Court etc. Existing human and financial resource frameworks and requirements provide guidance for the supervision of staff and management of the budget. The Sergeant has authority to adjust plans and resources to meet the specific or emergent demands of the team in consultation with the Regional Inspector.

As Conservation Officers often work alone (e.g., in the back country, patrolling campsites), resources to support problem-solving are limited and there is a level of inherent risk as situations could escalate quickly; COs must be capable of independently assessing various situations and developing and implementing creative solutions to various work assignments, such as dealing with aggressive or confrontational members of the public and administering highly technical legal procedures. They must be able to make independent decisions on issues related to safety, including their own personal safety, and compliance to conservation legislation. COs ensure all actions, including enforcement actions and investigations, adhere to internal policies, procedures, legislation, and regulations, such as the Alberta Association of Chiefs of Police (AACP) use-of-force model.

Direct or indirect impacts of decisions:

- Albertans and visitors are safe and comply with multiple, relevant pieces legislation while recreating in the province.
- Achievement of department strategic plans, branch operational plans, and the branch's ability to meet both local and provincial outcomes through the Sergeant's planning and decision-making in relation to focus and deployment of COs within District.
- Effective and efficient team operations across the district in a positive and productive work environment via sound leadership and team supervision.
- Consistent enforcement across various situations within the assigned geographic region as the primary enforcement services providers.
- Natural resources conservation and preservation for future generations.
- Public safety and well being of the public and themselves in Protected areas, Public Land Use Zones, occupied public land, including various types of water bodies.
- Conservation program content, policies and regulations, and district strategies via provision of subject-matter expertise.
- Education information and content for diverse education and prevention strategies.

- COs have direct impact on human lives. They have the authority to arrest when proper conditions exist, and the ability to search and seize personal property (trucks boats etc.) when necessary. The impact of these types of decisions can be far reaching.
- In addition to the conservation enforcement side of the position, COs are armed and have the legislated tasks of defending themselves and the public which could result in the highest level of use of force. Other than armed officers, no other similar roles have this potential impact.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- Bachelor's degree (4 Year) with a focus in natural resource management, natural science, or law enforcement or equivalent mix of education and experience.
- Additional Requirements: Class 5 drivers license, standard first aid - level C CPR and a defensive driving certificate. Visual, auditory, Physical Abilities Requirement Evaluation Fitness (PARE) Test, psychological assessment as a requirement of the Peace Officer Program.

Experience:

- A minimum of 4 years directly related experience.
- Team and operational leadership experience.
- Outdoor skills and experience in outdoor activities (navigation skills, backcountry travel, working alone).
- Experience managing and handling various wildlife/animals.
- Experience presenting to groups/public.
- Conflict management/resolution experience.
- Firearms experience.

Knowledge:

- Working knowledge of several Provincial and Federal acts and regulations including, but not limited to: Criminal Code of Canada, *Environmental Protection and Enhancement Act, Fisheries (Alberta) Act, Fisheries Act (Federal), Forest and Prairies Protection Act, Forest Reserves Act, Forests Act, Gaming, Liquor and Cannabis Act, Historical Resources Act, Petty Trespass Act, Provincial Offences Procedure Act, Provincial Parks Act, Public Lands Act, Traffic Safety Act, Wildlife Act* and the *Wilderness Area, Ecological Reserves, and Heritage Rangelands Act*.
- High level of knowledge/expertise across broad topics to act as an educational resource (public lands, wildlife, conservation, hunting fishing, First Nations rights) etc.
- Working knowledge of relevant case law.
- Thorough understanding of arrest, search and seizure, and detention authorities, as well as use-of-force policy.
- Knowledge of Indigenous cultures and First Nations and Metis rights.
- Working knowledge of Global Position Systems (GPS) units.
- Confidence in using Microsoft Office and require Record Management Systems.
- Possess a working knowledge of various legislation and regulations, with a specialized knowledge related to enforcement on Crown and protected land.
- Maintains a familiarity of the land base, as well as required off-highway vehicle and watercraft certifications, to support urgent calls for service.
- Working knowledge of additional safety devices include SPOT devices, radio communications and satellite phones.

Job-specific training:

- GoA supplied Supervisory courses/training specific to supervision of CO staff.
- Certification in ICS 300 is encouraged.
- New CO recruits are required to successfully complete 4 months of in person training, followed by one year in EEBs field training program that provides guided experiential learning with a mentor.

In-person training:

- Investigative Training: Legal Studies, Legislation, and Investigations.
- Firearms Training: Pistol, Shotgun, Rifle, and Patrol Rifle.
- Use of force / Control Tactics training: Active Shooter Training (IARD), High Risk Vehicle Takedowns, Tactical Communication (de-escalation communication), Arrest and Control Techniques, and Combat Casualty First Aid.
- Human Wildlife Conflict Prevention: Wildlife Human Attack Response Training, Wildlife Trapping (Grizzly, Black, Cougar), Wildlife Euthanasia, and Wildlife/Fish Identification.
- Chemical Immobilization.
- Incident Command System: 100 and 200 and 300.
- Search and Rescue Training: Basic Searches and Initial Response Incident Command.
- Emergency Vehicle Operations: Patrol responses and Safe Trailing.
- Water Safety Training: Large Prop, Small Prop, Swift water rescue, Ice Rescue and Subject control.
- Off Highway Vehicle Training: Quad, snowmobile, Side by side and Dirt bike.
- Mental Health Training: Before Operational Stress.
- Maintenance of all requirements to sustain Peace Officer certification.
- COs must re-certify as necessary in required skills. This includes but is not limited to annual re-certification of firearms and control tactics. Lastly, officers are required to complete district specific training, which may include advanced rescue, equine and remotely piloted aircraft system training.

Skills and Abilities:

- Well-developed interpersonal and communication skills and ability to adjust approaches depending on evolving situations.
- Relationship building skills with diverse stakeholders.
- Sound reasoning and judgement skills to evaluate risks and opportunities.
- Sound problem-solving skills.
- Diplomacy and tact and ability to remain calm in stressful situations.
- High degree of responsibility and sound judgement required in making decisions related to human-wildlife conflict, including the decision to euthanize wildlife, which may generate public scrutiny.
- Agility is essential in the role as priorities change rapidly based on factors outside of officer control.
- An ability to develop district strategies to respond to local challenges and opportunities.
- Well-developed time management skills to work independently on multiple projects and tasks.
- Well-developed organization skills to logically analyze facts, statements, and evidence in order to come to a reasonable conclusion on occurrences.
- Leadership and supervisory skills, and the ability to develop good working relationships with various stakeholders.

Contacts

(The main contacts of this position and the purpose of those contacts.)

Internal:

- Staff under Supervision - plan and lead team operations; coordinate and support professional development

and ongoing training requirements; guide resolution of escalated situations.

- Peers/Other COs - collaborate and share information; provide back-up as needed.
- Peers/District Sergeant - Share information with respect to enforcement activities and areas of concern in the district; seek and/or share advice when required; provide updates and reports of the team's achievements.
- Branch leaders (e.g., Regional Inspectors and Deputy Chief, Chief) - Provide information or updates on field operations as requested; provides inputs to identify district priorities; seek advice when required.
- Similar roles in the department or other departments (e.g., FWO Officer, Park Rangers, Lands Officers) - Collaborate on joint operations, share information; provides information or updates on field operations as requested. Provides information as field subject matters experts to support branch initiatives, policy development and projects, as requested.
- Other branches and units (e.g., Innovation and Logistics Unit; Lands, Parks, Stewardship) - provide role subject matter expertise; participate in innovation or improvement projects; collaborate to achieve shared goals and outcomes as part of the ministry's broader land management framework.

External:

- General Public - daily interaction through proactive patrols, educational opportunities, and enforcement actions; represents district at public meetings, and may act as media spokesperson for local issues when authorized; enhance public's understanding of the conservation requirements and strategies to enhance public safety and natural resource conservation.
- Law Enforcement Partners - Participate on joint operations, share information; maintain productive working relationships.
- Emergency Services (Fire Rescue, EMS, Search and Rescue) - Participate on joint operations, share information; maintain productive working relationships.
- Crown Prosecutors - Liaise with the crown to support prosecution of offenders.
- Representatives from municipal, federal, and other government departments/agencies - communicate at the district level with for the purposes of resolving issues of mutual concern.
- Volunteer groups (friend of the ... association), licensed businesses operating within Parks and on Public Land, Industry partners (oil, gas, forestry), guides, community organizations - provide education and work collaboratively to reach common resource protection goals.
- Community and human services organizations - seek out collaborative partnerships to ensure the human-aspect is priority in decision-making.

Supervision Exercised

Supervise Conservation Officers.

Subsidiary 5

Benchmark Evaluation – 058NR07

Identification Section

Working Title:	District Fish & Wildlife Officer
Department:	Public Safety and Emergency Services
Division, Branch/Unit:	Public Security
Reports To:	Inspector
Levels to D.M.:	6
Job Description:	058NR07
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	058NR- Natural Resources 8

Comments on Role

Reporting to the Unit Inspector, the District Fish and Wildlife Officer (DFWO) is responsible for the delivery of Fish and Wildlife Enforcement Services (FWES) Branch (branch) enforcement programs, conservation law compliance assurance programs and problem wildlife control/mitigation within a geographic area (district) of the province. This includes federal and provincial legislation related to wildlife, fisheries, trapping, Criminal Code, boating, traffic, liquor, cannabis and controlled drugs and substances. This position leads the implementation of the compliance assurance programs and balances multiple strategies including education and outreach, enforcement, and prevention in an assigned district to enforce conservation law.

The DFWO identifies local work priorities, allocates resources, establishes targets as well as plans and coordinates district work activities to meet program objectives. The position leads and supervises a team of Fish and Wildlife Officers (FWO) to ensure conservation law compliance, problem wildlife control/mitigation, emergency response to RAPID calls, and natural disasters and search and rescue situations. The DFWO also performs as a FWO as needed. The position is required to provide direction to district staff and assist the provincial and/or municipal police by responding to in-progress emergency calls for services for criminal complaints while further enhancing law enforcement visibility and presence in Alberta's rural areas.

The DFWO is a specialist to various stakeholders and partner agencies and provides professional, educated expertise, advice, and technical information. The position represents FWES, the branch, and the ministry when working in close partnership with other stakeholders to coordinate joint-mandate efforts and articulate district priorities. The work of the DFWO helps to conserve and protect the province's natural resources by ensuring everyone understands and complies with the laws meant to safeguard its natural resources and ensures the public's safety and protection of property regarding wildlife.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+ I 2 230	38% 87	R2 115	432

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

A bachelor's degree with a focus on natural resource management and/or conservation law enforcement is required. The position is required to have extensive knowledge of relevant legislation, policies, and regulations. The DFWO requires knowledge of a broad range of natural resource-related provincial and federal statutes and other related statutes that affect investigations. The position has knowledge of arrest authorities, use of force policy and legislation associated with inspection, search/seizure activities. The position also requires knowledge of criminal matters, scene preservation, and immediate action rapid deployment, intimate partner violence, mental health, police procedures and alcohol and drug offenses. The position also requires extensive investigative techniques that demonstrate an ability to obtain evidence that will withstand Charter challenges.

The push (+) on the E reflects the breadth of theoretical and practical knowledge required in multiple areas, as well as the required depth of knowledge in conservation and enforcement to provide district level leadership, supervise a team of FWO and conduct critical and highly complex investigations. The F rating is not warranted as the knowledge is not unique or specialized to the ministry; the role is one of many positions across the province.

Complexity and Diversity:

The position is responsible for managing complex issues and therefore must have a strong understanding of how the decisions and recommendations may impact the district.

Human Relations Skill:

The position communicates with the public, various internal and external stakeholders, and other law enforcement agencies. Communication is used to influence behaviour change towards compliance and enforce legislation. The DFWO supervises FWOs, providing direction and coaching.

- **Creativity/Problem Solving:**

The DFWO is required to develop comprehensive programs and strategies for the district. In addition, the position takes a lead role in the more complex or controversial investigations/matters in the district and requires the ability to evaluate options and reduce risks. Issues at this level involve a number of variables, have a major impact on fish and wildlife resources and can be sensitive in nature. Well-developed leadership and problem resolution skills are required for the supervisory component of the job. A 38% rating is supported as the position analyzes trends and implements initiatives to deal with emerging issues and provides input into procedure and policy development at the operational level.

- **Responsibility:**

The position exercises authority as a Peace Officer under the Alberta Peace Officers Act and is required to make appropriate enforcement decisions in the field within relevant legislation and the Criminal Code.

Last reviewed: September 2024

Subsidiary 5 Benchmark

Job Description – 058NR07

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Under the direction of the Unit Inspector, the District Fish and Wildlife officer (DFWO) is responsible for supervising administrative and delivery operations of Fish and Wildlife Enforcement Services (FWES) conservation law compliance assurance programs and problem wildlife control/mitigation within a geographic district of the province. This includes federal and provincial legislation related to wildlife, fisheries, trapping, Criminal Code, boating, traffic, liquor, cannabis and controlled drugs and substances. DWFOs lead the implementation of the compliance assurance programs and balance multiple strategies including education and outreach, enforcement (conducting compliance checks, inspections and complex investigations, executing evidence seizures, search warrants and arrests, assessing fines and compelling court appearances, prosecution preparation and giving evidence in court.), and prevention (e.g., high visibility presence) in an assigned district to enforce conservation law.

The DFWO identifies district work priorities, plans and performance targets, allocates resources, and coordinates district work activities to meet overarching branch and program objectives. The DFWO leads and supervises a team of Fish and Wildlife Officers (FWO) and administrative support staff and provides mentoring and guidance for all district staff. This position also serves as an experienced and fully functional FWO as needed. The DFWO is highly qualified and fully armed Peace Officer, as well as a specialist to various stakeholders and partner agencies to provide professional, educated expertise, advice, and technical information, across a broad range of topics (e.g., wildlife and fisheries management, legislative interpretation / application scenarios, human wildlife conflict incidents).

DFWOs represent FWES, the branch, and the ministry when working in close partnership with other stakeholders to coordinate joint-mandate efforts and articulate district priorities. Multiple professional relationships are developed and maintained with diverse stakeholders (e.g., fish and wildlife biologists, local police and law enforcement, community stakeholders, and representatives from municipal, provincial, and federal government). Collectively, the work of this position helps to conserve and protect the province's natural resources by ensuring everyone understands and complies with the laws meant to safeguard its natural resources and ensures the public's safety and protection of property regarding wildlife.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Lead effective delivery of branch enforcement programs in accordance with relevant provincial and federal legislation, legislated authorities and established strategies, policies, standards, and procedures:

- Develop comprehensive enforcement programs for the district, incorporating education, prevention and enforcement elements designed to achieve conformity with fisheries and wildlife legislation by the public, industry, and various stakeholder groups.
- Develop district operations plans to reflect local priorities and to meet division objectives.
- Establish comprehensive public relations strategies for the district.
- Effectively manage the district budget in accordance with branch policy and in consultation with the Unit Inspector; monitors and authorizes expenditures and assign resources to priority matters to meet district objectives.
- Manage the district office, related infrastructure (warehouse, cabins), district equipment inventory and conduct ongoing evaluations of district needs; make recommendations as required.
- Review, enter, prepare, and submit reports (e.g., RMS Niche Occurrence Reports, trial briefs) as required by policy/procedures.
- Ensure thorough records are kept and maintained to mitigate “officially induced error” arguments when legislative interpretation and application is publicly provided involving Indigenous resource harvesting rights.

Supervise a unit of professional and administrative staff in accordance with Human Resources, Occupational Health and Safety and union contract guidelines:

- Effectively allocate staff resources and equipment, establish work priorities, monitor/evaluate performance and maintain a safe and productive work environment.
- Implement and manage performance management agreements, work plans, and shift schedules.
- Train, mentor, and guide district staff, and problem wildlife staff on a District, Regional, and sometimes Provincial level to ensure there is effective and accurate communication flow, and delivery of FWES services to the public in timely fashion.
- Address public complaints, perform general patrol duties, conduct investigations, and gather evidence.
- Plan, coordinate and supervise field/office training of FWOs and administrative support staff assigned to the district, which is a key element of the training program and vital to the success of new officers.
- Provide guidance and coaching to staff and mentor new staff including quarterly reviews of recruits specific to their field officer training manual.
- Approve and review appearance notices, long form information's and all other tickets and investigative files initiated by district personnel.

Contribute to branch and division leadership and strategies to support achievement of provincial and regional priorities and strategies:

- Engage and collaborate with other DFWOs across the region and province to enhance a consistent approach to conservation law enforcement and address common issues.
- Maintain relevant skillset recertification and equipment maintenance to ensure availability for immediate enforcement and public safety responses.
- Track, monitor, and report on district statistics and performance measures to inform FWES priorities and strategy development.
- Consolidate and provide the team's expertise and insights to inform the development of initiatives, program enhancements, responses to queries, strategy, and policy development, etc.
- Participate in departmental initiatives (e.g., response to natural disasters, security, etc. often taking the lead enforcement role).
- Serve as acting Inspector / Manager as requested.

Collaborate and engage partnerships to promote and advocate provincial, regional and district strategies that enhance compliance with conservation law and wildlife/fisheries management issues:

- Develop and sustain relationships with diverse stakeholder groups (e.g., municipalities, provincial or federal government representatives, law enforcement, other district organizations, agencies), establish objectives, leverage opportunities to solve unique local challenges, and to discuss a variety of topics related to non-compliance, human-wildlife conflict, and resource management.
- Promote compliance program education, prevention and enforcement strategies and priorities with diverse stakeholder groups.
- Represent the branch and division at the district level on committees, at public meetings or consultation sessions.
- Promote private sector support and joint delivery of some branch programs within the district.
- Conduct interviews and educational sessions with media (social media, television, radio, and newspapers,).
- Educate industry, government agencies and the public about legislation, policies, and procedures regarding conservation law enforcement programs.
- Collaborate, consult, and provide guidance and direction to external municipal, provincial, national, or international enforcement agencies to foster an integrated and coordinated approach for effective investigations and enforcement programs and activities.
- Co-ordinate investigations and enforcement responses, when appropriate, through the intergovernmental and inter-agency agreements in place to reduce duplication of efforts.

Support fish and wildlife resource management by mitigating and reducing negative interactions between wildlife and humans; monitoring commercial, recreational and subsistence harvests of fish and wildlife and aiding with scientific research and data collection when required.

- Develop and implement district problem wildlife strategies in consultation with the Unit Inspector, Predator Response Team Lead, and Provincial Problem Wildlife Specialist.
- Participate at a district level in the delivery of problem wildlife programs, including delivery of the Ungulate Damage Prevention Program, the Wildlife Predator Compensation Program, and control of wolves, bears, cougars and other wildlife for the purposes of protecting life and property.
- Direct and participate in the investigation of problem wildlife complaints, provides advice on prevention techniques, and resolve issues using a variety of methods, including establishment/maintenance of intercept feeding sites, setting of various traps and snares, tranquilizing/relocating/destroying problem wildlife.
- Direct and participate in activities associated with monitoring recreational and subsistence fishing and hunting, commercial fur and fish harvests.
- Supervise and participate in inspections of taxidermists, meat cutters, fur dealers, trap lines and other related commercial enterprises.

Deliver FWES compliance assurance program through education, prevention, and enforcement at a district-level in accordance with legislated authorities and established strategies, policies, standards, and procedures :

- Establish priorities and develop individual work plans for diverse compliance assurance functions including routine patrols, major operations, inspections and monitoring of licences, equipment, commercial facilities.
- Complete associated documentation related to the application and registration of wildlife species, and trapping compensation and registration, addressing non-compliance through enforcement.
- Conduct a variety of compliance proactive patrols (plainclothes, night patrols, horse, ATV, and snowmobile extended backcountry extended patrols, aerial patrols) by detaining and inspecting vehicles, vessels, aircraft, and clients to ensure compliance of the recreational fishing, hunting, trapping, commercial fur harvests.
- Execute a variety of legal processes including search and seizure with/without warrant, detention, arrest, and release.
- Plan and conduct specialized operations targeting priority and high non-compliance areas and activities using surveillance and/or plain-clothes, multi-officer saturation patrols, night aerial FLIR operations, and surrogate decoy operations.
- Participate in inter-departmental / joint agency initiatives (e.g., Public Lands Enforcement, Aquatic Invasive Species, resource population census, creel data collection, Species-at-Risk, high-risk inspections and investigations led by other districts and agencies,) and provide insight, technical advice, and operational support when necessary.
- Plan and conduct facility inspections, routine reviews, and audits using records management systems and client activity records to determine compliance with legislative requirements for commercial entities engaged in the processing of fish and wildlife includes taxidermists, fur dealers, tanneries, meat processing facilities, as well as Registered Fur Management Area (trap lines), competitive fishing events, and other related commercial enterprises (food establishments).
- Conduct proactive compliance activities specific to the Indigenous harvesting of fish or wildlife resources and identify violations; complete and submit an investigative report comprised of the facts and rationale for prosecution, for consideration at the provincial level to determine if prosecution is appropriate and constitutionally permitted.

Plan and complete conservation law enforcement investigations to determine the action required to implement conservation legislation:

- Identify potential violations from a wide variety of sources including public reports / complaints, the Report-a-Poacher Program, District Offices, other law enforcement agencies, stakeholders, public encounters, social media, online sales, and by developing and managing human intelligence sources / informants.
- Investigate alleged non-compliance provincial, federal, and international conservation-related legislation in

accordance with case law, policies, and acceptable investigative and judicial practices (e.g., determining the validity of information by posing fact finding questions to the complainant; utilizing multiple open source social media, intelligence records management systems, and criminal record databases; conducting background searches; collecting evidence, gathering witness statements and other relevant information) to validate or dismiss the complaint.

- Conduct comprehensive Forensic Interviews (interrogation) of suspected offenders to acquire verbal evidence in accordance with Court ruled defensible techniques.
- Identify, locate, collect, and secure a wide variety of evidence types from a scene, ensuring integrity and prevention of cross contamination.
- Identify the necessary threshold to develop and execute a Consent to Search, Production Order, or Search Warrant, relating to physical or technological data evidence from a person, business, private residence, or vehicle.
- Analyze evidence and circumstances derived from investigations, taking the appropriate course of action to ensure voluntary long-term compliance of offender, varying from a warning, formally charging, or a behavioral modification order.
- Conduct post investigation reflection reviews, analyzing the outcomes, successes, and failures to increase the probability of future success.

Participate in the Rural Alberta Integrated Defence (RAPID) Response Program when dispatched by the RCMP:

- Respond as a first responder or back up to the RCMP for Priority One and Two emergency calls such as: active shooters, sexual assault, murder and attempted murder, and any other criminal offences based on proximity to the location.
- Conduct initial and ongoing risk assessments prior to arriving on scene, to determine what time sensitive resources are required (Tactical Team, Crisis Negotiator, Incident Commander, Medical Services, Fire Services etc.) and ensure these are requested.
- Take immediate action to intervene and stop any violence or in-progress criminal activity.
- Conduct the initial criminal investigation with sensitive tasks required to preserve the integrity of the investigation in accordance with existing legislation, policy, and protocols.
- Act as a first responder and complex equipment operations specialist in search and rescue operation missions in diverse land and water- based environments.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Typical problems solved:

- The DFWO occupies a work environment that can vary greatly from one district to another, depending on multiple factors (e.g., geographic location, presence of large urban centres, ratio of public versus private land, presence of remote regions, numbers of lakes/streams and the species of wildlife and fish that exist in the district). Different compliance program strategies and initiatives will be emphasized and developed by the DFWO depending on the evolving needs and major issues affecting resources in that district.
- The DFWO monitors and reviews all investigations undertaken by FWOs in the district and takes the lead role in complex investigations that may involve highly technical case law, securing/executing search warrants, making seizures, dealing with large numbers of witnesses and multiple pieces of evidence, laying of charges, arresting suspects, and preparing for/attending court. When files involve Indigenous harvesting rights, they become further complex, and the outcomes have demonstrated implications on a national level. An error in judgement or failure to recognize one will create irreversible case law decisions affecting constitutional law, sustainability of natural resources, and cause political scrutiny.
- The DFWO often deals with matters that are typically very complex or controversial in nature, involving multiple variables, such as infractions involving multiple agencies, major impacts on fish and wildlife resources, Indigenous rights, or political elements. Inappropriate interpretation and application of policies, procedures and regulations could potentially result in injury, death, illness, financial or resource loss and/or

negatively impact the client(s) and or department. Problem-solving can also involve the department in precedent-setting or publicly controversial situations, negatively affect the department's credibility or impact the possibility of successful prosecution. Analysis and reduction of risk and uncertainty are key aspects of the job.

- At any one time the DFWO can be required to support multiple complex and fluid situations encountered by multiple FWOs in the field. Situations are often unique and fluid, requiring the DFWO to apply judgement and critical thinking to determine the best path 'on-the-spot' without access to the full scope of information. The DFWO must be able to provide guidance to each specific situation while also focusing on FWO safety and compliance with overarching policy and legislation, and have clear benefits for the FWES, public, and environment. The totality of the circumstances and public interest must be considered to make discretionary decisions.
- DFWOs are highly specialized professionals in multiple disciplines vs. just one. They have broad discretion throughout their scope of responsibilities and are responsible for the delivery of provincial and federal enforcement program with multifaceted investigations that can result in punitive enforcement outcomes; these can be substantial, involving incarceration and/or fines exceeding \$100,000. Judgement is applied to determine how best to resolve compliance issues (e.g., education, warning, fine).

Types of guidance available for problem solving:

- Guidance for problem-solving is provided by existing legislation, relevant case law, department policy, manuals, standards, protocols, procedures, and guidelines. Additional guidance is available through colleagues, managers, and other ministries. Professional knowledge, training and experience are also relied on to solve problems. The DFWO has authority to act as a designated Peace Officer.
- DFWOs use their advanced problem solving, high level of operational thinking, and adaptation skills, to effectively make decisions to complete duties with short timelines, often when complete information is not available. Effectively collecting, analyzing, and applying information from numerous diverse sources and interpreting anecdotal and technical information provided by the complainant, offender, or witnesses is key to determining the best resolution. Identifying applicable elements of the legislation is necessary to legally collect the appropriate evidence needed to prosecute the offence(s).
- Problem-solving occurs at the district level while supporting individual FWOs and administrative staff. Solutions must address specific circumstances and be consistent with the overall provincial approach and conservation framework and all relevant legislation.

Direct or Indirect Impacts of Decisions:

- The DFWO is the first line of supervision for district conservation enforcement programs and is accountable for the team's performance measures, actions and achievements. The collective work of the team impacts fisheries and wildlife resources as well as a variety of stakeholders, including Indigenous groups, hunters, anglers, commercial fishers, trappers, guide/outfitters, urban and rural residents, the agricultural community, and various other industries.
- Engagement with multiple district stakeholders impacts with the overall successful development and delivery of district strategies to maintain compliance to conservation laws within the district boundaries and contributes to the development and implementation of compliance and public safety initiatives specific to community/district needs.
- The reputation and credibility of the Ministry is always at stake resulting from a compliance investigation or human wildlife conflict response. Effective and widespread education, preventions and enforcement of conservation laws is paramount for the sustainability of Alberta natural resources.
- Expertise and advice impact the evolution and development of branch priorities and strategies, as well as legislation and policy.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- Four-year degree in a related field (e.g., resource management, conservation law enforcement) plus 2 years progressively responsible related experience; or equivalent as described below.

Equivalency: Directly related education or experience considered based on:

- 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

Technical Competencies, certification and/or training:

- Eligible to achieve required security clearances.
- Designated Peace Officer.
- Conditional for employment, candidates must successfully pass the following tests: Audiometric, Vision (colour blindness and non-corrective standards), Physical exam (fit for law enforcement duties), Psychological Evaluation, The Physical Abilities Requirement Evaluation, completion of the Enhanced RCMP Screening including criminal records check and extensive background screening, valid class 5 driver's licence, First Aid Level C and AED, restricted and non-restricted Canadian Firearms Safety Course, and workplace hazardous materials information systems certificate.
- Successful completion of training at the Western Conservation Law Enforcement Academy. Core courses to complete are Carbine, Pistol and Shotgun training, Emergency Vehicle Operation Course and Defensive Tactics. Other important courses include mitigation and management techniques for Law Enforcement Ethics, Aboriginal / Cultural Relations, Off Road Vehicle Operation, 4x4 Vehicle Operations, Snowmobile Operation, Problem Wildlife/Human-Wildlife Conflict, Rescue Canada Swiftwater Rescue and Ice-Rescue certification, Chemical Immobilization of Wildlife (CAZWV) and Investigative Techniques including Evidence collections/processing, statement taking and search warrant drafting.
- With the addition of RAPID Response duties, the following courses are required: Immediate Action Rapid Deployment (IARD) - Active shooter, Intimate Partner Violence, RAPID Response scenario-based training, Mental Health First Aid, Canadian Police Information System (CPIC) training, Introduction to Cannabis Legislation and Law Enforcement, RCMP Containment course, Law Enforcement First Aid (LEFA), Alcohol Screening Device (ASD), and Conducted Energy Weapon (CEW).
- Additional FWES specific training: Predator Attack Response, Human Source Handling - Confidential Informant, Indigenous Awareness, Water safety training, Large Prop and Jet Boat Operations, Personal Watercraft (PWC) Operations, and Surrogate Wildlife Operations.
- Must complete a Field Training Officer course and administer recruit training/progress.

Knowledge:

- An expert knowledge of a broad range of natural resource-related provincial and federal statutes (*Wildlife Act, Fisheries (Alberta) Act, Migratory Birds Convention Act, Fisheries Act (Canada), Environmental Protection and Enhancement Act EPEA*, etc.).
- A thorough knowledge of other related statutes that affect investigations including Charter of Rights and Freedoms, Criminal Code, *Alberta Evidence Act, Interpretations Act, Provincial Offences Procedures Act*, and other provincial legislation (*Gaming, Liquor and Cannabis Act, Motor Vehicle Administration Act, Traffic Safety Act, Off Highway Vehicle Regulation*).
- In response to rural crime, a thorough knowledge of criminal matters, scene preservation, immediate action rapid deployment (IARD), intimate partner violence, mental health, police procedures, alcohol and drug offences, diversity.
- Advanced knowledge of arrest authorities, use of force policy and legislation associated with inspection/search/seizure.
- Thorough working knowledge of black bear, grizzly bear, wolf, cougar, and urban moose response guides and mitigative techniques to ensure situations of conflict are resolved safely and in line with the provincial management plans, policy, and legislation. This includes the identification, proper handling, use, and maintenance of various toxicant or chemical immobilization drug delivery systems and the identification and proper deployment of various non-lethal munitions.

- Knowledge and experience relating to investigations for the Ungulate Damage Prevention Program is required, to mitigate or compensate financial losses for producers on stacked hay, stored silage, or unharvested crops caused by ungulates.
- Knowledge, ability, skills, and training outlined by the CAZWV, and Health Canada Regulations, relating to meeting safety, security, and documentation requirements in the acquisition, inventory, use, storage, transport and disposal of immobilization drugs, reversal agents and associated materials in accordance with Health Canada federal regulations and department policies for maintaining certification with CAZWV.
- Knowledge of the policies and protocols for the storage, transport, deployment, recovery, and disposal of vertebrate toxicants for large predators in the mitigation efforts to reduce or stop the loss of livestock through predator attacks.
- Thorough knowledge of education, prevention, and enforcement principles and approaches.
- Knowledge of approaches and methods related to learning and public education.

Skills and Abilities:

- A thorough understanding of the relationships between the branch and other organizations, departments and agencies combined with an ability to work collaboratively to meet objectives.
- Highly developed communication skills to deal with a broad spectrum of the public, including and advanced understanding of verbal and non-verbal communication skills, strong listening skills, and written communication skills.
- An ability to develop district strategies to respond to local challenges and opportunities.
- An ability to lead and be part of a team to meet division goals.
- An ability to apply extensive experience, effective coaching skills, and constructive feedback to help field officers develop their skills.
- Sound supervisory skills and knowledge of the related human resources and financial policies and procedures.
- A demonstrated ability to use tact and good judgement when dealing with sensitive and high-profile cases.
- Well-developed time management skills to work independently on multiple projects and tasks.
- Well-developed organization skills to logically analyze multiple facts, statements, and evidence to come to a reasonable conclusion on a case.
- Well-developed leadership and supervisory skills and abilities.
- Ability to develop and maintain strategic partnerships with various stakeholders.
- Efficient with technology, including but not limited to computer aided dispatch, records management systems, radio procedures, use mobile devices, in car camera, digital disclosure.
- A high level of emotional intelligence and situational awareness while dealing with dangerous, intense, and emotional responses and/or encountering individuals with mental health issues.
- Successfully certify and be proficient in the following disciplines: firearms, defensive tactics, emergency vehicle operations, 4x4 operations, snowmobile, ATV, swift water rescue, boat operations, human wildlife conflict.
- Extensive investigative skills including interviewing skills, statement analysis, a comprehensive understanding of evidence and a variety of investigative techniques that demonstrate an ability to obtain evidence that will withstand Charter challenges.
- A demonstrated ability to effectively employ enforcement safety equipment in accordance with the law, division standards, procedures, and other protocols.
- An ability to explore, understand and react to current trends in resource law enforcement and associated case law.

Contacts

(The main contacts of this position and the purpose of those contacts.)

Internal:

- District staff – provide leadership and supervision; provide guidance and mentoring to support complex issues management.
- Peers / other DFWOs – collaborate and share information to inform and coordinate cross-district plans.
- FWES management and branch leaders – Provide advice on program delivery issues, training, specific situation updates, OH&S, and potential contentious situations pertaining to investigations; provide inputs to FWES planning; report on district operations; drafting briefing notes; project planning; and develop reports for information and decision making, press releases, information bulletins on prosecutions, and judicial decisions represents branch interests at the district level on committees and at public meetings.
- Other Department Staff: Provide leadership, direction, advice, coaching and mentoring on investigative and human-wildlife conflict techniques.
- Fisheries, Wildlife, Forestry, and Environmental staff: Provide leadership, direction, advice, coaching and mentoring in investigative techniques; maintain interdepartmental relationships and communications with departments that are involved with the delivery of natural resource management in Alberta (e.g., Wildlife Biologists and Fisheries Biologists so that a cohesive management strategy for Alberta's natural resources can occur).
- Investigation and enforcement representative from other ministries including Transportation, Affairs, Agriculture and Irrigation, Environment and Protected Areas, Forestry and Parks, Alberta Energy Regulator, other provincial regulators – represent FWES; collaborate on common initiatives and joint initiatives.

External:

- Crown Counsel / Prosecutors: Present investigative reports and briefings, recommending prosecution, administrative penalties or suspension of licenses and permits or alternative options to resolve non-compliance, mitigate impacts, and satisfy public interests (e.g., restorative justice); consult during prosecution and provide evidence during court proceedings.
- Regulatory agencies and other government bodies - Enhance FWES programs through consultation to provide an integrated and coordinated approach of technical, legal, and investigative resources for effective delivery of investigations and compliance programs.
- RCMP, municipal law enforcement and community organizations and associations (e.g., Fish and Game Associations, Ducks Unlimited Canada, Western Canadian Walleye Trail, Alberta Conservation Association, Alberta Trappers Association, Alberta Professional Outfitters Society, Alberta Hunter Education Instructors Association), industry representatives, public - Community engagement relationship development and ongoing communications with community based groups; resolving issues of mutual concern; liaise with local RCMP to coordinate responses to rural crime emergencies; developing partnerships and collaborative working relationships, facilitate problem solving, exchange information, championing education, preventative and stewardship programs, communicate the department compliance policy to other regulators delivering similar compliance assurance activities, support training, information, coordination and communication for environmental enforcement.
- Indigenous communities, local law enforcement, educational institutions - engage to ensure collaborative workings occur to establish objectives, opportunities, and solutions to unique local challenges.
- Municipalities, councils, other government representatives - engage to ensure collaborative workings occur to establish objectives, opportunities, and solutions to unique local challenges; represents branch interests at the district level on committees and at public meetings.
- Associations, and wild game processing facilities - engage to ensure collaborative workings occur to establish objectives, opportunities, and solutions to unique local challenges; represents branch interests at the district level on committees and at public meetings.
- Commercial clients engaged in taxidermy, fur buying, meat processing, and outfitter operations – determine compliance, while maintaining a professional working relationship.

Supervision Exercised

Supervise a team of Fish and Wildlife Officers and administrative support staff.

Subsidiary 5

Benchmark Evaluation – 058NR06

Identification Section

Working Title:	Lands Officer
Department:	Forestry and Parks
Division, Branch/Unit:	Lands Operation Division, Lands Delivery & Coordination
Reports To:	Lands Team Lead
Levels to D.M.:	6
Job Description:	058NR06
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	058NR- Natural Resources 8

Comments on Role

The Lands Officer is responsible for the regulatory review, issuance, and lifecycle management of industrial, commercial, recreational, and bed and shore activities on crown lands, specifically public and park lands. Employing principles of Integrated Resource Management, execution of policy, legislation, and department directives, the position ensures overall sustainability of public lands and protection of park lands by assessing whether activities are eligible, and if so, balance their development, use and footprint on those lands. The position is key in providing advice and guidance on regulatory process to a wide range of stakeholders including but not limited to; municipal, tourism, recreation, sand and gravel, residential, general public and some energy activities (oil and gas), while ensuring crown land uses are sustained by multiple users for the long-term benefit of all Albertans. The result is a balanced and managed landscape ensuring crown land and resources, are available for long term sustainable use for agriculture, forestry, industrial, commercial, recreation, the public, Indigenous peoples, and wildlife.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+ I 2 230	33% 76	R1 87	393

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The Lands Officer requires a degree in Environmental Science or Natural Resources and extensive experience to apply land management principles for determining industrial, commercial, and recreational use on crown land. The Lands Officer requires in-depth knowledge of the sciences related to reclamation of soils and vegetation, riparian health, fisheries and wildlife management, physical geography, forest and grassland ecology, erosion protection and water resources. The position requires sound knowledge of the related acts, regulations, policies, procedures, and management plans that guide integrated resource management. In addition, an in-depth knowledge of construction and reclamation standards and techniques, and a sound working knowledge of industry business practices (oil & gas, tourism, recreation) is required. The push on the E reflects the breadth of knowledge required

to work with various stakeholders, and application of a diverse range of legislation for the management of multiple uses of the landscape. The F rating is not warranted as the position is not considered a specialist and there are multiple positions across the province with similar knowledge.

Complexity and Diversity:

The position understands different pieces of legislation and how they interact with each other. The position must understand a variety of activities (i.e. oil & gas, sand & gravel, tourism, recreation) that take place on crown land and is expected to apply integrated land management principles to analyze impacts and make decisions.

Human Relations Skill:

Strong HR skills are required to develop and maintain positive relationships with internal and external stakeholders to communicate and interpret legislation, policies, and guidelines, and provide advice on land management practices. The Lands Officer is expected to influence stakeholders, including industry clients, provincial government agencies and the public and resolve conflicts around complex land management issues involving multiple use of crown land and competing interests. The HR rating of 3 is not warranted as the position is not responsible for long term behavior changes nor encounters ongoing highly emotional situations.

▪ **Creativity/Problem Solving:**

The Lands Officer must exercise flexibility and independent judgement to meet objectives of standards and best practices. A high degree of problem solving is required to balance development, use and conservation of crown lands and the resources allocated to them. The position identifies and evaluates all variables that might impact decision making in order to make complex decisions for determining short and long-term land use. The position must ensure that crown land management objectives are adequately maintained. A 33% rating is appropriate as disposition management may extend to inspection, and compliance monitoring. A 38% rating is not warranted as the position does have access to assistance from supervisor and various subject matter experts.

▪ **Responsibility:**

The Lands Officer has a program delivery focus for ensuring overall sustainability of crown lands in an assigned area. An R2 rating is not supported as compliance is not the primary role of the position.

Last reviewed: October 2024

Subsidiary 5 Benchmark

Job Description – 058NR06

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The position is responsible for the regulatory review, issuance and lifecycle management of industrial, commercial, recreation, and bed and shore activities on crown lands, specifically public and park lands. Employing principles of Integrated Resource Management, execution of policy, legislation, and department directives, the position ensures overall sustainability of public lands and protection of park lands by assessing if activities are eligible, and if so, balance their development, use and footprint on those lands. The position is key in providing advice and guidance of regulatory process to a wide range of stakeholders including, but not limited to; municipal, tourism, recreation, sand and gravel, residential, general public and some energy activities (oil and gas), while ensuring crown land uses are sustained by multiple users for the long-term benefit of all Albertans. The result is a balanced and managed landscape ensuring crown land and resources, are available for long term sustainable use for agriculture, forestry, industrial, commercial, recreation, the public, Indigenous peoples and wildlife.

Professional, educated expertise and advice is provided to applicants, clients, other professionals, other regulatory bodies and local and provincial government officials on issues ranging from; regulatory review and issuance, jurisdiction, inspection, compliance, indigenous consultation, reclamation, residential and commercial subdivision planning, waterbody and riparian health and input into operational and overarching policy direction to achieve balanced crown land stewardship and sustainability. The position is required to assess multiple application inputs complying with established regulatory procedures, while considering numerous policy direction and other agency, stakeholder and Indigenous consultation inputs in parallel with multiple regulatory bodies working on the same landscape to determine the use of both public and park lands for Industrial, Commercial, Recreational and other related activities.

The position in the management of vacant crown land or land under disposition, ensures consistency of operational application of statutes for industries operating on public lands, and ensures that compliance monitoring on disposition approvals is completed in a timely manner. This will include compliance audits, enforcement, and reclamation. The position is responsible for ensuring stewardship monitoring is undertaken, including operational requirements as identified in resource management plans.

This position conducts inspections to verify compliance in accordance with the Compliance Assurance Framework Document. Resolves incidents of non-compliance through an abatement approach and/or refers incidents of non-compliance to the Compliance Program using the Integrated Compliance Process. This is a complex position that requires educated professional skills and knowledge in a number of regulatory and environmental disciplines as well as an in-depth awareness of all activities that occur on crown land and associated jurisdictions in order to assess and analyze impacts to crown land and make integrated land use decisions. This position works in a highly independent manner without ready access to supervision, and works directly with other Divisions, Branches and Ministries to inform regulatory decisions and processes.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Manage, administer and inform regulatory decisions in respects to provincial crown land (public and park lands) dispositions, activities and potential land sales.

Activities:

- Review applications based on a number of public land and park land uses including industrial, commercial, utility, recreational, aggregate, provincial, municipal and individual based on established processes and policy within established timelines.
- Make decisions to issue or refuse, based on numerous application inputs, assessment of environmental factors, feedback from affected agencies, stakeholders, municipalities, public interests and Indigenous communities and alignment with approved policy and procedure.

- Determine applicable referral bodies of affected stakeholders or agencies and assess those inputs in the determination of crown land uses. Mitigate concerns when possible.
- Develop and advise clients on proper disposition procedures and operating conditions.
- Issue approvals for temporary field activities (entry, access, borrow pits, sumps, landings, campsites, temporary workspace and exploration activities) as stand-alone or associated activities to a disposition.
- Review and evaluate Conservation and Reclamation Plans for proposed and existing sand and gravel dispositions, define operating conditions, and monitor annual operating plans.
- Review and evaluate Operational Business Plans for proposed tourism or recreational activities, define viability of the proposed activity, operating conditions and monitor Operational Business Plans.
- Review application of various park land permits for issuance based on numerous application inputs, assessment of environmental factors, feedback from affected agencies, stakeholders, municipalities, public interests and Indigenous communities and alignment with approved policy and procedure.
- Maintain a fulsome knowledge of First Nations and Metis Settlement consultation procedures in relation to the allocation of land and regulatory processes as related to the GoAs obligation to Indigenous peoples.
- Review proposals for regulated pipelines and coordinate integration of approvals between EPEA, the *Public Lands Act and Parks Act*.
- Review application and make decisions on land sale or land exchange applications to the mutual benefit of the government and Albertan's.
- Ensure valid concerns are acknowledged, documented and inform the final decision.
- Ensure regulatory decisions are complete and all factors as considered in a review.
- Ensure factors considered in the review can be articulated, justified and defended when subject to an Appeal or Judicial challenge.

Evaluate provincial crown land and make integrated decisions to determine the highest and best sustainable use and achieve a balance of sustainable provincial crown land uses.

Activities:

- Evaluate crown land to determine suitability for various industrial, commercial, tourism and recreational uses.
- Evaluate crown land to determine if the land can be disposed, sold and privately owned.
- Evaluate proposed land exchanges as required.
- Examine various applications and existing uses to evaluate and develop solutions to balance activities on the landscape. (e.g. finding a balance between level of development on the land and impacts on footprint, Indigenous peoples and endangered species).
- Manage inputs from multiple referral groups and stakeholders and mitigate any overarching concerns during application to achieve a balanced approach as aligned with established policy.
- Ensure referral inputs are considered in the overall regulatory decision that satisfy multiple crown land objectives. Referral bodies include, but not inclusive; Rangelands, REal, Resource Stewardship Branch, Planning Branch, Municipalities, other GoA agencies, reservation holders and otherwise identified affected stakeholders.
- Identify and attempt to resolve conflicts for competing or conflicting land uses. (i.e. consensus based decision-making and coordinated crown land management).
- Create and/or identify crown land reservations to protect, to employ a management intent that inform crown land decisions in the conservation or development objectives of crown land.
- Participate in development and implementation of Provincial Endangered Species Recovery Plans or the development of conditions that support these plans.
- When exercising regulatory responsibilities, when required coordinate these decisions in consideration of potential decisions as authorized by other regulatory bodies such as Regulatory Assurance Division, Forestry Branch, Alberta Energy Regulator and Department of Energy.

Manage and administer dispositions throughout the activity's lifecycle (renewal, assignment, closure or cancellation).

Activities:

- Review existing dispositions from a number of public land and park land uses including industrial, commercial, utility, recreational, aggregate, provincial, municipal and individual to ensure continued use is as per the terms and conditions of the disposition authority.
- Make decisions to renew, amend, assign or cancel dispositions based on numerous operational inputs, compliance of the holder, assessment of and alignment with newly established policy and procedure.
- Develop and advise clients on proper disposition procedures, operating conditions and instances where amendment is required to bring a disposition into compliance.
- Navigate aspects of an expired disposition as Overholding Tenancy to properly apply aspects of reinstatement or closure as appropriate.
- Review and evaluate Conservation and Reclamation Plans for proposed and existing sand and gravel dispositions, define operating conditions, and monitor annual operating plans.
- Review and evaluate Operational Business Plans for proposed tourism or recreational activities, define viability of the proposed activity, operating conditions and monitor Operational Business Plans.
- If dispositions are at end of life or used contrary to the terms and conditions of the disposition, the position will assess multiple options to correct the issue or set into motion steps where the disposition will be reallocated, reclaimed, cancelled and returned back to the crown all in alignment with established process, policy and legislation.
- Explore or design reclamation/mitigation strategies with responsible parties as required.
- Review and assess reclamation application submissions as per existing policy and legislation to ensure lands can be returned to the crown, minimize reclamation liability and to contribute to the reduction of cumulative effects.

Manage and monitor provincial public and park lands to ensure compliance of activities under disposition and random use of public and park lands.

Activities:

- Inspect and identify non-compliance or unauthorized use of crown land, assess level of action where abatement actions, warnings or Orders to Vacate can be directed or further refer the incident to other regulatory bodies for additional investigation.
- Evaluate waterbodies and watercourses to determine if the bed and shore is crown owned under the *Public Lands Act*.
- Inspect existing activities to ensure they continue to meet terms of the authorization, and when not, document the non-compliance and direct the holder to implement appropriate actions to correct the findings.
- Investigate occupation and unauthorized use of bed and shore and recommend appropriate actions (abatement, investigation, warnings, Orders or penalties) and/or remediation.
- Investigate unauthorized use of crown lands or contravention of terms and conditions of the authorization and recommend appropriate action (abatement, investigation, warnings, Orders or penalties) and/or remediation.
- Work in conjunction with multiple enforcement agencies as a subject-matter-expert during investigations and to implement enforcement actions.
- Identify, evaluate and select appropriate remedial actions for weed control and reclamation problems as associated to existing activities.
- Issue and manage contracts for crown land clean up, weed control and/or various reclamation projects.

Deliver professional and specialized knowledge and services to meet client and stakeholder needs on all aspects of provincial crown land (public and park land).

Activities:

- Provide knowledge transfer either through direct queries or through designed partnerships by way of

meetings, workshops, and individual client contact to increase awareness, knowledge and enhance skills of application and crown land users in areas affecting public or park land. (i.e. application process, regulatory requirements, interpretation of policy and procedures, reclamation standards, awareness of public access or restrictions, access to bed and shore, wetland and riparian values, educational institutions, field tours, etc.).

- Provide technical information, expertise and advice to clients on land management practices to ensure appropriate use, sustainable development and conservation of public or park lands . (i.e. noxious weed controls, soil erosion controls, bank stabilization, reclamation practices as applied to multiple activities).
- Participate and partner in applied research projects with a wide variety of clients to improve all aspects of regulatory conditioning and issuance, conservation and reclamation. (i.e. vegetation management, minimal disturbance, wildlife impact, wetland mitigation and protection of bed and shore/riparian areas, cumulative effects, reclamation criteria using native species, natural recovery and assisted natural recovery).
- Participate on Departmental, Divisional and external teams and committees as a Subject Matter Expert to inform continual improvement of regulatory procedure and inform new departmental policy while ensuring red tape is reduced.
- Manage and mediate client, public and indigenous disputes using conflict resolution, de-escalation skills, principled negotiation, and consensus based decision-making techniques. Due to increased pressures on the land, disputes tend to be emotionally charged at the onset and must be de-escalated prior to achieving resolution. (i.e. access, water body ownership, bed and shore disputes between residential owners or recreational users, consultation assessments).
- Act/cover for Divisional Section Heads when required and manage additional workload for field staff while they are away on time off, courses or should the position become vacant.
- Participate in training and education of staff in public and park land management when required.

Provide provincial public and park land management expertise and knowledge to inform policy, planning and program development.

Activities:

- Identify and recognize strategic issues that require procedural or policy consideration and forward the issues and possible solutions to the appropriate committee, branch or division for consideration.
- Where required, inform supervising and executive management of procedural and policy gaps that threaten regulatory issuance or create liability for the Department.
- When urgent, amongst a divisional task team develop interim strategies to address immediate concerns and prevent delays in regulatory review and decision.
- Participate within task groups and committees to articulate the issue and to formulate and develop policies and procedures that are provincial in scope or are focused on regional land use issues.
- Assist in development of local and regional or sub-regional management plans (Natural Areas, Protected Areas, Regional Integrated Decisions and Access Management Plans).
- Participate and inform planning initiatives, regional and sub-regional plans and review draft policies and procedures to ensure regulatory jurisdictions and regulatory processes are understood and properly reflected to ensure greater success of implementation.
- Identify barriers to regulatory issuance and factors that may lead to red tape.

Ensure the continued delivery of regional and divisional initiatives.

Activities:

- Routinely refer to and maintain public land and park land activity and disposition inventories for the Division within the following systems and spatial databases, including but not limited to.
 - Crown Land Activity Tracker (CLAT).
 - ECSS.
 - GLIMPS.
 - Land Work Areas map.
 - Trappers Cabins database.
 - Access controls database.
 - Digital Spatial Processing Tool (DSPT).

- DiDs.
- Working Areas Map.
- Assist in pre-suppression and/or active fire duties within the province as required.

Ensure Departmental resources are managed effectively while providing quality service to clients in a timely and professional manner.

Activities:

- Strive to continually improve and maintain the quality of service to all clients.
- Continually assess processes to remove unnecessary steps or procedure that could be considered as red tape.
- Employ new and innovative technology to ensure high quality service is maintained.
- Maintain leading edge knowledge of new technology and practices by attending conferences, courses and workshops, literature review, and by peer and client contact.
- Maintain professional competency through membership in appropriate associations as required.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

This position conducts complex reviews and makes decisions in determining the use of public and park lands, while attempting to insure and improve the long-term sustainability of the resources allocated on crown land to achieve economic, social and environmental outcomes. The position is critical to the management of crown lands which have a growing demand for and conflicting presence of users such as private landowners, agricultural/rangeland users, increasing demands for recreation potential, consideration of municipal needs and area structure plans, Indigenous peoples and consultation processes and interaction with affected industrial stakeholders and municipal infrastructure. In addition to this diverse and demanding landscape, the coordination with additional regulators such as the Alberta Energy Regulator, Regulatory Assurance Division and Forestry Branch creates additional complexity to ensure regulatory processes and jurisdictions are properly maintained and executed.

Additional rigor is required to ensure decisions as rendered by the department are defensible when challenged and heard by established appeal boards and judicial reviews. Regulatory applications and activities already under disposition are continually affected by these factors, where a Lands Officer must execute a diverse understanding of multiple legislation, policy and procedure and maintain a skill set to ensure decisions are properly executed and defensible. These decisions are made independently daily, in accordance with existing policy and practices under the authority delegated to the Lands Officer. The Lands Officer is responsible for identifying and evaluating multiple factors and variables, which will inform a regulatory decision, and as such, is accountable for that decision. Management of the crown land and the multiple users under authority or allowances as detailed in legislation, requires careful coordination between a number of departments/agencies and diverse client groups.

The Lands Officer must have a sound working knowledge of a broad range of Acts and regulations due to the diversity of the position. This includes but is not limited to the *Public Lands Act, Parks Act, Forest Act, Environmental Protection and Enhancement Act, Surface Rights Act, Mines and Minerals Act, Water Act, Species at Risk Act, Trails Act, Public Lands Administration Regulation, Forest Reserves Act, Recreational Access Regulation, Exploration Regulations, Surface Materials Regulations and Responsible Energy Development Act* and others as created from time to time. Because of the overall requirement for crown land sustainability, Albertans are directly and indirectly impacted by the incremental, cumulative, day-to-day decisions of the position.

More specifically, the Lands Officer uses their skills and knowledge to ensure the appropriate allocation of crown land, while facilitating opportunities through regulatory review and issuance for industry and commercial operators to utilize crown land that supports economic development within the province. At the same time, this position ensures the landscape and environment is managed as per established policy or regional plans while maintaining the opportunity for Albertans to enjoy the social and environmental benefits of Alberta's crown lands. Unique resource management, recreational, public and indigenous conflicts are common and require complex and multifaceted solutions. As a result, the position requires a broad knowledge and creativity to bring these conflicts to resolution. Examples of unique considerations are protection of bed and shore, determination of riparian zones and riparian health, soil science, forestry, endangered species, vegetation, rare plant communities, recreational potential, use and access of First Nations, stakeholder impacts, industrial development impacts and a broad understanding of reclamation requirements

and techniques for multiple natural regions.

The Lands Officer makes integrated resource management decisions based on inputs from other subject matter experts taking into account land capability and suitability, compatibility with other land uses, environmental impact, policies and regulations, local and regional plans, stakeholder concerns, First Nation and Metis Settlement consultation and unique local and regional considerations. Land use decisions and disposition contracts (including operating conditions) directly impact a wide range of crown land clients. Clients come from a variety of users, such as oil and gas, forest, agriculture, sand and gravel, tourism and recreation, renewables, municipal, federal as well as the general public. Timing, level of disturbance, public or First Nation consultation requirements, day-to-day operating requirements, and reclamation have significant impacts on the overall cost of conducting an activity and therefore a working knowledge of these components is integral to the activity approval.

The position is routinely challenged to defend established conditions or to assess options to waive conditions of an activity to address unforeseen circumstances such as erratic weather, construction delays or other factors. Communication with clients is constant and immediate to ensure holders are not impacted by delay, as clients typically operate in a fluctuating economic setting and need to also respond to many timelines. This position must always respect the need for efficient and effective service to their clients while ensuring environmental and biodiversity integrity is maintained and no unintended impacts to stakeholders occur.

The potential for conflict with clients, local municipal governments, Indigenous peoples and the general public is high. Conflicts over crown land uses arise on a regular basis due to the wide variety of potential uses, various users and stakeholders. Conflict occurs regularly over issues such as location, proximity to other activities or property, timing and method of construction. Unnecessary conditions imposed on an activity can be very costly and disruptive to a disposition holders plan for development. Furthermore, activities may have a significant impact on the environment such as water, rangeland and wildlife. This often results in anger from other clients, the public, Indigenous people or various user or interest groups who may not agree with or fully understand the circumstances surrounding the activity. The position requires strong skills in mediation and conflict resolution, such as principled negotiation and coordinated resource management to de-escalate the conflict and make sound land use decisions.

Creative and innovative land and resource management solutions are commonly implemented by the position due to limitations of policy, guidelines, and legislation to provide specific guidance to the myriad of land activities, complex management and regulatory issues encountered on a day-to-day basis. Solutions are found using extensive knowledge and through experience gained through the job. (i.e. jurisdiction, bed and shore, riparian area management, soil erosion, forestry, archaeology, geophysical operations, surface materials development, negotiation and mediation skills, investigative skills, computer skills, construction and reclamation techniques, analytical skills, impacts to the public, cumulative effects and general wildlife management). Regulatory decisions are highly linked to the province's economic outcomes and ongoing development. Decisions of issuance or refusal are commonly challenged by affected parties (e.g. applicant vs non-government agencies/First Nations).

Inspection, monitoring and compliance results can directly impact a holder's ability to access crown land and use it for an intended purpose and may result in further regulatory investigation or the assessment of significant penalties, as well as significant costs for reclamation and mitigation of damages. The position commonly facilitates conflict resolution with upset clients, followed by negotiations on how best and at what cost to repair or reclaim damages. The position is assigned an area of work where the duties of the position are executed. These work areas which can be very remote, require the position to function in a highly independent manner within the general framework of policy, guidelines, and legislation available. Success or failure of major clients (industrial, commercial, recreation, tourism, sand and gravel) is highly dependant on decision made in the field, meaning clients do not easily forgive or make allowances for a lack of knowledge during joint government/industry field reviews or when direction is requested by the client.

The position is actively involved in the development and implementation of regional, sub-regional and local plans. Examples are Caribou Management plans, Area Structure Plans, Access Management Plans, Lake Management /Riparian Plans and so on. All plans have a direct and significant impact on stakeholder's ability to access, use or interact with crown land and resources and the position must understand and interpret these plans into everyday reviews and regulatory issuance. Close, collaborative working relationships are created and maintained with other provincial government agencies, local municipal governments, conservation groups, and the general public during the development of plans.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- Degree in Environmental Sciences with 4 years related experience or Diploma equivalency.
- Valid certifications maintained in TDG Air and Ground, WHMIS, H2S Alive, Standard First Aid and Basic CPR, ATV Rider Course and Defensive Driving.

Knowledge:

- Sound knowledge of legislation, including; *Public Lands Act, Parks Act, Forest Act, Forest Reserves Act, Trails Act, Mines and Minerals Act, Forest Prairie and Protection Act, Water Act* and associated Codes of Practices for Watercourse Crossings, *Environmental Protection and Enhancement Act, Species at Risk Act, Surface Rights Act, Freedom of Information and Protection of Privacy Act*, Public Lands Administration Regulation, *Responsible Energy Development Act*, Exploration Regulations, Surface Materials Regulations, Timber Management Regulations, Forest Protection Regulations, Soil Conservation Guidelines, departmental policy directives and guidelines.
- Knowledge of existing regional and sub-regional plans, their content, management intent and how they are considered in crown land management as well as crown land designations, ownership and rights associated to those designations.
- In depth knowledge of soil science and erosion protection, plant science, animal science, timber management, range management, riparian management, fisheries and wildlife management, physical geography, forest ecology and water resources.
- Sound knowledge of principles and practices of integrated land management to accurately assess impacts and outcomes on a wide variety of crown land and overlapping resource values (wildlife, soil, timber, water, public and indigenous use). Considerable expertise in soils, vegetation and overall landscape features in order to evaluate land capability.
- In depth knowledge of disturbance and construction methods and required reclamation standards to ensure crown land is properly utilized for economic gain of the province, while ensuring the province does not assume reclamation liabilities and restores land for future use or allocation.
- Sound working knowledge of industry business practises, including the energy industry, tourism, recreation, sand and gravel industry and renewables.

Skills and Abilities:

- Considerable skills in mediation, negotiation and conflict resolution to effectively deal with a wide variety of industry clients, local and provincial government agencies and the public to ensure crown land management objectives are adequately maintained while allowing use.
- Strong organizational skills to maintain efficiency in a fast-paced work environment.
- Strong prioritization skills to respond to rapidly changing work environment and heavy workload.
- Creative ability to solve complex problems.
- Effective time management skills.
- Investigative and analytical skills relating to inspection, compliance monitoring and enforcement.
- Strong communications and interpersonal skills to effectively pass on management requirements and to develop and maintain partnerships with clients.
- Ability to work independently with limited supervision.
- Aptitude for independent decision-making based on accurate data and application submissions.
- Ability to lead working groups and be a team player.
- Orienteering skills (Geographic Positioning System and Compass).

- Skills in the operation of four-wheel drive vehicles and off-highway vehicles including side by sides, quads and snowmobiles.
- Working knowledge of Occupational Health and Safety Regulations, *Transportation of Dangerous Goods Act* and Regulations, working alone, and wilderness survival techniques.
- Working knowledge and ability to use departmental/divisional computer programs and systems such as CLAT, EDS, DSPT, GLIMPS, DRAS, ECSS, and IGX.
- Computer literacy including Microsoft word, excel, PowerPoint, SharePoint and outlook systems as well as expertise and knowledge in navigating database and spatial systems.

Contacts

(The main contacts of this position and the purpose of those contacts.)

The position has considerable (daily) contact with industrial, commercial, agricultural, recreational and municipal and provincial clients as well as Indigenous groups, conservation groups (e.g. Alberta Conservation Association), user groups/associations (e.g. Trappers/Guide & Outfitters) and the general public. Routine contact with other professional consultants, local and provincial government agencies Municipal Affairs, Alberta Energy Regulator, Environment and Protected Areas, Energy, Department of Fisheries and Oceans and departmental policy groups is also required. This position interacts routinely with Environmental Law to assess options as part of a regulatory review, including policy or legislative interpretations, challenges to appeals or judicial review, or advice related to ongoing disposition management. Contact with the Public Land Appeal Board is a general occurrence.

The position must maintain a high degree of professionalism during contacts with external groups/agencies at workshops, seminars, conferences, and meetings. The position is required to prepare advice (e.g. Ministerial Advisory Notes) for specific land and resource management issues that be politically sensitive or controversial. Participation routinely occurs within external and internal multi-stakeholder or task force committees such as Digital Regulatory Assurance System, Standards and Conditions Committee or the Public Land Use Committee.

Supervision Exercised

This position may have full time or temporary supervisory responsibilities to support team leads administering large regions with distant district offices and remote locations. The position provides direction to stakeholders and contractors and is required to mentor or train junior staff. (i.e. Lands Officers, Agrologists, Wage, Summer Students).

Subsidiary 5

Benchmark Evaluation – 058NR05

Identification Section

Working Title:	Wildfire Operations Officer
Department:	Forestry and Parks
Division, Branch/Unit:	Forestry Division, Forestry Field Operations
Reports To:	Forest Area Manager
Levels to D.M.:	4
Job Description:	058NR05
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	058NR- Natural Resources 8

Comments on Role

The Wildfire Operations Officer provides leadership for the wildfire operations program in its assigned forest area. Wildfires have the potential to range from catastrophic, to providing an ecological benefit depending on location and circumstances. Through the supervision of staff members and direction of diverse resources, the Wildfire Operations Officer plans and coordinates the wildfire operations program for the forest area with the goal of minimizing wildfire losses while ensuring alignment with provincial fire management objectives and legislative authorities. This position ensures that appropriate resources are available to respond to wildfire situations through accountability for program planning, resource management, value analysis in collaboration with stakeholders and partners, training, communications, and stakeholder relations functions. This is one of ten positions conducting this work across the province.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E I+ 2 230	38% 87	R1 100	417

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The position requires a related Diploma and must be a registered member or eligible to become a Registered Professional Forester / Forest Technologist. The position requires knowledge of wildfire management principles, fire behaviour, including advanced knowledge in areas of fuels, weather, and topography. The position also requires extensive knowledge of fire detection, preparedness, suppression, control, and command principles, methodologies, regulations and/or tactics. Knowledge of relevant provincial and federal acts, regulations, policies, planning processes and legal requirements is required. The E rating is appropriate as the position possesses a breadth of knowledge related to wildfire operations. The push (+) on the E is not warranted as the position is not required to be a specialist in a particular area.

Complexity and Diversity:

The position is responsible for managing multiple valuable resources (e.g., tens to hundreds of pieces of heavy equipment and aircraft). In addition, the Wildfire Operations Officer supervises contract, seasonal, and casual wage staff during fire season including firefighters, Dozer Bosses, Wildfire Information Officers, Industry Liaison Officers, and a multitude of equipment contractors. With the majority of staff being seasonal or contracted, the position must continually monitor operations and oversee the provision of training, mentoring, and coaching to achieve consistent application of policies, guidelines and results. The push (+) on the I is appropriate due to the position's role in the integration of a multitude of functions and resources (workforce and equipment) and working with a vast group of stakeholders in order to deliver wildfire operations.

Human Relations Skill:

HR skills are needed to establish and maintain effective relationships with a broad range of individuals, groups, and agencies to meet operational objectives. The position and associated knowledge are critical in staff supervision and development. The position is actively involved and often leads in knowledge transfer through informal mentoring, coaching and instructing to formal course instruction. The HR rating of 3 is not warranted as the position is not responsible for long term behavior changes nor encounters ongoing highly emotional situations.

▪ **Creativity/Problem Solving:**

The position plans and organizes multiple functions to ensure the efficient delivery of the wildfire operations program. It must have the ability to consider multiple aspects to determine the appropriate suppression strategies by comparing the value of resources at risk to costs of suppressing fires and consideration of environmental, social, and political implications of decisions. Problem solving is complicated by the requirement to establish priorities in multi-wildfire situations and continual decision-making pertaining to resource utilization and re-assignment, logistics of moving resources to remote locations, and firefighting tactics and strategy. The position is making complex decisions that can directly impact multiple stakeholders. The position is relied upon to continually monitor and respond to changing conditions and circumstances to meet the challenges of wildfire operations program delivery. During fire incidents, the position has the authority to override decisions made by the Duty Officer as the operational lead where necessary. The 38% rating is appropriate as the position is responsible for developing pre-suppression systems, guidelines, and protocols as well as ensuring adequate resources are in place on a day-to-day basis to deal with fire starts through determination and strategic placement of resources to protect values at risk.

▪ **Responsibility:**

The role has a strong program delivery focus in the development and delivery of the wildfire operations.

Last reviewed: October 2024

Subsidiary 5 Benchmark

Job Description – 058NR05

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This position provides leadership for the wildfire operations program in the assigned forest area. Wildfires have the potential to range from catastrophic to providing an ecological benefit depending on location and circumstances. Through supervision of staff members and direction of diverse resources, the Wildfire Operations Officer plans and coordinates the wildfire operations program for the forest area with the goal of minimizing wildfire losses while ensuring alignment with provincial fire management objectives and legislative authorities. This position ensures appropriate resources are available to respond to wildfire situations through accountability for program planning, resource management, value analysis in collaboration with stakeholders and partners, training, communications, and stakeholder relations functions.

As a member of the forest area leadership team, the Wildfire Operations Officer contributes significantly to the development, implementation, and evaluation of strategic and operational plans, budget planning, and the integration of forest and wildfire management practises within the area. In addition, this position provides expert advice and significant contributions essential to achieving consistent wildfire management program planning and delivery at the provincial level. The Wildfire Operations Officer participates in the ongoing review and enhancement of department business rules, policies, and standard operating procedures (SOPs) as well as the development and implementation of provincial operational wildfire management plans and programs.

This position leads and participates in working groups, task forces, and committees to develop new and enhanced approaches and training initiatives to meet and exceed wildfire management operational expectations and business goals at the provincial level. In addition, the Wildfire Operations Officer leads and/or participates in special provincial incident management teams during situations of extreme wildfire activity. This position is relied on to provide direction and expert advice to ensure the safety of firefighters and protection of human life, communities, watersheds, natural resources, and infrastructure while mitigating fire losses on crown and private lands during these incidents.

The planning and delivery of wildfire operations programs at the local forest area and provincially requires the Wildfire Operations Officer to develop effective working relationships with diverse partners and stakeholders, including department and Alberta government staff members, other levels of government, the tourism and utilities sectors, timber companies, trappers, outfitters, research providers, and Albertans. Reporting to the Forest Area Manager, this position functions within the parameters of relevant legislation, regulations, policies, and guidelines.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Wildfire operations priorities are established and associated operations are planned and managed within the forest area to ensure consistency with relevant strategies, tactics, policies, and the Strategic Wildfire Management Plan.

Activities:

- Plans, directs, and monitors wildfire operations program for the forest area to ensure alignment with business plan parameters; continually analyzes and updates plans to ensure cost-effective fire control actions and coordinates wildfire operations resources and activities to ensure department performance measures, objectives, and Strategic Wildfire Management Plan goals are met or exceeded.
- Oversees and monitors airstrips, facilities, and fuel caches in the forest area to ensure they are maintained and operated in accordance with legislation and applicable aviation and department standards.
- Oversees and monitors hiring of fixed wing, light, and intermediary rotary wing aircraft and heavy equipment to ensure alignment with applicable department practices.
- Oversees airtanker base leases and maintains working relationship with local airport authorities.

- Coordinates and monitors the use of air attack in the area to ensure adherence to policy and SOPs and that operations are carried out in a cost-effective manner.
- Plans area warehouse operations to ensure sufficient equipment and supplies are available on ongoing basis and during critical fire periods.
- Plans, establishes, and coordinates vehicle fleet needs for the forest area.
- Plans, establishes, and coordinates food service contracts for primary and secondary staging camps.
- Develops fire management facility construction and maintenance plans in conjunction with Provincial Construction and Maintenance Program, with facilities including fire bases, airtanker bases and remote weather stations.
- Oversees maintenance of lookout facilities, hiring of lookout staff, and monitoring of the effectiveness of the fixed detection program in the area; supplements fixed detection with aerial detection as required.
- Plans and coordinates annual escaped fire plan for the forest area.
- Creates and coordinates emergency response plan for the forest area and ensures all affected individuals are aware of the document and process.
- Oversees and monitors operation of the forest area fire centre to ensure adherence to policy in relation to scheduling duty officers, dispatchers, and administrative staff and that all decision support systems (e.g., Spatial Fire Management System - SMFS, Dispatch – Resource Tracking System, Fire Information Resource Equipment System - FIRES, Fire Behaviour Prediction Models – FBP 97, and Lightning Location Protection - LLP) are appropriately utilized and achieving effective results.
- Assesses daily pre-suppression and suppression planning to ensure that proper resources are in place and appropriate strategy is followed to suppress fires.
- Coordinates timely communication of pre-suppression and suppression information to stakeholders.
- Develops and maintains fire communication system for the forest area and monitors and ensures proper usage.
- Ensures fire intelligence is valid and entered into appropriate database in timely manner.
- Monitors and audits contracts and financial transactions and reporting associated with wildfire operations program.
- Ensures adherence to notification matrix when advising senior management of issues and forwarding accurate information in a timely manner.
- Works with Alberta Environment and Parks to ensure business support functions associated with the wildfire operations program and as defined in the Service Level Agreement are completed.

Staff members within the wildfire operations section and other associated human resources within the forest area are provided with leadership and training to ensure efficient and effective execution of the wildfire operations program.

Activities:

- Supervises permanent staff members (e.g., recruitment; performance planning and management; clarification of roles and responsibilities; succession planning).
- Facilitates identification and resolution of human resource-related issues within the wildfire operations section.
- Develops and coordinates implementation of annual training plan for staff members.
- Establishes parameters for contract positions; provides leadership to and assesses contract personnel.
- Completes annual certification reviews for Forestry Division, Alberta Agriculture and Forestry Department, Alberta Environment and Parks Department, and industry contract staff to identify training and educational requirements.
- Establishes organizational structure for wildfire operations section to address in-season and off-season workload.
- Communicates with staff and contractors to ensure understanding of policy, SOPs, and business rules.

The forest area leadership team is provided with active participation and contributions to support planning and delivery of integrated wildfire management, wildfire prevention, and forest management programs.

Activities:

- Contributes to development of forest area plans and budgets, including input to determine priorities for the maintenance and repair of infrastructure.
- Participates in development, implementation, and monitoring of the Forest Area Wildfire Management Plan.
- Reviews, provides input to, and implements Wildfire Mutual Aid Agreements and Plans.
- Reviews and provides input to Industry Fire Control Agreements / Plans.
- Reviews, approves, and implements burn plans for various landscape levels within the forest area.
- Provides direction and expertise to forest area leadership team and staff on prescribed burn projects, fuel management, smoke management, hazard abatement, and aviation management.
- Provides fire management and prescribed burn training opportunities for forest area staff (prescribed fire has evolved from small, hazard reduction burns to large complex burns for varied objectives, with wildfire operations conducting the prescribed fires in coordination with partner and stakeholder agencies).
- Provides expertise and assistance in relation to fire investigation, court, and cost recovery activities.
- Provides training and facilitates assignment of wildfire operations staff to wildfire prevention and forest management activities to support forest area needs and staff development initiatives.

Activities:

- Participates in provincial Wildfire Operations Group meetings.
- Chairs and/or participates in subsidiary working groups and task forces as mandated under the Wildfire Operations Group Terms of Reference, including preparing and submitting reports on mandated initiatives.
- Collaborates in the development of policy, business rules, and SOPs and provides input to development of the Strategic Wildfire Management Plan and goals.
- Contributes to establishment of provincial contract parameters (e.g., fire line catering, security, medical, personal service contracts).
- Participates in provision of provincial fire training programs at the Hinton Training Centre as course chair, unit leader, and/or instructor.

Special provincial incident command teams formed to contain and suppress escaped wildfires and limit impacts to stakeholders are provided with leadership, expertise, and contributions.

Activities:

- Maintains certification levels to enable participation on incident command teams.
- Provides knowledge and expertise relating to annual establishment of incident command teams.
- Mentors and coach's incident command team members.

Wildfire assessments / audits and after-action reviews are provided with leadership and expertise.

Activities:

- Works with incident command teams to conduct wildfire assessments and determine consistent application of policy, SOPs, and business practices throughout escaped wildfires.
- Proposes and implements changes to correct inconsistencies in wildfire operations delivery.
- Prepares in-depth reviews and reports on large, escaped wildfires.
- Determines appropriate responses to escaped fire reviews within the assigned forest area and takes corrective action in response to review findings.

Collaborative relationships are established with stakeholders (e.g., Indigenous persons, municipalities, agencies, and timber, oil and gas, electrical, and rail industries), the forest industry, and private sector organizations to distribute information, resolve issues and advocate for compliance with and participation in wildfire management programs.

Activities:

- Liaises with local aircraft companies to facilitate policy and information transfer and resolve issues.
- Liaises with local heavy equipment contractors and manpower contractors to ensure contract changes and department policies are communicated and resolve concerns or issues.
- Participates in meetings with local FMA holders and industry stakeholders to develop and foster partnerships and exchange relevant information.
- Collaborates with local Indigenous peoples and communities to provide training and employment opportunities and discuss and resolve issues relating to wildfire operations.
- Promotes and participates in inter-agency meetings to explain and discuss wildfire management programs.
- Participates in inter-agency mock disasters and tabletop exercises to facilitate working relationships, address deficiencies, and enhance processes.
- Works with local governments and industry to provide wildfire operations-related training programs.
- Promotes and supports cross-training opportunities with stakeholders.
- Sponsors out of service personnel within the forest area for training to expand knowledge and experience base.
- Plans and coordinates inspections to ensure compliance to legislated mandate and alignment to business plan.
- Promotes, plans, and participates in public involvement programs and initiatives.
- Responds to public and industry inquiries regarding wildfire management practices and issues.
- Responds to requests from educational institutions for career and educational information.
- Collaborates with adjoining authorities to maintain border zone agreements (e.g., Federal Parks, British Columbia, INAC, Saskatchewan, Northwest Territories).

Ministerial Orders are responded to, and department interests are represented in relation to local and provincial wildfire issues and wildfire management program delivery.

Activities:

- Responds to and resolves issues raised by MLAs, local municipalities, public, and other stakeholders and prepares briefings in response to issues as required.
- Responds to FOIP requests related to wildfire management activities.
- Provides expert advice in support of conflict resolution; attends disclosures / courtroom proceedings as required.
- Attends meetings, briefings, and town or county councils to provide information on wildfire response.
- Participates on committees and working groups to provide expertise in relation to wildfire management.
- Work with Forest Area Information Officer to ensure department messaging relating to wildfire management is delivered effectively within the local forest area.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The Wildfire Operations Officer plans, organizes, and leads professional staff members, contractors, seasonal hires, and diverse resources and services to deliver the wildfire operations program within the assigned forest area. This position plans and organizes multiple functions to ensure that the forest area is prepared to manage fires in accordance with legislation, policy, program parameters, and performance measures. This includes

developing pre-suppression systems, guidelines, and protocols as well as ensuring adequate resources are in place to deal with fire starts through determination and strategic placement of resources to protect values at risk.

In addition, the Wildfire Operations Officer determines appropriate suppression strategies by comparing the value of resources at risk to costs of suppressing fires and consideration of environmental, social, and political implications of decisions. As the fire season progresses, this position continues to make decisions pertaining to resource utilization and re-assignment, priorities, and firefighting tactics and strategy. The Wildfire Operations Officer is relied on to apply highly specialized knowledge and expertise to continually monitor and respond to changing conditions and circumstances to meet the challenges of wildfire operations program delivery.

This position must develop effective relationships with multiple stakeholders and partners to effectively deliver the wildfire operations program within the forest area. Given the nature of wildfire management and realities of human resource and financial restraints, resource levels rarely meet resource requirements during extreme pre-suppression and suppression activities. The Wildfire Operations Officer must develop a suitable organization structure, initiate and maintain effective relationships, collaborate with others, and engage external resources to effectively address wildfire operations requirements. In addition, this position must manage associated training and certification programs and develop innovative approaches to wildfire operations program delivery.

The Wildfire Operations Officer is continually challenged with complex decisions that can directly impact multiple stakeholders. This position oversees the delivery of immediate, effective, and ongoing communications with stakeholders on the landscape in extreme fire situations, provides expertise and advice during emergency response situations when dealing with wildfires threatening communities and major infrastructure, and provides input and recommendations regarding evacuation situations. The Wildfire Operations Officer establishes priorities in multi-wildfire situations where the safety and protection of lives, communities, infrastructure, and resources have to be balanced with available resources. Consequences of decisions can have profound and long lasting social and environmental impacts (e.g., loss of lives and homes, destruction to watershed and/or devastation of resources such as timber and/or recreation) and severe impacts on local economies.

Decisions are also made in relation to planning and managing large volumes of staff, aircraft, and associated firefighting resources and the logistics of moving resources to remote locations cost effectively and efficiently. The annual budget for routine operations is approximately \$1 million dollars; however, if a large, escaped fire occurs the impact to financial resources can range from hundreds of thousands to tens of millions of dollars depending on the severity of the fire. Economic impacts to local economies are difficult to measure but can easily exceed dollars spent to control the fire.

Resource management decisions extend to large amounts of contracted equipment and manpower and include ensuring contract requirements are met and the most suitable resources are used in relation to situations faced. In addition, this position must ensure staff follow established wildfire management program guidelines and procedures. This poses a challenge given that the majority of staff supervised are seasonal, contract, and emergency and have varying degrees of knowledge and experience related to responsibilities. The Wildfire Operations Officer must continually monitor operations and oversee provision of training, mentoring, and coaching to achieve consistent application of guidelines and results.

Wildfire operations can carry significant risk of accidents and this position is responsible to ensure all wildfire operations adhere to Occupational Health and Safety legislation, policy, and department practices. The broadly varied backgrounds of staff and contractors require considerable coordination to ensure all practices are understood and followed.

Adding to the scope and complexity of this position are its accountabilities at the provincial level. As a member of the Provincial Operations Group, the Wildfire Operations Officer works with colleagues to establish new policies or practices, facilitate more effective operations, and ensure provincial consistency in the delivery of wildfire management programs.

This position applies extensive knowledge and expertise of fire operations and fire science to the development and updating of policies, SOPs, and business rules based on analysis of issues arising throughout the fire season. The Wildfire Operations Officer also provides recommendations and supports the development of research relating to wildfire management, including working closely with researchers and science-based staff to use and evaluate new strategies, equipment or technologies.

When participating in provincial incident command teams, this position demonstrates strong leadership in relation to major fire situations, including provision of direction and information to fire fighting and support staff,

politicians, media, communities, and stakeholders. Decisions must be made quickly and have potential for extensive impacts to public safety or communities.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- This position requires a related degree or diploma including proven experience in wildfire management or forest management planning and operation.

Training:

- The Wildfire Operations Officer is expected to maintain current training and expertise in forest, land, recreation, range and wildfire management practices, processes, successes, research, training, etc. and participate in relevant GoA training initiatives (e.g., Management Development Program).
- Completion of Advanced Wildland Fire Behaviour and Wildfire Behaviour Specialist or equivalent knowledge of courses relating to fire behaviour and the effect of fuels, weather, and topography.
- Minimum certification level – Type 2 certification at the Section Chief level.
- Eligibility for Registered Professional Forester / Forest Technologist status with CAPF or CAFPT.
- Eligibility to become a Commissioner of Oaths for statement taking, signing of declarations etc.
- A clean criminal record to qualify for Expenditure Officer status.

Knowledge:

Requires extensive knowledge and understanding of:

- Wildfire management principles, including advanced knowledge of related legislation, regulations, programs, policy, SOPs, and business rules and practices.
- Fire behaviour, including advanced knowledge in area of fuels, weather, and topography.
- Fire detection, preparedness, suppression, control, and command principles, methodologies, regulations, and/or tactics.
- Science-based decision support systems such as SFMS, RTS, FIRES, and LLP.
- Meteorology and effects on wildfire.
- Environmental impacts of wildfire and remedial courses of action.
- Aircraft management.
- Soil science, forest dendrology, vegetation management, and reclamation methods and standards.
- Relevant provincial and federal acts and regulations, planning processes, and legal requirements (e.g., *Forests Act, Public Lands Act, Forest and Prairie Protection Act, East Slopes Policy, Water Act, Migratory Birds Convention Act, Recreation Act, Timber Regulations, Canadian Environmental Assessment Act, Minerals Act, etc.*).

Requires sound and demonstrated understanding of:

- Forest tenure systems in Alberta, including forest management agreements, quota systems, and timber use.
- Basic statistics and some knowledge of advanced statistical methods to compile and analyze tabular and spatial data related to fire behaviour and vegetation monitoring data.
- Forest and fire ecology at fine and broad scales (stands to landscapes) and multi-temporal scales (years / decades / centuries).
- GoA and Department mandate, business goals, and objectives.

- Department business plan, organizational structure, responsibilities of program and business areas.
- The political environment in which the Department operates and GoA decision-making processes.
- Issues management, risk management, and change management principles, methodologies and processes.
- Contract and financial management principles, policies, directives, and guidelines.
- Human resource management principles, policies, directives, and guidelines, including extensive understanding of relevant collective agreements.
- Strategic, business, operational, and budget planning principles, directives and guidelines.
- Program and project planning and management principles and methodologies.
- Relevant business productivity software and information / data management systems.

Skills and Abilities:

- Leadership skills, including ability to lead and manage up to two hundred staff members in stressful situations.
- Strategic thinking and planning skills along with ability to translate strategies into business and operational plans.
- Influencing, conflict management, negotiation, and risk mitigation skills.
- Analytical, critical thinking, and problem-solving skills.
- Interpersonal and relationship management skills to interact effectively with wide range of clients and stakeholders.
- Verbal and written communication and presentation skills.
- Program and project planning and management skills, including ability to apply strategies to best utilize limited resources in a complex and diverse environment.
- Human resource planning and management skills, including ability to mentor and motivate staff.
- Financial management skills (indirect management of budgets, personnel, and expenses as EO to limit of \$75,000).
- Organizational and time management skills, including ability to manage complex tasks and functions simultaneously.
- Manage multiple resources with extensive value (e.g., tens to hundreds of pieces of heavy equipment and aircraft).
- Teach, coach, and mentor other staff within the department on wildfire science and wildfire suppression.
- Plan, organize, and effectively resource facilities such as warehouses, staging camps, helibases, air tanker facilities and other structures to support wildfire operations.
- Demonstrate to Department staff and external partners the value of applied wildfire management / fire science data, analysis and tools to business delivery | department staff and external partners.
- Deliver understandable technical presentations to partner and planning groups (e.g., public, stakeholders, local authorities) to enhance capacity to make intelligent and evidence-based environmental decisions or recommendations.
- Maintain strategic focus while delivering complex and varied results at the operational level.
- Function independently as well as lead and contribute effectively within a team environment.
- Consistently demonstrate flexibility, initiative, professional judgment, political sensitivity, creativity, and ability to work cooperatively and productively with others to achieve goals.
- Demonstrate high level of self-management and strong results orientation.
- Work under extreme pressure for long hours and long durations including months at a time.

Contacts

(The main contacts of this position and the purpose of those contacts.)

The Wildfire Operations Officer has regular and ongoing communication with:

- Forest Area Manager – provide operations updates, plans for resource needs and program changes, and solutions for human resource or other issues.
- Forest Area Prevention Officers / Wildfire Management Specialists – provide support and assistance to prevention / specialist groups in relation to forest area programs, including prescribed fires .
- Other forest area staff (e.g., Construction and Maintenance Coordinator, Communications Technologist, Senior Forester) – collaborate in setting priorities and contributing resources to other programs in the forest area.
- Other Wildfire Operations Officers – collaborate and exchange information to ensure provincial consistency in application of wildfire operations program.
- Director, Wildfire Operations and other headquarters representatives – exchange information, clarify program direction, resolve issues, and develop tools to support delivery of wildfire management program.
- Executive Director and Assistant Deputy Minister – respond to information requests and executive initiatives, particularly when serving as provincial Duty Officer or managing complex incidents.
- First Nations / Metis Settlements – coordinate provision of training, build relationships, and hire staff.
- Other GoA departments (e.g., Environment and Parks, Culture and Tourism, Indigenous Relations, Transportation) - share information (general and incident specific).
- Municipalities – share information with municipalities within or bordering the forest area throughout the year and continually during an incident.
- Other jurisdictions (e.g., United States Forest Service, BC Ministry of Forests and Range, Parks Canada, Saskatchewan Ministry of Environment) – maintain relationships throughout the year and continually share information during an incident.

Supervision Exercised

Supervises the following permanent staff:

- Two to three Wildfire Technologists (Natural Resources 7).
- Area Warehouse Supervisor (Operational Services 5).
- Area Logistics Coordinator (Administrative Support 5).
- Area Wildfire Dispatch Supervisor (Administrative Support 5).
- In addition, the Wildfire Operations Officer supervises contract, seasonal, and casual wage staff during fire season. Emergency hiring of personnel typically ranges from 200 to 800 people depending on fire season severity. Contract personnel include firefighters, Dozer Bosses, Wildfire Information Officers, Industry Liaison Officers, and a multitude of equipment contractors. The Wildfire Operations Officer also provides direction and supervision to department staff participating in pre-suppression and suppression activities.
- This position provides direction to business support staff within the forest area provided through a shared services agreement to ensure accountabilities related to budgets, occupational health and safety, human resource management, and GIS are delivered appropriately and in compliance with relevant policies and guidelines.

Subsidiary 5

Benchmark Evaluation – 058NR04

Identification Section

Working Title:	Planning Forester
Department:	Forestry and Parks
Division, Branch/Unit:	Forestry Division, Forest Stewardship & Trade
Reports To:	Senior Planner
Levels to D.M.:	5
Job Description:	058NR04
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	058NR - Natural Resources 8

Comments on Role

This is a professional position that leads the development of Forest Management Plans through multi-disciplinary and multi-stakeholder planning teams. The position, through coordination, facilitation, direction, and guidance, successfully achieves integrated and orderly forest management planning in Alberta in accordance with the Forest Planning Standard administered by Forest Stewardship and Trade Branch (FSTB). Develops or leads the development of Forest Management Plans for Forest Management Agreements (FMA) Forest Management Units (FMU) as well as non-FMA FMU's using effective strategies that manage forested public lands while accounting for forest health, forest economic development, wildfire prevention, biodiversity, and legislations.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+ 2 230	38% 87	B 87	404

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The position requires a degree in Forestry and eligibility in the Association of Alberta Professional Forest Management Professionals to provide theoretical knowledge of all aspects of forest management concepts, forestry science and principle of sustained forest management. Strong knowledge of planning approaches, modeling, risk analysis, and interrelationships of internal and external stakeholders and impact. The position also requires a working knowledge of legislation, regulations, policies and Standard Operating Procedures (SOPs) and all aspects of forest management, operational timber production, silviculture, wildfire, and forest health. Due to the planning nature of the position, it must have an understanding of department priorities and current state of industry. The deep specialized knowledge of the planning cycle, process and interrelationships focused on assigned forest industry companies supports the push (+) on the E. The F is not warranted as the position has access to internal Subject Matter Experts (SMEs) for support and direction on specific subject matter areas.

Complexity and Diversity:

The position is responsible for the development of multiple plans at different stages running concurrently. Leads the development of Forest Management Plans through coordination, facilitation, direction, and guidance ensuring consistency within forest planning standards and with ministry's operational and business goals and objectives.

Human Relations Skill:

As the planning lead, the position requires strong interpersonal HR skills to develop and maintain positive working relationships with stakeholders and facilitate positive outcomes, addressing competing interests, and multiple objectives through the application of persuasiveness/assertiveness skills to effectively achieve consensus and resolve short term conflict to facilitate the development of a proposed 10- year plan. The HR rating of 3 is not warranted as the position is not responsible for long term behavior changes nor encounters ongoing highly emotional situations.

- **Creativity/Problem Solving:**

The planner works within a broadly defined environment of legislation, policies, regulations, SOPs, and both internal and external multidisciplinary requirements (e.g., biology, environment, water, etc.) Leading the planning process for multiple concurrent plans and coordinating multidisciplinary input requires significant analytical and problem-solving skills. There is a requirement to evaluate numerous variables/issues such as conflicting interests of stakeholders, operational issues relating to Forest Management Plan administration, standards and compliance with legislation and department objectives. Consideration of environmental, economic, and social issues and the need for consistent interpretation and application of legislations, standards and rules across the industry contributes to the complexity of the position. The level of independence, complexity of problem solving and decision-making accorded to the position's responsibilities in the planning process supports the 38%.

- **Responsibility:**

This is a balanced position providing both stakeholder consultation and development of Forest Management Plans.

Last reviewed: June 2024

Subsidiary 5 Benchmark

Job Description – 058NR04

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is a professional position that leads the development of Forest Management Plans through multi-disciplinary and multi-stakeholder planning teams; the position, through coordination, facilitation, direction and guidance, successfully achieves integrated and orderly forest management planning in Alberta in accordance with the Forest Planning Standard administered by Forest Stewardship and Trade Branch (FSTB).

The position has key accountabilities within Forestry Division, Forest industry, and department areas to communicate and interpret legislation, policies and guidelines, and resolve complex forest management, stakeholder and resource integration issues. The position will have direct engagement with regional staff, the forest industry, academia, other provincial jurisdictions and partner agencies to ensure that all developed forest management plans meet the departmental goals and objectives.

It directs and manages processes in a credible and confident manner acquired from related experience using well developed communication, project management, problem-solving, and mediation skills. It has due diligence responsibilities, i.e. Plan, Do, Check and Adjust cycle, for the department's approach to forest management regarding adaptive management. The position is a key resource and expected to develop and maintain effective internal relations across the department and to ensure forest management plans align with regional and sub regional plans as developed and approved.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Develops or leads the development of Forest Management Plans for Forest Management (FMA) Forest Management Units (FMU) as well as Non-FMA FMU's using effective strategies that manage forested public lands while accounting for forest health, forest economic development, wildfire prevention, biodiversity and legislations.

Major Activities:

- Leads Plan Development Teams and ensures the process is efficient and incorporates new and leading forest management principles.
- Ensures that department standards are interpreted correctly, and expectations are clearly understood.
- Assists with forest management planning policy development.

Management of the Forest Management Planning Process through demonstrated Project Management Skills:

- Manages multiple, multi-stakeholder processes, each with many participants, diverse issues and differing stages of progress simultaneously (e.g., +/- 75 participants are managed on 3 to 7 concurrent projects).
- Provides effective facilitation, issue and policy research, reviews and timely approvals (agreement-in-principle) to optimally address client needs and department demands.
- Manages deliverables for time-sensitive issues and processes and reviews, assesses impacts and approves change requests and as a result can recommend adjustments to the process and encourage on-time delivery of outcomes.
- Directs and coordinates Forestry Division approvals (e.g., disseminates information, sets timelines, assesses risks, reviews documentation, evaluates strategic approaches, and recommends corrective actions collates responses).
- Proposes and manages external consultant contacts (e.g., timelines, deliverables, expenditures).

Leading and overseeing the Forest Management Planning process through effective and efficient performance monitoring:

- Reviews the multi-stakeholder and Plan Development Team inputs for the forest management plans and consolidates of recommendations for submission for decision.
- Reviews company activities and works with regional staff to ensure that approved forest management plans are being implemented and followed.
- Engages with Stewardship Report reviews and in cases where outages are great, recommends to senior management on corrective action.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Typical problems solved:

Management of the Forest Management Planning Process through effective ability to problem solve and to work with stakeholders to manage conflict.

Types of guidance available for problem solving:

The position works closely with Forest Area staff, Forestry Division and other specialists across ministries to ensure that forest management plans account for all requirements. The position may also work with non-government specialists where information gaps have been identified and in-house expertise does not exist.

Direct or indirect impacts of decisions:

Helps using current government regulations and policies to prepare, review and recommend sustainable forest management practices including disturbance levels and annual allowable cut (AAC) harvest levels.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- Bachelor's Degree (4 year) Science.
- Membership or eligibility for membership in the Association of Alberta Forest Management Professionals.

Knowledge:

- The position must have training in, and a sound understanding of the theory of all aspects of forest management (e.g., planning approaches, application of statistical models, risk analysis, mensuration, biological interactions and functions, social surveys and resource information analysis).
- Knowledge of forestry certification schemes - working knowledge of Canadian Standards Association Standards.
- Awareness of "current state" of industry pressures and departmental priorities.
- Working knowledge of all aspects of strategic forest management, operational timber production, silviculture, wildfire and forest health.

Skills and Abilities:

- Wildfire Management has policies and standard operating procedures that guide most operational activities within the Branch. There are also policies and guidelines for activities dictated by the GOA such as purchasing and contracting procedures. Participation with different working groups within Wildfire Management provides direction and guidance for how the unit can support with functions performed within the Branch.

- A strong ability to assimilate, evaluate and prioritize information from a broad range of perspectives, professions and subject areas to achieve departmental objectives and feasible outcomes.
- Exceptional ability to understand, effectively communicate complex conceptual ideas, and to direct multi-disciplinary and multi-stakeholder groups (e.g., forest seral stage structure, watershed analysis, timber supply modeling).
- Highly skilled at identifying and anticipating issues, conflicts and impacts of political interest.
- Experience interacting with individuals and groups with competing views and business interests to achieve positive outcomes.
- Highly developed written and oral communication skills.
- Skilled problem-solving with demonstrated confidence and ability to define steps to take to resolve issues.
- Demonstrated exceptional facilitation and negotiation skills to drive processes to conclusion.
- Depth of practical experience to demonstrate credibility to clients and offer feasible direction and solutions to issues.
- Ability to achieve effective outcomes in emergency situations, with a wide variety of stakeholders, with limited precedent or written policy and short timelines.
- Confident and forward-thinking to achieve useful outcomes in situations of high uncertainty and substantial opposition from stakeholders (e.g., mountain pine beetle control, caribou habitat, watershed management, Indigenous consultation).
- Formal training in mediation is desirable.

Contacts

(The main contacts of this position and the purpose of those contacts.)

Internal:

- Executive Director, Forest Stewardship and Trade Branch - Forest Management Plan priorities, approvals, issue resolution, briefings.
- Senior Managers, all Forestry Division Sections - Forest Management Plan priorities, reviews, approvals, briefings, Forest Management Agreement renewals, timber allocations, wildfire mitigation and modeling.
- Forest Area Managers - Forest Management Plan implementation, variance tracking, performance monitoring, Fire Smart.
- Senior Forester/Foresters - Plan Development Teams and implementation of the FMP.
- Senior Management with the Environment and Parks - priorities for each Forest Management Plan, guiding by the Forest Management Planning Standard and to ensure alignment with regional and subregional plans, species at risk management strategies and reporting.

External:

- Interact with other forest tenure holder representatives during plan development meetings.
- May interact with members from Indigenous Nations, Metis Settlements and Credibly Asserted Metis Communities, recreational users, trappers, general public, and/or specific public interest groups during public engagement sessions, open houses and/or forestry and landscape advisory group meetings.

Supervision Exercised

No supervision.

Subsidiary 5

Benchmark Evaluation – 058NR03

Identification Section

Working Title:	Area Forester
Department:	Forestry and Parks
Division, Branch/Unit:	Forestry Division, Forestry Operations Branch
Reports To:	Senior Area Forester (NR9)
Levels to D.M.:	5
Job Description:	058NR03
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	058NR- For Natural Resources 8

Comments on Role

Reporting to the Senior Area Forester, the Area Forester is the full working level field Forester responsible for ensuring sustainability of the forest resource through the review and audit of area forest management planning and operations for the assigned Forest Area. The position has responsibility for primary contact with the timber management companies having forest management agreements (FMA's) within a designated area. This position monitors industry planning, silvicultural activities, and forest operations to ensure consistency and adherence to FMAs, quotas, legislation, policy, and departmental directives. The Area Forester ensures the operational aspects of FMAs are completed as per legislation and timber production monitoring requirements including the development and implementation of Detailed Forest Management Plans. Position is also responsible for negotiation and adherence to area specific Operating Ground Rules.

The position provides input to provincial forest management policy, area forest management planning, and audits these plans to ensure that they are prepared and implemented in adherence to sound ecological and sustainable forest management principles. The Area Forester communicates with various stakeholders to share sustainable forest management objectives and strategies and will assist to settle issues between stakeholders with competing interests.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+ I 2 230	33% 76	R1 87	393

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The position requires a Bachelor of Science Degree in Forestry or Diploma in Forest Technology with relevant experience and eligibility for registration as a Registered Forestry Practitioner. The position also requires significant knowledge of forest management, forest science, environmental perspectives, operational practices, statistics/measurements, and economics of forest harvesting. Knowledge of forest management planning, operations, land use management, compliance and performance monitoring, auditing practices and local timber programs is required. The position requires knowledge of all relevant forest management, policies, directives,

legislation, planning guidelines. The position receives a push (+) on the E in recognition of the required specialized knowledge of forest science, forest management and Forest Management Plan development. The position is not rated F as the work is portfolio based and it reports to a Senior Area Forester who has expertise in operational Forest Planning and Management.

Complexity and Diversity:

The position is responsible for reviewing forest industry operating plans for approval and adherence with legislation, Timber Harvesting Planning and Operating Ground Rules. The position must understand the interconnectedness of the work in the forest area, the impact on multiple stakeholders and the sustainability of timber resources in Alberta.

Human Relations Skill:

The position requires strong HR skills to develop and maintain effective working relationships with multiple stakeholders with competing interests and the ability to resolve conflicts and facilitate positive outcomes. The position consults and assists a variety of stakeholders including government agencies, industries, the public and Indigenous communities as required to arrive at consensus and facilitate agreement between different stakeholders, address concerns and incorporates the resolutions into plans. The HR rating of 3 is not warranted as the position is not responsible for long term behavior changes nor encounters ongoing highly emotional situations.

- **Creativity/Problem Solving:**

The position resolves issues with the general public, the forest industry, special interest groups and timber associations. This includes addressing multiple concerns relating to integrating land and resource use plans and goals between multiple stakeholders. The position requires the ability to identify, define and analyze alternative courses of action requiring constructive thinking. The Area Forester must monitor the forest company's management plans and determine deficiencies, etc. while at the same time maintaining a productive working relationship. The position is rated 33% as problems and solutions are known, and variable situations will influence which professional or scientific principle to use. The position makes recommendations for the approval of operating plans and relies on knowledge and expertise to determine how objectives are accomplished. The position is not rated at 38% as it reports to a Senior Area Forester who approves the recommended forest industry operating plans and is responsible for the highest level of operational thinking.

- **Responsibility:**

The position has a program delivery focus in terms of responsibility for the forest management planning and implementation for an assigned area.

Last reviewed: June 2024

Subsidiary 5 Benchmark

Job Description – 058NR03

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting directly to the Senior Area Forester, this Area Forester is responsible to ensure the sustainability of the forest resource in the assigned Forest Area. This position will play a key role in the monitoring of industry planning, silvicultural activities and forest operations to ensure consistency between and adherence to FMA and quota Forest Management Plans, Provincial legislation, policy and departmental directives. This is achieved through the review of industry operating plans, input into provincial forest management policy, area forest management planning, and auditing such plans to ensure that they are prepared and implemented based on sound ecological and sustainable forest management principles. The position will communicate sustainable forest management objectives and strategies to various stakeholders including forest and other industries, municipal governments, public and Indigenous communities. This position will also involve the mediation of conflicts between various interest groups to ensure issues are managed locally.

This position will ensure that the operational aspects of the FMA program are completed as per provincial legislation and the timber production monitoring requirements, including the development and implementation of Detailed Forest Management Plans, as well as the negotiation of and adherence to area specific Operating Ground Rules.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Review forest industry operating plans for approval by the Senior Forester.

Activities:

- Reviews timber dispositions prior to issuance to ensure they are consistent with FMP and spatial harvest sequence.
- Prepares and issues permits, provides area input for licences and cancels dispositions upon satisfactory completion of harvesting activities.
- Co-ordinate the review and make recommendations for the approval of compartment assessments.
- Review General Development Plans, Annual Operating Plans and Reforestation Plans (including silvicultural schedule, strata declarations, herbicide proposals, long-term rolling access plan, etc.) and Annual Reports.
- Ensure the accuracy and quality of plans and ensure that they conform with legislation such as the: *Forests Act*, *Timber Management Regulation*, *Forest and Prairie Protection Act and Regulations*, *Public Lands Act*, *Environmental Protection and Enhancement Act*, and the Timber Harvesting Planning and Operating Ground Rules.
- Ensure that GDP matches spatial harvest sequencing and the approved annual allowable harvest levels.
- Review FMP assumptions and ensure that they are consistent with proposed operations. Ensure that monitoring is being carried out and assumptions regularly evaluated by the industry as being correct.
- Facilitate in addressing concerns of other agencies and stakeholders and incorporating them into plans.
- The above work involves consultation with, and mediation between other government agencies, industries, public and Indigenous communities as deemed necessary.
- Ensure Indigenous Consultation is being conducted as guided by legislation.
- Submit various plans to the Senior Forester or the Area Manager with recommendations for approval and draft the approval letter.

Participation in Monitoring Programs.

Activities:

- Assist in the review and implementation of the Provincial Operating Ground Rules.
- Assist in administering the Forest Operations Monitoring Program.
- Interpret government policy, establish local guidelines and work with the Forest Officers to ensure all timber harvesting is carried out as per the AOP, DFMP, and within government legislation, department policy and operating ground rules.
- Work closely and may supervise Forest Officers to ensure natural resources integration and to resolve disputes between various users. Ensure that operating plans are integrated with other forest resource users and disposition holders and mediate relevant conflicts between users.
- Assist in the Quality Control and Quality Assurance of the Regeneration Standards of Alberta program.
- Will assist Forest Stewardship and Trades Branch staff with FOMP compliance audits for reforestation and forest operations.
- Participates in the check scaling program and Timber Production Monitoring.
- Work with Forest Health group to integrate forest health operations on the land base where applicable. Knowledge and understanding of forest insects, diseases and invasive plants.
- Complete investigations and associated documentation and files with the input of Senior Forester and Forest Management Specialist and propose enforcement recommendations for review by Forest Area Manager.

Disposition Management.

Activities:

- Support and participate in the development of local Forest Management Plans by attributing local knowledge and concerns.
- Ensure continuity between the FMP and operational planning.
- Issue and manage Community Timber Permits and Local Timber Permits in the Forest Area.
- Work with regional agrologists to develop sustainable timber grazing integration plans.
- Administer Temporary Field Authorizations under the Public Lands Administration Regulation.
- Work with Forest Resource Improvement Association of Alberta on Reforestation in smaller operations.

Provincial Policy Development and Implementation.

Activities:

- Anticipates and recommends future and or new program direction and policy based on current scientific information.
- Reviews and provides input into the development of regional and provincial policies.
- Informs other professional and technical staff of new policy and ensures implementation.
- Maintains currency in planning, harvesting and silviculture practices.
- Provides recommendations to Senior Forester, FOMP Team Lead, and Forest Area Manager in terms of forest management program, policies and objectives.
- Participate in negotiating company-specific ground rules (planning and operating standards).
- Sits as member of regional and provincial task forces, as requested.

Wildfire Program Support.

Activities:

- Provide support to the areas Wildfire Management Program as required.

- Assist in the review and integration of Fire smart plans within the Forest Area as they relate to Forest Management Planning.
- Participate in training pertaining to wildfire operations support.
- Where qualified, participate in the following roles:
 - Response officer for initial response to wildfires.
 - Direct fire suppression through initial attack and supervise crews and heavy equipment, and coordinate aircraft movement.
 - Incident command (plans, logistics, operations) overhead teams.

Assists in the field monitoring and identification forest insects and diseases as requested by the Forest Health Officer.

Activities:

- During operational field approval activities, monitors, reports and if required conducts follow-up action related to forest insect and diseases.
- As requested, assists in required survey and control programs.

Participate in issues management activities as required.

Activities:

- Requires the ability to assist in the preparation of briefing notes and responds to action requests on any politically sensitive issues for the Forest Area Manager.
- Requires ability to recognize potential issues and conditions and provide solutions and/or recommendations to solve the problem.

Delivery of the Provincial Coniferous Community Timber Program (CCTP) in accordance with existing legislation and policies.

Activities:

- Works with Foresters and Forest Officers in the development of a 5-Year General Development Plan(s) for the Open Category CTP's and Allocated CTP's to established loggers and sawmillers. Requires making queries LSAS data base for land standings, referencing applicable approved Forest Management Plans, using Spatial Harvest Sequences for determining areas for timber harvest design, referencing historical resource data, unique and significant sites listing, wildlife referral maps and other information sources to factor in any land use and land management constraints.
- Coordinates CTP blocks and road field layout phase of the GDP. Also, work the CTP Program FMB contact regarding timber cruising of the proposed CTP blocks for Open Category sale.
- Reviews and recommend for approval CTP AOPs, Forest Resource Improvement Association of Alberta (FRIAA) Silviculture Plans in accordance with legislation and operating ground rules. Part of this review is the coordination of referrals within and outside the department and to satisfactorily address concerns and/or issues. This requires effective communications with staff.
- Works with grazing disposition holders in the development and signing of Grazing Timber Agreements (GTAs) regarding Open Category CTPs. Meets with Rangeland Management Staff and existing or new Grazing disposition holders to discuss potential impacts of timber harvesting operations on their dispositions. Assist in the formulation and sign off of Grazing/Timber Agreements within the CTP program and others as required.
- Where there is a dispute with GTA's, work the assigned Rangelands Agrologist in the facilitation of a resolution in accordance with the Grazing Timber Integration Manual.
- Provides FSTB with all the pertinent Open Category CTP sale information for the Provincial CTP sale held annually.
- Responsible for operational planning, delivery and approvals for the Community Timber Program and required coordination with Forest Management Agreement holder in the Forest Area. Ensures appropriate staff delivers the CTP program for the entire area.

- Ensures effective and timely enforcement action of potential contraventions within the Forest Area.
- Provides direction, training, and mentorship to staff regarding forest management area programs.
- Conducts meetings with disposition holders to discuss approval conditions, best practices, and site-specific environmental and / or access issues.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- This position requires a working knowledge of traditional as well as leading edge science, challenges, issues and solutions, relating to forest management within the Area. The incumbent is called upon to work with peers and solicit direction and advice from forest management specialists, scientists and other sources in the performance of duties.
- The location of this position overlaps several municipalities and has imbedded within it many industries such as oil and gas and timber companies. Any program and initiatives created by this position may directly impact the other agencies and demand the incumbent have immense sensitivity to issues and mandates that are not provincially directed.
- The position must be able to communicate requirements to both senior staff involved in large forest management operations, as well as small local loggers and saw millers.
- The position is called upon to communicate departmental forest management priorities to external stakeholders and jurisdictions in an effective and constructive manner and is often involved in joint or multi-stakeholder initiatives.
- This is a diverse position that involves dealing with: all kinds of forests (plantations, natural young, old growth); biodiversity issues; all kinds of pests (insect; disease; invasive plants); small and large, one time or multi-year projects; large geographic areas.
- The position is often called upon to provide guidance to area field staff on forest management issues and is required to interpret legislation and policy and take action based on procedural direction.
- Creativity and originality are required on a daily basis for problem solving, communicating with various stakeholders including operational staff within the Areas, and creating improvements to existing plans and systems as well as things such as new planning programs, applied field research.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- B.Sc. in Forestry or Diploma in Forest Technology with relevant years of experience and eligible for registration as a Registered Forestry Practitioner.

Knowledge:

- Knowledge of Provincial Legislation including the *Forests Act*, *Timber Management Regulation*, *Environmental Protection and Enhancement Act*, *Forest and Prairie Protection Act and Regulations*, *Forestry Profession Act*, *Public Lands Act*, *Species at Risk Act*, *Forest Stewardship and Trades Branch Directives*, *Forest Management Planning Manual*, *Forest Management Herbicide Manual and Regeneration Survey Manual*, *Scaler's Manual*, *Public Land Management Directives*, *Energy Policy and Information Letters*, *Forest Protection Policy and Financial Policy*.
- A thorough knowledge of current forestry terms and practices and the ability to adapt knowledge to a variety of forest conditions. A strong understanding of the forest science behind the various forest management policies and land management principles is required.
- Extensive knowledge of existing forest management and land management legislation, policies and agreements.
- *Forest Management Planning Manual*, *Soil Conservation Guidelines*, *SARA*, applicable *Caribou Recovery*

Plan, Detailed Forest Management Plans and Timber Supply Analyses, Land Management Plans, Area Operating Agreements and company specific timber harvest operating ground rules.

- Knowledge of the Forest Management Plan Development Process, Timber Supply Analysis process, Planning Standard and associated reviews of Forest Planning Submissions such as AOPs, GDPs, Reforestation Plans and First Nation Consultation Processes.
- Knowledge of the Provincial FOMP program and components (FOM, SAM, RSA) as well as Provincial Operating Ground Rules.
- Understanding of the Provincial Timber Production Monitoring Program.
- Knowledge and understanding of forest insect, disease and invasive plants.
- Knowledge of the processes involved in the CCTP and LTP area programs including permit issuance and cancellation, TFA issuance, FRIAA reporting and Historical Resource checks.
- A thorough knowledge of computer software including software government applications MS Office, Survey123, LSAS, ARIS, ADEPT, TPRS/Forests, ArcMap and other GIS applications.

Skill and Abilities:

- Will be expected to maintain training in the following: CPR/First Aid Certificate, OH&S certifications, safety legislation, WHIMIS, and Transportation of Dangerous Goods (Ground and Air modes), Defensive Driving and Radio Operator's certificate, FOIP Training.
- Timber Management Skills (mapping, orienteering, photo interpretation).
- Ability to operate all equipment required to carry out the job (off highway vehicles, 4x4 vehicles, snowmobiles).
- Strong mediation and negotiation skills and the ability to develop and maintain strategic partnerships with various stakeholders.
- Ability to work as part of a team and demonstrate leadership when needed.
- Demonstrate organizational ability, ability to prioritize and good time management skills.
- An ability to apply experience, effective coaching/mentoring skills and constructive feedback to help junior staff develop their skills.
- Ability to work with limited supervision.
- Highly developed analytical problem-solving skills.
- Demonstrate conflict resolution skills.
- Strong communication skills both written and verbal.
- Strong ability to think strategically.
- Ability to make difficult decisions on an ongoing basis.
- Adaptable and focused on the processes involved in ongoing change management communications and processes.

Contacts

(The main contacts of this position and the purpose of those contacts.)

- Extensive liaison responsibilities with other area staff, regional and provincial offices, as well as other Divisions within the Department, and Departments (Energy and Environment) on an operational level.
- Primary contact with timber management companies, client services and general public on operational timber management issues within context of assigned activities.
- Contact with special interest groups, such as logging associations, trappers, outfitters, agriculture and grazing holders, Indigenous communities, environmental groups, recreationalists, and local mills. Ongoing liaison with these stakeholders for the identification and resolution of operational issues.
- Provide information to local government officials by way of briefing notes and committee work.

Supervision Exercised

No supervision.

Subsidiary 5

Benchmark Evaluation – 057NR12

Identification Section

Working Title:	Conservation Officer
Department:	Forestry and Parks
Division, Branch/Unit:	Land Operations, Environmental Enforcement Branch, Regional Operations Section
Reports To:	District Sergeant Conservation Officer (NR8)
Levels to D.M.:	5
Job Description:	057NR12
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	057NR - Natural Resources 7

Comments on Role

Conservation Officers (CO) are responsible for public safety and natural resources (e.g., water and environment) conservation activities on Crown land, including Provincial Parks, protected areas, vacant public land, occupied public land (e.g., grazing leases, disposition sites), and public-accessible water bodies. Through the provision of education, prevention, public safety, and enforcement, COs conserve and protect Alberta's natural resources and Crown lands, while ensuring Albertans and visitors are safe and comply with relevant legislation while recreating in the province. Conservation responsibilities span natural resource protection, human-wildlife conflict prevention and response, public safety, and protection, as well as enforcement of legislation. Reporting to the District Sergeant Conservation Officer (DSCO), COs are responsible for planning and executing day-to-day field operations within an assigned district and management area.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E 2 200	33% 66	R2 87	353

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The position requires a bachelor's degree with a focus in natural resource management, natural science or law enforcement and successful completion of training at the Environment Enforcement Branch (EEB) Academy. Knowledge of a variety of Provincial and Federal acts and regulations with a specialized knowledge related to Crown and protected land. Some of these include the Criminal Code of Canada, *Environmental Protection and Enhancement Act*, *Fisheries Act (Alberta)*, and *Fisheries Act (Federal)*. Knowledge of human wildlife conflict prevention and response. Knowledge of conservation enforcement and compliance, natural resource management/resource protection and public safety prevention, incident, and emergency response. Thorough understanding of arrest, search and seizure and detention authorities, as well as use-of-force policy. The application of broad theoretical knowledge supports the E rating.

Complexity and Diversity:

The CO needs to have an understanding of the interrelationships between uses of the land base and issues of non-compliance.

Human Relations Skill:

Strong HR skills are required to influence behaviour and resolve situations that may lead to enforcement action.

▪ Creativity/Problem Solving:

With the CO being provider of enforcement services across a large and diverse land base with different legislation and nuances, industries and stakeholders, these situations require strong assessment skills to read the situation and an increased latitude to respond accordingly. The land use coordination activity requires monitoring commercial/industrial activities and acting on non-compliance of land use permits. The position is responding to public complaints and emergency situations and conflict resolution may be required and/or the ability to take enforcement action as required. A rating of 38% is not warranted because the CO report into the DSCO who can provide support and coaching.

▪ Responsibility:

The position exercises authority as a Peace Officer under the *Alberta Peace Officers Act* and is required to make appropriate enforcement decisions in the field within relevant legislation.

Last reviewed: July 2024

Subsidiary 5 Benchmark

Job Description – 057NR12

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Conservation Officers (CO) are responsible for public safety and natural resources (e.g., water and environment) conservation activities on Crown land, including Provincial Parks, protected areas, vacant public land, occupied public land (e.g., grazing leases, disposition sites), and public-accessible water bodies. Through the provision of education, prevention, public safety, and enforcement, COs conserve and protect Alberta's natural resources and Crown lands, while ensuring Albertans and visitors are safe and comply with relevant legislation while recreating in the province. Conservation responsibilities span natural resource protection, human-wildlife conflict prevention and response, public safety, and protection, as well as enforcement of legislation. Reporting to the District Sergeant, COs are responsible for planning and executing day-to-day field operations within an assigned district and management area. Incumbents are armed Peace Officers, appointed by the Public Security Peace Officer Program, and are also appointed Conservation Officers, Peace Officers, Wildlife Officers, and Forest Officers.

Conservation enforcement is a specialized and nuanced component of the province's law enforcement continuum; it requires COs to work in complex and changing landscapes to implement a variety of provincial and federal legislation. COs are responsible for conducting work assignments with limited supervision and conducting independent complex investigations and enforcement actions under various legislation and regulations. Professional, subject-matter expertise and advice are provided to inform policy and regulation development and district strategies and priorities. Advice and subject-matter-expertise are also proactively provided to diverse stakeholder during patrols to support conservation compliance.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Conservation Enforcement and Compliance:

- Delivers prompt and effective response to public complaints and issues encountered on patrol, which can be on complex and changing landscapes, such as remote back country areas, working with diverse populations of clients/Albertans, utilizing solution-based conflict management skills, judgement, problem-solving, education, and enforcement actions.
- Conducts independent, proactive patrols throughout the assigned geographic area, in alignment with ministry priorities.
- Participates in joint operations with internal and external stakeholders (e.g., local law enforcement, Fish and Wildlife Enforcement Services (FWES), and municipalities) to respond to a range of calls as required.
- Participates in compliance inspections of commercial operations within parks and on public lands (e.g., trap lines, cottage areas, guide outfitter camps, special events, permits and leases).
- Proactively manages immediate recreation management pressures (e.g., unanticipated traffic controls) and supports the development and implementation of long-term solutions to said pressures.
- Serves as an education resource/expert to support compliance, which includes providing education on various topics (e.g., public lands, wildlife, conservation, hunting fishing, First Nations rights) to individuals or groups (e.g., school presentations, community events, etc.).
- Prepares for and attends court, liaises with crown prosecutors as necessary to ensure enforcement actions follow through the judicial process.
- Records and tracks all enforcement/court documents and evidence through the judicial process using a comprehensive enforcement administrative system.

Public Safety Prevention, Incident and Emergency Response:

- Initiates, leads, and/or participates with other law enforcement agencies in emergency responses (e.g., missing persons, provincial disasters, body recovery, severe weather events).
- Assists in the creation and updating of emergency response plans.
- Contributes to district hazard identification and mitigation by conducting proactive patrols to evaluate and recognize the potential for injury to the public resulting from environmental, wildlife and/or facility conditions.
- Provides public safety services as needed, including first aid, while assessing the situation and determining next steps.
- Participates in the planning, implementation and delivery of public safety and emergency preparedness/response education programs within the district, in full collaboration with staff in adjoining districts, regions and departments.
- Ensures emergency response equipment is maintained and at a state of readiness, using knowledge and awareness of existing conditions and level of risk.
- Participates in training in emergency response to the extent that is consistent with involvement in potential emergency response incidents.
- Acts independently as a subject-matter-expert to close access to parks, facility areas, public lands, or public places temporarily due to safety concerns resulting from emergency situations such as fire, flood, facility conditions or human-wildlife conflict situations.
- Develops and maintain relationships with district search and rescue resources and public safety teams to promote and foster public safety (e.g., local police agencies, municipal emergency services, Parks Canada, Search and Rescue Alberta, and Alberta Emergency Management Agency.).

Human-Wildlife Conflict Response:

- Delivers human-wildlife conflict programs within the districts as requested.
- Provides emergency human-wildlife attack response, utilizing specialized weapons and tactics to alleviate risk to public safety.
- Routinely works around wildlife mitigating risk to self and public.
- Acts independently to plan, coordinate, and execute areas closures related to human wildlife coexistence.
- Utilizes traps, snares, and chemical immobilization to control, re-locate, or euthanize wildlife.
- Supports various bear aversion initiatives in Provincial Parks or other lands managed by Alberta Parks and in other areas.
- Participates in planning, organizing, and facilitating educational programs focussed on the preventions of human-wildlife conflict.
- Investigates wildlife complaints and incidents and provides advice on prevention techniques.
- Works closely with the provincial biologist and ecologist to enhance the delivery of various human-wildlife conflict programs and provides expertise when required.
- Handles, stores, applies, and tracks chemical immobilization drugs strictly regulated by Health Canada in accordance with all licensing requirements.

Natural Resource Management / Resource Protection:

- Supports Fish and Wildlife Stewardship through activities associated with monitoring recreational and subsistence fishing and hunting, commercial fur, and fish harvests.
- Ensures hunting/fishing compliance checks are carried out appropriately and according to policy and legislation.
- Participates in resource population census, creel data collection, and research programs.
- Provides input into the development of management plans/strategies for Provincial Parks Provincial Parks, protected areas, vacant public land, occupied public land, and public-accessible water bodies.
- Ensures that natural and historical resources in the district are adequately protected or preserved through effective patrols and inspections and ensures that visitor, industrial, recreational, agricultural uses are within

management plan objectives and/or legislation.

- Provides input into the identification and assessment of environmental impacts and assists in determining appropriate mitigation, which may include discussion or planning with regional staff.
- Assists in enforcement of non-compliance of conditions on industrial dispositions within the area.
- Provides logistical expertise to stakeholders including universities, researchers, other government agencies and the public to plan, implement and carry out research projects relating to the conservation and management of natural resources.

Occupational Health and Safety (OH&S):

- Maintains knowledge of and implements the *Occupational Health and Safety Act* to ensure all work is compliant with OH&S regulations.
- Maintains knowledge of and implements protocols, communications, and the risk-management necessary for working alone in remote law enforcement settings and changing environmental setting.
- Investigates and documents all accidents and near misses and forwards all documentation to the District Sergeant for review.
- Maintains district equipment, including personal safety equipment, trucks, off-highway vehicles, and watercraft, are in safe working condition, performs/schedules required maintenance and reports deficiencies to supervisor.
- Intervenes and takes corrective actions if a violation of the Act or regulation is occurring or is likely to occur.

Administration, Management, and Project Support:

- Contributes to district planning, strategy development, and the development of operational plans that reflect both local priorities and ministry objectives by providing specialized knowledge for district specific issues.
- Completes all forms, reports, and notes that relate to the position within assigned timelines.
- Manages and maintains required data and enforcement actions in the internal record management systems (RMS).
- Where contracts and/or partnerships are in place, work with District Sergeant to ensure effective contract administration as per policy.
- Liaises with government communications contacts to ensure dissemination of appropriate information, in accordance with communication policies in collaboration with the District Sergeant.
- Provides subject-matter-expertise to various branch projects and initiatives (e.g., policy, regulation, program development).
- Participates in the recruitment, hiring and training process for new recruits when required.
- Mentors and guides newer officers.
- Participates in various divisional committees and field training units as required.
- Fosters and maintains relationships with a variety of stakeholders including local law enforcement, internal government partners, outdoor recreation groups and organizations, municipalities, the public, and local Indigenous communities, and organizations.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Typical problems solved:

- COs consistently work alone. They require the ability to independently exercise good judgement when dealing with high-risk situations such as enforcement, responding to public complaints and attending public safety or human-wildlife conflict situations. Decisions, including critical law enforcement decisions, are required to be made in a short period of time while analyzing information from various sources including policies, case law, legislation, and regulations, emotions of the parties involved, as well as awareness of

changing elements in the situation. Decisions made by the COs can result in the use of firearms or chemical immobilization of wildlife, or enforcement changes; COs have a significant level of responsibility for the outcomes of their decisions.

- COs respond to public complaints that can result in enforcement actions. Communication, listening, conflict resolution, and de-escalation skills are essential, as well as the ability to discern when and how to adapt strategies as circumstances evolve. COs exercise sound professional discretion when making decisions related to the complex and changing situations and environments. Challenges require sound judgement while dealing with diverse clientele (e.g., people with little experience in the backcountry, vulnerable persons, minority groups, Metis or First Nations who have specific rights).
- COs are also challenged to analyze information and make comprehensive decisions while conducting complex investigations that may involve knowledge of case law, securing/executing search warrants, making seizures, dealing with large numbers of witnesses and multiple pieces of evidence, laying charges, arresting suspects, and preparing for / testifying in court.
- COs are challenged to find a balance between public safety and conservation of natural resource protection to foster responsible and sustainable natural resource use / management for current and future generations.

Type of guidance available for problems solving:

Guidance is available from existing legislation, policy, and procedures; professional knowledge, training, and experience; existing precedents; other Conservations Officers or similar roles; and the Sergeant. COs must adhere to various legislative requirements in relation to evidence gathering, note taking, record keeping, submissions to provincial court etc. As the incumbents often work alone (e.g., in the back country, patrolling campsites), resources to support problem-solving are limited and there is a level of inherent risk as situations could escalate quickly; COs must be capable of independently assessing various situations and developing and implementing creative solutions to various work assignments, such as dealing with aggressive or confrontational members of the public and administering highly technical legal procedures. They must be able to make independent decisions on issues related to safety, including their own personal safety, and compliance to conservation legislation. COs ensure all actions, including enforcement actions and investigations, adhere to internal policies, procedures, legislation, and regulations, such as the Alberta Association of Chiefs of Police (AACP) use-of-force model.

Direct or indirect impacts of decisions:

- Albertans and visitors are safe and comply with multiple, relevant pieces legislation while recreating in the province.
- Consistent enforcement across various situations within the assigned geographic region as the primary enforcement services providers.
- Natural resources conservation and preservation for future generations.
- Public safety and well being of the public and themselves in Protected areas, Public Land Use Zones, occupied public land, including various types of water bodies.
- Conservation program content, policies and regulations, and district strategies via provision of subject-matter expertise.
- Education information and content for diverse education and prevention strategies.
- COs have direct impact on human lives. They have the authority to arrest when proper conditions exist, and the ability to search and seize personal property (trucks boats etc.) when necessary. The impact of these types of decisions can be far reaching.
- In addition to the conservation enforcement side of the position, COs are armed and have the legislated tasks of defending themselves and the public which could result in the highest level of use of force. Other than armed officers, no other similar roles have this potential impact.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- Bachelor's degree (4 Year) with a focus in natural resource management, natural science, or law enforcement or equivalent mix of education and experience.
- Additional Requirements: Class 5 drivers license, standard first aid - level C CPR and a defensive driving certificate. Visual, auditory, Physical Abilities Requirement Evaluation Fitness (PARE) Test, psychological assessment as a requirement of the Peace Officer Program.

Experience:

- A minimum of 4 years directly related experience.
- Outdoor skills and experience in outdoor activities (navigation skills, backcountry travel, working alone).
- Experience managing and handling various wildlife/animals.
- Experience presenting to groups/public.
- Equestrian experience.
- Conflict management/resolution experience.
- Firearm experience.

Knowledge:

- Working knowledge of several Provincial and Federal acts and regulations including, but not limited to: Criminal Code of Canada, *Environmental Protection and Enhancement Act*, *Fisheries (Alberta) Act*, *Fisheries Act (Federal)*, *Forest and Prairies Protection Act*, *Forest Reserves Act*, *Forests Act*, *Gaming, Liquor and Cannabis Act*, *Historical Resources Act*, *Petty Trespass Act*, *Provincial Offences Procedure Act*, *Provincial Parks Act*, *Public Lands Act*, *Traffic Safety Act*, *Wildlife Act* and the Wilderness Area, *Ecological Reserves, and Heritage Rangelands Act*.
- High level of knowledge/expertise across broad topics to act as an educational resource (public lands, wildlife, conservation, hunting fishing, First Nations rights) etc.
- Working knowledge of relevant case law.
- Thorough understanding of arrest, search and seizure, and detention authorities, as well as use-of-force policy.
- Knowledge of Indigenous cultures and First Nations and Metis rights.
- Working knowledge of Global Position Systems (GPS) units.
- Confidence in using Microsoft Office and require Record Management Systems.
- Possess a working knowledge of various legislation and regulations, with a specialized knowledge related to enforcement on crown and protected land.
- Maintains a familiarity of the land base, as well as required off-highway vehicle and watercraft certifications, to support urgent calls for service.
- Working knowledge of additional safety devices include SPOT devices, radio communications and satellite phones.

Training:

- New recruits are required to successfully complete 4 months of in person training, followed by one year in EEBs field training program that provides guided experiential learning with a mentor.
- Investigative Training: Legal Studies, Legislation, and Investigations.
- Firearms Training: Pistol, Shotgun, Rifle, and Patrol Rifle.
- Use of force / Control Tactics training: Active Shooter Training (IARD), High Risk Vehicle Takedowns, Tactical Communication (de-escalation communication), Arrest and Control Techniques, and Combat Casualty First Aid.
- Human Wildlife Conflict Prevention: Wildlife Human Attack Response Training, Wildlife Trapping (Grizzly, Black, Cougar), Wildlife Euthanasia, and Wildlife/Fish Identification.

- Chemical Immobilization.
- Incident Command System: 100 and 200.
- Search and Rescue Training: Basic Searches and Initial Response Incident Command.
- Emergency Vehicle Operations: Patrol responses and Safe Trailing.
- Water Safety Training: Large Prop, Small Prop, Swift water rescue, Ice Rescue and Subject control.
- Off Highway Vehicle Training: Quad, snowmobile, Side by side and Dirt bike.
- Mental Health Training: Before Operational Stress.
- Maintenance of all requirements to sustain Peace Officer certification.

COs must re-certify as necessary in required skills. This includes but is not limited to annual re-certification of firearms and control tactics. Lastly, officers are required to complete district specific training, which may include advanced rescue, equine and remotely piloted aircraft system training.

Skills and Abilities:

- Well-developed interpersonal and communication skills and ability to adjust approaches depending on evolving situations.
- Relationship building skills with diverse stakeholders.
- Sound reasoning and judgement skills to evaluate risks and opportunities.
- Sound problem-solving skills.
- Diplomacy and tact and ability to remain calm in stressful situations.
- High degree of responsibility and sound judgement required in making decisions related to human-wildlife conflict, including the decision to euthanize wildlife, which may generate public scrutiny.
- Agility is essential in the role as priorities change rapidly based on factors outside of officer control.

Contacts

(The main contacts of this position and the purpose of those contacts.)

Internal:

- Peers - collaborate and share information; provide back-up as needed.
- District Sergeant - Shares information with respect to enforcement activities and areas of concern in the district; provides inputs to identify district priorities; seeks advice when required.
- Branch leaders (e.g., Regional Inspectors and Deputy Chief, Chief) - Provide information or updates on field operations as requested.
- Similar roles in the department or other departments (e.g., FWO Officer, Park Rangers, Lands Officers) - Collaborate on joint operations, share information; provides information or updates on field operations as requested. Provides information as field subject matters experts to support branch initiatives, policy development and projects, as requested.
- Other branches and units (e.g., Innovation and Logistics Unit; Lands, Parks, Stewardship) - provide role subject matter expertise; participate in innovation or improvement projects; collaborate to achieve shared goals and outcomes as part of the ministry's broader land management framework.

External:

- General Public - daily interaction through proactive patrols, educational opportunities, and enforcement actions.
- Law Enforcement Partners - Participate on joint operations, share information; maintain productive working relationships.
- Emergency Services (Fire Rescue, EMS, Search and Rescue) - Participate on joint operations, share information; maintain productive working relationships.
- Crown Prosecutors - Liaise with the crown to support prosecution of offenders.

- Volunteer groups, licensed businesses operating within Parks and on Public Land, Industry partners (oil, gas, forestry), guides, community organizations - provide education and work collaboratively to reach common resource protection goals.

Supervision Exercised

No supervision.

Subsidiary 5

Benchmark Evaluation – 057NR13

Identification Section

Working Title:	Fish and Wildlife Officer
Department:	Public Safety and Emergency Services
Division, Branch/Unit:	Public Security Division, Alberta Sheriff Branch
Reports To:	District Fish and Wildlife Officer (NR8)
Levels to D.M.:	7
Job Description:	057NR13
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	057NR - Natural Resources 7

Comments on Role

Reporting to the District Fish and Wildlife Officer (DFWO), the Fish and Wildlife Officer (FWO) delivers conservation law enforcement and related compliance assurance, including federal and provincial legislation related to wildlife, fisheries trapping, Criminal Code, boating, traffic, liquor, cannabis and controlled drugs and substances. FWOs implement a comprehensive compliance assurance program and balance its multiple strategies including public outreach and education, enforcement (conducting compliance checks, inspections, and complex investigations, executing evidence seizures, search warrants and arrests, assessing fines and compelling court appearances, prosecution preparation and giving evidence in court), and prevention/ high visibility presence in an assigned district to enforce conservation law. The FWO responds to and mitigates dangerous instances of human wildlife encounters and conflict involving wildlife. The FWO may also participate in the Rural Alberta Integrated Defence (RAPID) Response to provide initial response or backup to emergency calls of crimes in progress when dispatched by the RCMP. RAPID Response duties requires the FWO to have full and unrestricted authority to enforce and investigate all laws in Alberta that are enforceable by a Peace Officer, including the entire Criminal Code of Canada.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E I 2 200	33% 66	R2 87	353

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

A bachelor's degree in Natural Resource Management and/or Conservation Law Enforcement and successful completion of training at the Western Conservation Law Enforcement Academy (WCLEA) is required. Additional training to conduct RAPID Response duties are also required. Sound knowledge of both criminal and conservation investigations is required, which includes interviewing skills, statement analysis, a comprehensive understanding of evidence and a variety of investigative techniques to determine whether charges should be laid, and the ability to obtain evidence that will withstand Charter challenges. The position must have knowledge of provincial and federal statutes such as the Charter of Rights and Freedoms, Criminal Code, related Legislations, and the ability to

interpret and apply case law. The position must also have knowledge of environmental and natural resource management and the ability to operate all motorized equipment in the field. The application of a breadth of both theoretical and practical knowledge supports the E rating.

Complexity and Diversity:

The position must understand the legal requirements and the impacts of stakeholder activities on natural and environmental resources.

Human Relations Skill:

The position communicates with the public, various internal and external stakeholders, and other law enforcement agencies. Communication is used to influence behaviour change towards compliance and enforce legislation.

- **Creativity/Problem Solving:**

The position routinely works alone and must independently exercise good judgement when dealing with high-risk situations such as enforcement, compliance, responding to public complaints and attending public safety or human-wildlife conflict situations. The position does not have regular access to assistance when working in remote locations. Judgement is applied to determine the best course of action to resolve compliance issues including education, prevention, and enforcement and must satisfy a variety of stakeholder interests including adherence to relevant legislation. The position must be able to reference pertinent case law and/or legislation to make appropriate decisions in the field. The position is rated 33% as the role operates with officer judgement within existing legislation.

- **Responsibility:**

The position exercises authority as a Peace Officer under the *Alberta Peace Officers Act* and is required to make appropriate enforcement decisions in the field within relevant legislation and the Criminal Code.

Last reviewed: September 2024

Subsidiary 5 Benchmark

Job Description – 057NR13

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the District Fish and Wildlife Officer (DFWO), the Fish and Wildlife Officer (FWO) delivers conservation law enforcement and related compliance assurance, including federal and provincial legislation related to wildlife, fisheries trapping, Criminal Code, boating, traffic, liquor, cannabis and controlled drugs and substances. FWOs implement a comprehensive compliance assurance program and balance its multiple strategies including public outreach and education, enforcement (conducting compliance checks, inspections, and complex investigations, executing evidence seizures, search warrants and arrests, assessing fines and compelling court appearances, prosecution preparation and giving evidence in court), and prevention/ high visibility presence in an assigned district to enforce conservation law.

The FWO responds to and mitigates dangerous instances of human wildlife encounters and conflict involving wildlife such as bears, cougars, moose, elk, and deer. Responses vary from providing specialized information to the complainant to resolving the situation themselves, or employing different specialized techniques (e.g., capture, chemical immobilization, euthanasia). The FWO also participates in the Rural Alberta Integrated Defence (RAPID) Response to provide initial response or backup to emergency calls of crimes in progress when dispatched by the RCMP. While acting under RAPID Response duties, the FWO has full and unrestricted authority to enforce and investigate all laws in Alberta that are enforceable by a Peace Officer, including the entire Criminal Code of Canada.

The FWO is a highly qualified and fully armed Peace Officer, as well as a specialist to various partner agencies to provide professional, educated expertise and advice technical information across a broad range of topics (e.g., wildlife and fisheries management, legislative interpretation / application scenarios, human wildlife conflict incidents). Incumbents work in close partnership with other positions and agencies including fish and wildlife biologists, local police and enforcement, community stakeholders, and representatives from municipal, provincial, and federal government, and collaborate with them on a local level to coordinate joint mandate efforts. Collectively, the work of this position helps to conserve and protect the province's natural resources by ensuring everyone understands and complies with the laws meant to safeguard its natural resources and ensures the public's safety and protection of property regarding wildlife.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Deliver FWES compliance assurance program through education, prevention, and enforcement at a district, unit, and at times provincial level, in accordance with legislated authorities and established strategies, policies, standards, and procedures:

- Establish priorities and develop individual work plans for diverse compliance assurance functions including routine patrols, major operations, inspections and monitoring of licences, equipment, and commercial facilities.
- Complete associated documentation related to the application and registration of wildlife species, trapping compensation and registration, and addressing non-compliance through enforcement.
- Conduct a variety of proactive compliance patrols (e.g., plainclothes, night patrols, horse, ATV, and snowmobile extended backcountry patrols, aerial patrols) by detaining and inspecting vehicles, vessels, aircraft, and clients to ensure compliance of the recreational fishing, hunting, trapping, and commercial harvest activities and operations.
- Execute a variety of legal processes including search and seizure with/without warrant, detention, arrest, and release.
- Plan and conduct specialized operations targeting priority and high non-compliance areas and activities using surveillance and/or plain-clothes, multi-Officer saturation patrols, night aerial FLIR operations, roadblocks, and surrogate decoy operations.

- Participate in inter-departmental / joint agency initiatives (e.g., Public Lands Enforcement, Aquatic Invasive Species, resource population census, creel data collection, Species-at-Risk, high-risk inspections and investigations led by other districts and agencies,) and provide insight, technical advice, and operational support when necessary.
- Plan and conduct facility inspections, routine reviews, and audits using records management systems and client activity records to determine compliance with legislative requirements for commercial entities engaged in the processing of fish and wildlife including taxidermists, fur dealers, tanneries, meat processing facilities, as well as Registered Fur Management Area (trap lines), competitive fishing events, Outfitters, and other related commercial enterprises (food establishments).
- Remain knowledgeable and current in constitutionally based case law to conduct proactive compliance activities specific to the Indigenous harvesting of fish or wildlife resources and identify violations, complete and submit an investigative report comprised of the facts and rationale for prosecution, for consideration at the provincial level to determine if prosecution is appropriate and constitutionally permitted.

Plan and complete conservation law enforcement investigations to determine the action required to implement conservation legislation:

- Identify potential violations from a wide variety of sources including public reports / complaints, the Report-a-Poacher Program, other law enforcement agencies, stakeholders, public encounters, social media, online sales, and by developing and managing human intelligence sources / informants.
- Investigate alleged non-compliance to provincial, federal, and international conservation-related legislation in accordance with case law, policies, and acceptable investigative and judicial practices (e.g., determining the validity of information; utilizing multiple open-source social media, intelligence records management systems, and criminal record databases; conducting background searches; collecting evidence and gathering witness statements) to validate or dismiss the complaint.
- Conduct comprehensive Forensic Interviews (interrogation) of suspected offenders to acquire verbal evidence in accordance with Court ruled defensible techniques.
- Identify, locate, collect, and secure a wide variety of evidence types from a scene, ensuring integrity and prevention of cross contamination.
- Identify the necessary threshold to develop and execute a Consent to Search, Production Order, or Search Warrant, relating to physical or technological data evidence from a person, business, private residence, or vehicle.
- Analyze evidence and circumstances derived from investigations, taking the appropriate course of action to ensure voluntary long-term compliance of offender, varying from a warning, formally charging, or a behavioral modification order.
- Conduct post investigation reflection reviews, analyzing the outcomes, successes, and failures to increase the probability of future success.
- Ensure thorough records are completed to mitigate “officially induced error” arguments when legislative interpretation and application is publicly provided involving Indigenous resource harvesting rights.

Address a wide range of instances of human-wildlife conflict to ensure the public’s safety and protection of property regarding wildlife:

- Assess a variety of reports from the public regarding human-wildlife conflict involving large carnivores, ungulate species, and nuisance wildlife to determine and provide appropriate mitigation techniques and/or response that prioritizes public safety and animal welfare in the given circumstances (e.g., identify mitigation techniques to the complainant, deterrent options, attractant mitigation, or referral to external companies such as exterminators or damage control permits).
- Determine and implement the response to utilize chemical immobilization agents and vertebrate toxicants within established guidelines in a wildlife conflict incident (e.g., lethal control of coyotes, wolves, and black bears) by assessing multiple factors (e.g., the animal’s condition, the environment, and overall risk benefit analysis to public safety).
- Deploy a variety of species-specific animal capture techniques and traps, ensuring that any trapping of wildlife species is conducted within the established departmental policies and in compliance with the

Agreement on International Humane Trapping Standards and the principles of animal control management techniques; safely relocate anesthetized or dispose of deceased animals containing toxicants or chemical immobilization agents.

- Safely deploy firearm based physical projectiles, noise deterrents, and deliver chemical immobilizing agents to resolve wildlife conflict incidents relating to large carnivores and ungulate species, in varying environments (e.g., remote-access locations, heavily populated urban environments).
- Provide expertise as a primary responder to dangerous wildlife or controlled alien species predator attacks, public safety, injury, or human mauling or fatality incidents (e.g., lead and direct other emergency response personnel, close areas to the public or issue Orders Respecting Wildlife Attractants).
- Complete investigative packages and recommendations to inform the delivery and decision-making of financial compensation programs (e.g., Wildlife Predator Compensation Program, or Agriculture Financial Services Corporation (AFSC) Compensation) resulting from human wildlife conflict including, predator attacks on livestock, and crop damage compensation.

Participate in the Rural Alberta Integrated Defence (RAPID) Response Program when dispatched by the RCMP:

- Respond as a first responder or back up to the RCMP for Priority One and Two emergency calls such as: active shooters, sexual assault, murder and attempted murder, and any other criminal offences based on proximity to the location. Take immediate action to intervene and stop any violence or in-progress criminal activity.
- Conduct initial and ongoing risk assessments prior to arriving on scene, to determine what time sensitive resources are required (Tactical Team, Crisis Negotiator, Incident Commander, Medical Services, Fire Services, etc.) and ensure these are requested.
- Conduct the initial criminal investigation with sensitive tasks required to preserve the integrity of the investigation in accordance with existing legislation, policy, and protocols.
- Act as a first responder and complex equipment operations specialist in search and rescue operation missions in diverse land and water-based environments.

Collaborate and participate in partnerships as an investigation and enforcement specialist within the department, and with external enforcement agencies (municipal, provincial, national, or international) to promote provincial, regional and district strategies that address compliance to conservation laws and wildlife/fisheries management issues:

- Advocate for and promote FWES programs, and educate industry, government agencies, stakeholders, and the public about conservation legislation, policies, and procedures.
- Develop and implement compliance and public safety initiatives specific to community needs.
- Enhance existing FWES compliance initiatives through collaboration, consultation, and providing guidance and direction to external municipal, provincial, national, or international enforcement agencies to ensure an integrated and coordinated approach to conservation law enforcement.
- Co-ordinate investigations and enforcement responses, when appropriate, through the intergovernmental and inter-agency agreements in place to support coordination and to reduce duplication of efforts.
- Foster relationships with other organizations, agencies, and stakeholder groups to establish objectives and opportunities to solve unique local challenges and advance the successful development and delivery of district strategies to maintain compliance within the district boundaries.
- Conduct interviews and educational sessions with media (social media, television, radio, and newspapers), school groups and other public/private groups.
- Represent FWES at public meetings or consultation sessions.

Provide professional and specialized knowledge to advance the implementation of all district, service and branch enforcement strategies:

- Provide input into the development of district operational plans that reflect local priorities and the evolution of the standards, policy, and compliance assurance program elements.
- Train, mentor, and guide administrative support staff, junior officers, and problem wildlife staff to ensure there is effective and accurate communication flow and delivery of FWES services to the public in timely

fashion.

- Maintain relevant skillset, recertification, and equipment maintenance to ensure availability for immediate enforcement and public safety responses.
- Complete case briefing and legal documents for an investigation and coordinate with the Crown Prosecutor as needed on cases that proceed through the courts.
- Prepare and serve legal documents, investigative reports, briefings, and statements presenting to or consulting with management, Crown Counsel, and other government agencies recommending prosecution, penalties, licence suspensions, permits or alternative options to resolve non-compliance, mitigate impacts, and satisfy public interests (e.g., restorative justice / alternative measures,).
- Deliver clear and direct testimony in court while acting as the subject matter expert with applicable legislation and investigative techniques and explain the relevance of evidence provided during court proceedings.
- Maintain proper function and complete regular maintenance of personal equipment/inventory including human wildlife conflict resolution equipment, all vehicles and equipment (including firearms, motor vehicles, transport trailers, and various watercraft) in accordance with the manufactures maintenance schedule and FWES standards, policy, and procedures.
- Participate in ongoing evaluations of district needs and make recommendations as required.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Typical problems solved:

FWOs often face complex issues and must quickly assess, use their advanced problem solving, high level of operational thinking, and adaptation skills, to effectively make decisions to complete duties with short timelines, often when complete information is not available. Effectively collecting, analyzing, and applying information from numerous diverse sources and interpreting anecdotal and technical information provided by the complainant, offender, or witnesses is key to determining the best resolution. Challenging situations faced by FWOs are fluid and unique, requiring creative approaches to ensure the results have clear benefits for the FWES, public, and environment involving serious resource violations, dangerous human-wildlife conflict incidents, and the RAPID Response Program. FWOs often work alone and might have to self-rescue due to equipment failure in challenging and dangerous terrain, weather, and environments.

Officers must interpret and apply regulatory law to determine if there is a contravention of the legislation, a due diligence defense, and if there's sufficient evidence to proceed with an enforcement action that can withstand in Court. Identifying applicable elements of the legislation is necessary to legally collect the appropriate evidence needed to prosecute the offence(s). Officers must also consider the totality of the circumstances and public interest, to make discretionary decisions. Investigations typically start with bare minimal information, requiring the FWO to invest considerable time and effort to acquire the necessary facts, which can take months, even years, and requires the case management of multiple subjects, witnesses, exhibits, crime scenes, and coordination of additional Officers, agencies, and specialized investigative services (forensics). Complexity is increased due to the requirement to be highly specialized professionals in multiple disciplines vs. just one. FWOs have broad discretion throughout their scope of responsibilities.

The FWO must be able to effectively manage and de-escalate emotionally charged individuals and to effect behaviour change through multiple strategies. Judgement is applied to determine how best to resolve compliance issues (e.g., education, warning, fine, or court). The FWO must continually assess surroundings, external factors, and interpersonal behavior and emotional state of the subject and tailor their response accordingly. FWOs must remain objective, non-judgmental, and professional. In situations that dictate physical force, the degree of force must be quickly adapted to the level required to control the situation.

When involved in any human-wildlife conflict situation the FWO must anticipate the behavior of the animal when under stress and implement a contingency plan for many potential scenarios and deliver a timely and effective response. Chemical immobilization techniques are not immediately effective and the risk to public safety must be accounted for should the Officer deploy this technique. In these cases, FWOs find themselves searching for wildlife which has demonstrated aggression and can occur in low or no light, rough terrain, densely forested areas, urban settings, and

extreme weather environments. Officers must utilize their significant experience, knowledge, and abilities to safely respond to these incidents and effectively resolve the situation.

Responses to Priority 1 and 2 calls via the RAPID Response Program can also be challenging. These can be dangerous calls (e.g., crimes in progress, intimate partner violence, violent crime, dangerous offenders) with a high degree of potential risk. FWOs must constantly be aware of the surroundings and the potential risks to the public and Officer safety, utilizing only the information that is provided from mapping, RCMP dispatch, and limited subject information. These situations can require the control of subjects, securing weapons, interviewing subjects/witnesses, child welfare issues/response, and medical response for injured persons. The FWO has full authority to enforce and investigate all laws in Alberta that are enforceable by a Peace Officer, including the entire Criminal Code of Canada. Officers must use strong creative problem solving and diverse knowledge and skill to provide the appropriate assistance to persons involved in these situations and may require the use of force, including lethal force, depending on the subject's behavior or risk to public safety.

Types of guidance available for problem solving:

Guidance for problem-solving is provided by existing legislation, relevant case law, department policy, manuals, standards, protocols, procedures, and guidelines. Additional guidance is available through colleagues, managers, and other ministries. Guidance for the utilization of chemical immobilization agents and vertebrate toxicants is established by the FWES, Health Canada, and the Canadian Association of Zoo and Wildlife Veterinarians (CAZWV). Professional knowledge, training and experience are also relied on to solve problems. The FWO has authority to act, conduct complex reviews, and make decisions within the designation as a Peace Officer. Situations are often unique and fluid, requiring the FWO to apply judgement and critical thinking to determine the best path 'on-the-spot' without access to the full scope of information.

The work environment that varies greatly from one district to another, depending on factors such as geographic location, presence of large urban centres, ratio of public versus private land, presence of remote regions, number of lakes, river, and streams and the species of wildlife and fish present. These factors impact decision making and prioritization of issues affecting fish and wildlife resource in the district. Theoretical knowledge that underpins the FWES' conservation compliance assurance and problem wildlife management programs is applied to identify priorities and to inform judgement calls in a variety of situations (e.g., how to address specific compliance or problem wildlife incidents).

Direct or Indirect Impacts of Decisions:

Officers are responsible for conservation law enforcement where the main goal is to gain voluntary compliance. Effective and widespread education of these laws, and deterrence for violations, is paramount for the sustainability of Alberta natural resources. Although it is the Court's jurisdiction to decide to issue a particular penalty relating to a prosecution (e.g., incarceration and/or fines exceeding \$100,000), FWOs work with the crown prosecutors and Judges to ensure outcomes will be acceptable to the public and a deterrent to criminal/poachers (e.g., pre-trial meetings/letters, sentencing recommendations and sentencing packages that highlight other previous significant penalties, suspensions, orders and property forfeiture levied by other Judges).

The FWO ensures the facts of the case, ecological significance of the species, and any public safety considerations are clearly articulated to the Court to justify the appropriate penalty. In cases where an offender has demonstrated a prolific violation pattern, the FWO can propose the Judicial Order process for the consideration of the Court, to positively impact long term behaviour changes of the violator. The outcomes of investigations may result in appeals, judicial reviews, and court proceedings resulting in case law precedents which could create Case Law that significantly affects the enforcement abilities, techniques, responsibilities of other law enforcement agencies at a national level. All enforcement outcomes are publicly available through routine disclosure, news releases, social media, annual reports, quarterly enforcement reports, open-source data, postings on Alberta.ca, and CANLII, therefore must be legally justifiable in all cases.

FWOs determine and implement decisions relating to human wildlife conflict when an individual, property, or an entire community could be at risk. Animal behavior is unpredictable, therefore numerous other factors must be considered to determine if wildlife is a non-risk, nuisance, or causing or likely to cause a serious public safety concern. These incidents often receive public exposure including social media attention, therefore must be addressed professionally and appropriately. When dealing strictly with Grizzly bears the FWO consults with an Inspector or Provincial Carnivore Specialist (biologist) prior to action.

The credibility of the Ministry is always at stake resulting from an investigation or human wildlife conflict response. Improper decisions or actions could result in: Serious bodily harm or death to themselves, other enforcement officers, and members of the public, escalation of dangerous human wildlife conflicts situations compromising public safety, significant property damage or loss, termination or loss of an investigation resulting in wasted time, funds, resources, and erosion of public trust and confidence, creation of negative case law that could impact all enforcement agencies, serious abuse of ecologically sensitive fish and wildlife species, ecosystems, and the environment, public scrutiny, professional reputation, and Criminal and/or civil proceedings against the Branch, other Officers, or the involved Officer.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- Four-year degree in a related field (e.g., resource management, conservation law enforcement) plus 1 years related experience; or equivalent as described below.
- Equivalency: Directly related education or experience considered based on 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.
- Conditional for employment, candidates must successfully pass the following tests: Audiometric, Vision (colour blindness and non-corrective standards), Physical exam (fit for law enforcement duties), Psychological Evaluation, The Physical Abilities Requirement Evaluation, completion of the Enhanced RCMP Screening including criminal records check and extensive background screening, valid class 5 driver's licence, First Aid Level C and AED, Restricted and Non-restricted Canadian Firearms Safety Course, and workplace hazardous materials information systems certificate.
- Successful completion of training at the Western Conservation Law Enforcement Academy: Core courses to complete are Carbine, Pistol and Shotgun training, Emergency Vehicle Operation Course and Defensive Tactics. Other important courses include mitigation and management techniques for Law Enforcement Ethics, Aboriginal / Cultural Relations, Off Road Vehicle Operation, 4x4 Vehicle Operations, Snowmobile Operation, Problem Wildlife/Human-Wildlife Conflict, Rescue Canada Swiftwater Rescue and Ice-Rescue certification, Chemical Immobilization of Wildlife (CAZWV) and Investigative Techniques including Evidence collections/processing, statement taking and search warrant drafting.
- With the addition of RAPID Response duties, the following courses are required: Immediate Action Rapid Deployment (IARD), Intimate Partner Violence, RAPID Response scenario-based training, Mental Health First Aid, Canadian Police Information System (CPIC), Introduction to Cannabis Legislation and Law Enforcement, RCMP Containment Course, Law Enforcement First Aid (LEFA), and Conducted Energy Weapon (CEW).
- Additional FWES specific training: Predator Attack Response training, Human Source Handling - Confidential Informant, Indigenous Awareness, Water Safety Training, Small Prop, Large Prop and Jet Boat Operations, Personal Watercraft (PWC) Operations, and Surrogate Wildlife Operations.

Training and Certification:

- Eligible to achieve required security clearances.
- Designated Peace Officer.

Knowledge:

- In depth knowledge of provincial and federal statutes such as the Charter of Rights and Freedoms, Criminal Code of Canada, *Alberta Evidence Act*, *Canada Evidence Act*, *Interpretations Act*, *Wildlife Act*, *Fisheries (Alberta) Act*, and *Fisheries Act (Canada)*, *Environmental Protection and Enhancement Act* and the ability to interpret and apply case law anticipating the implications on investigations and enforcement actions is required.

- Knowledge of environmental values and natural resource management associated with fish and wildlife, ecosystems and lands, pollution, air and water, and public safety/property protection issues pertaining to human/wildlife conflict within Alberta is required.
- Knowledge of the multiple program requirements including policies and procedures in which the FWO participates (e.g., RCMP RAPID Response program, Report-A-Poacher program).
- Knowledge of Court systems, judicial processes, case law, document submission, and disclosure requirements including knowledge of protocols on Courtroom etiquette.
- Knowledge and skill to both operate and ensure the proper maintenance of all equipment required in the field, including off-highway vehicles, trucks, trailers, jet boats, personal watercraft, and propeller boats in diverse terrain and waters.
- Knowledge of current applicable Case Law, Criminal Code authorities, and Use of Force procedures, arrest authorities and requirements subsequent to arrest.
- Knowledge and ability to utilize multiple databases and internal administrative records management systems and knowledge of the associated policies (e.g., CPIC, CNI, Criminal Records, ROADS, RELMS, RMS NICHE, social media, and other information databases available).
- Knowledge of the scientific content analysis, practices and techniques relating to interview and interrogation of subjects and witnesses, and ability to recognize and evaluate behavioural indicators of deception (non-verbal, key mannerisms, facial and body movements, tone, and verbal responses).
- Knowledge of scene containment and evidence collection (including electronic forensic data extraction) protocols and procedures for field sampling to meet the standard set out in the Canada *Evidence Act*, case law and legislation for logging evidence, chain of custody and presentation in court. This includes utilizing techniques, equipment and appropriate sample packaging for physical evidence, biological and trace samples to ensure it meets the applicable legal standards for evidence collection.
- Knowledge and ability to draft, plan, and execute search warrants, general warrants, and production orders when necessary to obtain and secure evidence relating to an investigation in accordance with polices, case law, and applicable legislation.
- Comprehensive knowledge of current Indigenous harvesting case law, policies, and procedures and understanding and cultural awareness of Indigenous communities, traditions, history, land use and traditional territories.
- Thorough working knowledge of black bear, grizzly bear, wolf, cougar, and urban moose response guides and mitigative techniques to ensure situations of conflict are resolved safely and in line with the provincial management plans, policy, and legislation. This includes the identification, proper handling, use, and maintenance of various chemical immobilization drug delivery systems and the identification and proper deployment of various non-lethal munitions.
- Knowledge and experience relating to investigations for the Ungulate Damage Prevention Program is required, to mitigate or compensate financial losses for producers on stacked hay, stored silage, or unharvested crops caused by ungulates.
- Knowledge and skills outlined by the CAZWV, and Health Canada Regulations, to meet safety, security, and documentation requirements in the acquisition, inventory, use, storage, transport and disposal of immobilization drugs, reversal agents and associated materials in accordance with Health Canada federal regulations and department polices for maintaining certification with CAZWV.
- Knowledge of the policies and protocols for the storage, transport, deployment, recovery, and disposal of vertebrate toxicants for large predators in the mitigation efforts to reduce or stop the loss of livestock through predator attacks.

Skills and Abilities:

- Ability to use specialized investigative enforcement techniques and equipment to determine if a nexus exists between the offence(s) subject(s), scene(s) and supports the overall investigation to determine non-compliance.
- Ability to identify subject behaviours, threat indicators and a general knowledge of a range of criminal behaviors and offences and intervention techniques.

- Advanced organizational skills, research skills and the ability to work independently.
- Adaptability to change, problem solving and judgment to assess options and implications to identify a solution appropriate to workload requirement.
- Conflict resolution, negotiation skills and tact to deal with sensitive, controversial, and diverse issues.
- Advanced human relation skills, to develop relationships with stakeholders to identify and address priority issues, while understanding the consequence of error relating to officer safety and legal issues.
- Advanced communication skills to engage with various stakeholders within the local area.
- A high level of emotional intelligence and situational awareness while dealing with dangerous, intense, and emotional responses and/or encountering individuals with mental health issues.
- Ability to create and manage contact strategies for human sources / informants handling in line with guiding policies, procedures, and case law. This includes the ability to recruit and build relationships, understand motivation, demonstrate professionalism, and ensure proper documentation and securement of informant identity.

Contacts

(The main contacts of this position and the purpose of those contacts.)

Internal:

- Peers – collaborate and share information, train and mentor junior staff.
- DFWOs – participate in district planning and reporting; provide updates and reports; draft briefing notes and reports for information and decision making.
- FWES Management: Provide advice on program delivery issues, training, specific situation updates, OH&S, and potential contentious situations pertaining to investigations. Share information, collaborate, and coordinate on initiatives to manage and realign resources.
- Other Department Staff: Provide leadership, direction, advice, coaching and mentoring on conservation law enforcement and investigative human-wildlife conflict techniques.
- Fisheries, Wildlife, Forestry, and Environmental staff: Provide leadership, direction, advice, coaching in investigative techniques; maintain interdepartmental relationships and communications with departments that are involved with the delivery of natural resource management in Alberta (e.g., Wildlife Biologists and Fisheries Biologists so that a cohesive management strategy for Alberta's natural resources can occur).
- Investigation and enforcement representative from other ministries including Transportation, Municipal Affairs, Agriculture and Irrigation, Environment and Protected Areas, Forestry and Parks, Alberta Energy Regulator, other provincial regulators – collaborate and provide advice and inputs on issues related to enforcement topics and/or investigations.

External

- Crown Counsel / Prosecutors: Consult during prosecution to explain applicable legislation and investigative techniques, reviews and explains the relevance of evidence and provides evidence during court proceedings. Present investigative reports and briefings, recommending prosecution, administrative penalties or suspension of licenses and permits or alternative options to resolve non-compliance, mitigate impacts, and satisfy public interests (e.g., restorative justice).
- Regulatory agencies, Alberta Justice and Solicitor General, and other government bodies: Enhance FWES programs through consultation to provide an integrated and coordinated approach of technical, legal, and investigative resources for effective delivery of investigations and compliance programs.
- RCMP, municipal law enforcement, and community groups (e.g., Fish and Game Associations, Ducks Unlimited Canada, Western Canadian Walleye Council, Alberta Conservation Association, Alberta Trappers Association, Alberta Professional Outfitters Society, Alberta Hunter Education Instructors Association): Community engagement, relationship development and ongoing communications, developing partnerships and collaborative working relationships, facilitate problem solving, exchange information, championing education, preventative and stewardship programs, communicate the department compliance policy to other regulators delivering similar compliance assurance activities, support training, information, coordination and

communication for environmental enforcement.

- Indigenous communities: collaborate to establish objectives, opportunities, and solutions to unique local challenges.
- Municipalities, councils: engage to ensure collaborative workings occur to establish objectives, opportunities, and solutions to unique local challenges.
- Wild game processing facilities and related associations: engage to ensure collaborative workings occur to establish objectives, opportunities, and solutions to unique local challenges.
- Commercial clients engaged in taxidermy, fur buying, meat processing, and outfitter operations – assess and monitor compliance, while maintaining a professional working relationship.

Supervision Exercised

No supervision.

Subsidiary 5

Benchmark Evaluation – 057NR06

Identification Section

Working Title:	Timber Management Specialist
Department:	Forestry and Parks
Division, Branch/Unit:	Forestry Division, Forestry Operations
Reports To:	Senior Area Forester (NR9)
Levels to D.M.:	4
Job Description:	057NR06
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	057NR - Natural Resources 7

Comments on Role

This is a specialist position within each of 10 the forest areas, responsible for many facets of the review, approval, operations, compliance and timber revenue and production monitoring aspects of the forest management program within Forestry and Parks. This position provides guidance to forest management staff locally, deals directly with divisional and departmental staff, other government departments, the forest industry, other industry and individual users of the forest resource to ensure that all activities involving the establishment, harvest, reforestation, reclamation and monitoring are done in accordance with existing legislation, policies, operating ground rules, and Standard Operating Procedures (SOP's). This position provides team leadership for the delivery of the Forest Operations Monitoring Program (FOMP), specifically in the delivery of the Coniferous Community Timber Program (CCTP) and the Timber Revenue and Production Monitoring Program.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E 2 200	33% 66	R1 76	342

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The position requires a degree in Forestry or diploma in Forest Technology and eligibility for registration as a Professional Forester/Forestry Practitioner and related experience. As the area specialist, the position requires a good working knowledge of Provincial Forest Operations Monitoring Program (FOMP), Timber Revenue and Production Monitoring Program and Reforestation Monitoring to provide leadership and delivery of the programs within its' assigned Forest Area. The position also requires a working knowledge of relevant forestry legislation (e.g., *Forest Act*, Timber Management Regulations, Public Lands), policy, resource manuals and documents (e.g., Forest Harvest Plans, Silviculture Plans, Standard Operating Procedures (SOP's) and related directives and guidelines. The breadth of knowledge of timber management programs, legislation and policies to provide the leadership in the monitoring, auditing and inspection for compliance components within an assigned forest area supports the E rating. An E+ is not warranted as the position is not required to be a deep specialist in a specific

area.

Complexity and Diversity:

The position requires an understanding of the purpose and intent of provincial timber management programs to plan, organize and coordinate the delivery of the programs within its assigned area and provide functional direction to Forest Officers conducting inspection and monitoring activities in support of the programs.

Human Relations Skill:

The Timber Management Specialist has significant interaction with the public, the forest industry, Indigenous community, special interest groups and timber associations, requiring strong interpersonal, leadership and negotiation skills for the resolution to non-compliance issues and/or variance requests with companies warranting the 2 rating.

- **Creativity/Problem Solving:**

The position works within a framework of legislation, policies, established provincial plans and SOPs, and the specific requirements of its assigned forest area. Within the framework, the position is required to use considerable judgement applying theoretical and content knowledge and experience to interpretation/ application of legislation, regulations, SOPs requiring analysis and research to determine the appropriate course of action. The position is responsible for drafting operational plans and scheduling of timber and reforestation program requirements for the area including monitoring, auditing, and inspection of companies for compliance. Consistent and equitable application of the timber management programs requires the position to resolve conflicts among operators and/or between operators and the department. There is assistance and direction from the Senior Forester, Area Manager and/or Provincial Compliance and Enforcement Forester for complex and/or unresolved issues. The 33% is appropriate as it recognizes the requirement to apply judgement utilizing knowledge and experience and to determine how objectives are accomplished.

- **Responsibility:**

Position is responsible within its assigned Forest Area, for the direct operational delivery, ensuring resolution of industry non-compliance with timber management programs and approved industry plans. In situations of continued non-compliance, issues are referred to senior levels.

Last reviewed: June 2024

Subsidiary 5 Benchmark

Job Description – 057NR06

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This is a specialist position, which is responsible for many facets of the review, approval, operations, compliance and timber revenue and production monitoring aspects of the forest management program within Forestry and Parks. This position provides guidance to forest management staff locally, deals directly with divisional and departmental staff, other government departments, the forest industry, other industry and individual users of the forest resource to ensure that all activities involving the establishment, harvest, reforestation, reclamation and monitoring are done in accordance with existing legislation, policies, operating ground rules, and SOP's.

This position has a significant role of providing team leadership for the delivery of the Forest Operations Monitoring Program (FOMP), the delivery of the Coniferous Community Timber Program (CCTP) and the delivery to the Timber Revenue and Production Monitoring Program. This position is also involved in the auditing and quality assessments and quality control in the delivering of these programs and in the follow-up of action plans resulting from variances and non-compliances. Also, participates as a member of the Area's Forest Management team and several provincial committees. Effective implementation and monitoring of ground rules, production and other timber operations standards and policy are essential as it ensures Forest Sustainability in addition to timber operations being a major contribution to the provincial economy and rural communities.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Provides team leadership in the delivery of the Provincial Forest Operations Monitoring Program (FOMP) in accordance with the FOMP Policy and Quality Objectives, FOMP Quality Manual, Quality Management Principles, Quality Management System registered to the ISO 9001:2008 standard and Standard Operating Procedures (SOPs).

Activities:

- Represents the Area in the Provincial FOMP committee and ensures that the Area's interests and concerns are effectively represented and updates Area Forest management staff of new policies, procedures and updates.
- Ensures that all Area Forest management foresters and forest officers are adequately trained in the delivery of the FOMP program and updates staff of the Forest Stewardship and Trades Branch (FSTB).
- Actively assists in the maintenance of the FOMP SharePoint site and makes staff aware of the importance of all the reference documents on this SharePoint site, providing interpretation of SOPs when required. All pertinent Area FOMP documents are to be placed on the FSTB FOMP SharePoint site.
- Develops the Forest Operations Monitoring and Silviculture ARIS Monitoring (SAM) work plans in accordance with the SOP regarding the sampling determination and risk multipliers.
- Compiles inspection targets, provide training and mentorship to FM field staff in the delivery of the FOMP inspection work plans and in conducting the minimum FOM and SAM inspections and follow-up communications to the foresters and companies.
- Develops the Establishment and Performance Survey ARIS verification work plan in accordance to approved SOPs.
- Develops FOMP summary reports and ensures that they are sent to all timber disposition holders.
- Communicates these FOMP and SAM work plans to the forest management foresters and forest officers regarding FOM and SAM inspection targets.
- Conducts Area internal FOM and SAM audits to ensure quality assessments and control standards are met by the inspecting forest officers and to ensure all follow-up variances and non-compliances are completed.

- Participates in Forest Stewardship and Trades Branch annual internal audits and ensures that previous Forestry and Parks internal FOMP and SAM audit findings and exceptions have been satisfactorily addressed and that all FOMP Quality Objectives have been met.
- Responsible for the development of the Area Internal Audit action plan completion.
- Participates in conducting and completing provincial internal audits on other forest areas to ensure objectives under ISO Certification are met.
- Provides field staff with expert advice on Survey123 data entry and data management related to FOM and SAM.
- In consultation with the Area Forester and Manager, provides advice as need for compliance response. Assists Forest Officers and Area Foresters when needed in the preparation of non-compliance information packages.
- Maintains a list of company contacts in charge of Timber Production and Forest Operations and works closely with these individuals.
- Acts on complaints received by stakeholders.

Provides Area team leadership in the delivery of the Timber Revenue and Production Monitoring Program. This involves the development of an annual work plan, the communication of the desired targets to forest management staff.

Activities:

- Determines specific targets regarding truck checks, inspections of log and storage areas, manufacturing facility inspections, check scaling, updating of an active Area sawmill list in accordance with provincial guidelines and Area activity risk factor.
- This position will complete, as the lead, all required mill inspections for the Area. Will act as the main Area contact for all Manufacturing Inspections and Weight Scale inspections.
- Participates in check-scaling as required to support compliance assurance requirements/revenue and production monitoring.
- Monitors timber production and revenue for companies within area of responsibility and provide guidance and assistance to staff.
- Ensures quadrant production tables are maintained for all operations in the forest area.
- Maintains Area timber production numbers for the CCTP program and conduct audits as required for the cancellation and closing of CTP/LTP permits.
- Requests current FRIAA dues standings for timber disposition holders for crown debt free clearances.
- Knowledge of the FORESTS program in order to conduct queries required for work tasks.
- Understands timber revenue systems and timber dues rates.

Provides team leadership in the delivery of Reforestation Monitoring – Reforestation Standards of Alberta (RSA).

Activities:

- Working with the responsible planning forester, in conjunction with the inspecting Forest Officer, coordinates all aspects of the Area Reforestation Monitoring program, including block selection, organizing, and planning of field inspections, compilation of results, development of action plan and liaison with company regarding follow up actions. This is accomplished through the RSA program directives and SOPs.
- Responsible to coordinate the completion of required RSA surveys in the annual audit program.

Provide ongoing support and training to Forest Officers and Foresters as it relates to assigned duties.

Activities:

- Responsible for ensuring consistency in program application through Forest Officer training programs.
- Acts as Area expert in all aspects of timber operations monitoring.
- Provides assistance or support to other area staff and to Edmonton staff when requested.

- Provides Area perspective on draft provincial policy and informs other staff of new policy changes.
- Determine workload, workforce and budget requirements for internal projects and submit request through Senior Forester to the Program Manager.
- Provides timely updates to the Senior Forester on TPM/FOMP targets.
- Ensure that Area Plans are consistent with the current legislation, department business plans, policies and scientific information.
- Demonstrates awareness of and follows Department OH & S policies and procedures.

Wildfire Program Support.

Activities:

- Provide support to the areas Wildfire Management Program as required.
- Assist in the review and integration of Fire Smart plans within the Forest Area as they relate to Forest Management Planning.
- Participate in training pertaining to wildfire operations support.
- Where qualified, participate in the following roles:
 - Response officer for initial response to wildfires.
 - Direct fire suppression through initial attack and supervise crews and heavy equipment and coordinate aircraft movement.
 - Incident command (plans, logistics, operations) overhead teams.
- Assist Forest Officers in monitoring the special conditions associated with Fire Smart related CTP's.

Participate in issues management activities as required.

Activities:

- Requires the ability to assist in the preparation of briefing notes and responds to action requests on any politically sensitive issues for the Approvals Manager.
- Requires ability to recognize potential issues and conditions and provide solutions and/or recommendations to solve the problem.

Assists in the field monitoring and identification forest insects and diseases as requested by the Forest Health Officer.

Activities:

- During operational field approval activities, monitors, reports and if required conducts follow-up action related to forest insect and diseases.
- As requested, assists in required survey and control programs.

This position may be responsible for the following depending on Area Program Needs.

Provides Regional team leadership in the delivery of the Provincial Coniferous Community Timber Program (CCTP) in accordance with existing legislation and policies.

Activities:

- Works with Foresters and Forest Officers in the development of a 5-Year General Development Plan(s) for the Open Category CTP's and Allocated CTP's to established loggers and sawmillers. Requires making queries LSAS data base for land standings, referencing applicable approved Forest Management Plans, using Spatial Harvest Sequences for determining areas for timber harvest design, referencing historical resource data, unique and significant sites listing, wildlife referral maps and other information sources to factor in any land use and land management constraints.
- Coordinates CTP blocks and road field layout phase of the GDP. Also, work the CTP Program FMB contact regarding timber cruising of the proposed CTP blocks for Open Category sale.
- Reviews and recommend for approval CTP AOPs, Forest Resource Improvement Association of Alberta (FRIAA) Silviculture Plans in accordance with legislation and operating ground rules. Part of this review is the coordination of referrals within and outside the Department and to satisfactorily address concerns and/or

issues. This requires effective communications with staff.

- Works with grazing disposition holders in the development and signing of Grazing Timber Agreements (GTAs) regarding Open Category CTPs. Meets with Rangeland Management Staff and existing or new Grazing disposition holders to discuss potential impacts of timber harvesting operations on their dispositions. Assist in the formulation and sign off of Grazing/Timber Agreements within the CTP program and others as required.
- Where there is a dispute with GTA's, work the assigned Rangelands Agrologist in the facilitation of a resolution in accordance with the Grazing Timber Integration Manual.
- Provides FSTB with all the pertinent Open Category CTP sale information for the Provincial CTP sale held annually.
- Responsible for operational planning, delivery and approvals for the Community Timber Program and required coordination with Forest Management Agreement holder in the Forest Area. Ensures appropriate staff delivers the CTP program for the entire area.
- Coordinates and delivers required Forestry backlog silviculture plans on blocks requiring activity for establishment, re-treatment etc.
- Ensures effective and timely enforcement action of potential contraventions within the Forest Area.
- Provides direction, training, and mentorship to staff under direct supervision regarding forest management area programs.
- Conducts meetings with disposition holders to discuss approval conditions, best practices, and site-specific environmental and / or access issues.
- Reviews and issues as per provincial policy and guidelines, DLO applications, Temporary Field Authorizations (TFA's) for Forest Management and the public sectors including:
 - Access re-routes.
 - Additional clearings.
 - Temporary workspace.
 - Borrow pits.
 - Campsites.
 - Early entry.
 - Other requests within purview of TFA's.
 - Provides entries into the Area ARIS database for all CTP openings and audits database to ensure accuracy of data submitted by timber companies and FRIAA.
 - Assists the Forest Management Forester in the carryout First Nations consultations in accordance with the Government of Alberta First Nations Consultation Guidelines on Land Management Development regarding the CTP General Development Plan that could result in a possible infringement on Treaty Rights and Aboriginal Uses.
- Assists Foresters and Forest Officer in the administration of timber dispositions (timber quotas, timber licences and permits) regarding conditions, amendments, cancellations, and closures.

Supervise forest officer positions responsible for delivery of timber management workload as well as wildfire workload within the district as assigned by the Forest Area Manager and Senior Forester.

Activities:

- Responsible for the supervision and training of staff assigned to position.
- Responsible for the development of performance management agreements, performance monitoring and performance reviews.
- Mentor other area staff to promote smooth and efficient operation with the area.
- Develop staff to their fullest potential through coaching, providing leadership opportunities, 'stretch assignments and appropriate training.
- Champion WHS and the OHS Program and APS Goals.

- Responsible for ensuring that staff assigned maintain current safety certification required to conduct regular work duties (CPR, 1st Aid, WHIMIS, TDG etc.).

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Assists planning foresters in ensuring forest sustainability by ensuring companies implement operational commitments to support higher level forest plan assumptions.
- Under the direction of the Senior Forester, this position works at the operational level and is involved with industry forestry practitioners of similar or greater education in the implementation of forest harvest plans, ensuring compliance with legislation, policy, directives, approval conditions and approved plans.
- Forest sustainability is a key focus of this position through monitoring forest companies harvesting and silviculture activities.
- This position works with other government staff, various industrial and commercial users; trappers, grazing operators, O&G, recreation groups, First Nations, municipal governments, as well as general public through formal and informal processes to implement short and long-term forest management plans.
- This position provides consultative advice to Forest Officers, Area Foresters and the Senior Forester as well as resolves local issues while implementing the operational aspects of the forest management program.
- Ability to multi-task between various initiatives and stakeholder groups.
- Failure to monitor the timber management company's operations could result in missed deadlines, potential overcuts, affecting forest sustainability and strain stakeholder relationships. This could also result in lost revenue to the province.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- B.Sc. in Forestry or Diploma in Forest Technology with relevant years of experience and eligible for registration as a Registered Forestry Practitioner.

Knowledge:

- Knowledge of relevant legislation, primarily the *Forests Act*, Timber Management Regulation, *Forest & Prairie Protection Act* and related regulations, *Public Lands Act*, *Alberta Environmental Protection and Enhancement Act*, *The Water Act* and Codes of Practice, SARA and Caribou Recovery Plans and the *Regulated Forestry Profession Act and Regulation*.
- Knowledge of Resource manuals and documents: Forest Management Plans, Forest Harvest Plans, Annual Operating Plans, Silviculture Plans, General Development Plans, Timber Harvest Planning & Operating Ground Rules, FOMP Field Manual and Standard of Procedures (SOP's), Forest Management Planning Standard, Alberta Scaling Manual, Regeneration Standard of Alberta.
- Knowledge of Timber Harvest Planning & Operating Ground Rules, FOMP Field Manual and Standard of Procedures (SOP's), Forest Management Planning Standard, Alberta Scaling Manual, Regeneration Standard of Alberta Knowledge and understanding of forest insect, disease and invasive plants.
- Knowledge of the Provincial Programs including Forest Operations Monitoring Program (FOMP) and its components (FOM, SAM, RSA), as well as the SOPs and quality assurance components of the program to ensure ISO certification criteria are met.
- Understanding of the provincial Timber Production Monitoring components and targets.
- Knowledge of the provincial CCTP program and tenure programs such as the LTP issuance and cancellation processes as required at the area level.

- Understanding of internal Business Plan and Strategic Business Plan.

Skills and Abilities:

- Computer literate in using computers, Tough-Books and PDAs and word-processing, spreadsheet, and database skills, in particular MS Office, ARIS, FORESTS, MScale, Oracle, Survey123.
- Skills in using GIS applications.
- An ability to navigate in the field (orienteering, mapping, photo interpretation, navigate by air).
- Ability to operate vehicles, ATV and Snowmobiles.
- Able to maintain necessary safety certifications such as WHIMIS and TDG.
- Able to maintain online training requirements pertaining to FOIP, Cyber Security, Respect in the Workplace and others as required.
- Mediation and negotiation skills and the ability to develop and maintain strategic partnerships with various stakeholders.
- Team, leadership and supervisory skills.
- Organizational, prioritizing and time management skills.
- Ability to work with limited supervision.
- Highly developed analytical problem-solving skills.
- Conflict resolution skills.
- Strong communication skills both written and verbal.
- Strong ability to think strategically.
- Ability to make difficult decisions on an ongoing basis.
- Adaptable and focused on the processes involved in ongoing change management communications and processes.
- Flexibility & adaptability in dealing with rapidly changing workload priorities.

Contacts

(The main contacts of this position and the purpose of those contacts.)

- Forest Companies – from woodlands manager levels to small owner operators and loggers.
- Oil and Gas, Agriculture, recreationalists, special interest groups – assist in integration between these stakeholders.
- Regional Staff – to ensure effective delivery of programs.

Supervision Exercised

No supervision.

Subsidiary 5

Benchmark Evaluation – 057NR02

Identification Section

Working Title:	Wildfire Technologist
Department:	Forestry and Parks
Division, Branch/Unit:	Forestry, Forestry Field Operations, Calgary Forest Area
Reports To:	Wildfire Prevention Officer
Levels to D.M.:	5
Job Description:	057NR02
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	057NR - Natural Resources 7

Comments on Role

Under the general direction of the Wildfire Prevention Officer and when required the Wildfire Operations Officer, the Wildfire Technologist is responsible for the operational delivery of the key aspects of the prevention, pre-suppression, and suppression activities within the Forest Area. Through the supervision of Forest Officers and support staff, this position plays a key leadership role which involves constant program monitoring, training, mentoring, and coaching to achieve consistent application and results. Each Wildfire Technologist has an area of focus in the overall responsibility of coordinating and maintaining a safe and efficient program (such as facilities, protections, preventions).

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E I 2 200	29% 57	R1 66	323

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The position requires a related Diploma and must be a registered member or eligible to become a registered member of the Association of Alberta Forest Management Professionals. The position requires extensive experience and strong knowledge in fire detection, preparedness, suppression, as well as control and command activities. In-depth knowledge of wildfire behaviour and wildfire management with appropriate Incident Command System (ICS) certification is also required. Knowledge and ability to interpret Forest Protection legislation and related policy including *Forest Protection Act* and Regulations, Wildfire Management Policy, and Standard Operating Procedures. When performing as a Duty Officer, the position requires working knowledge of related legislation, policy and procedures, Occupational Health & Safety (OHS) standards, fire behaviour and decision support tools such as FIRES, AWARE, DISPATCH, and RED APP. The E rating is supported given the breadth of wildfire prevention and suppression knowledge. The push (+) on the E is not warranted as the position is not required to be a specialist in a particular area.

Complexity and Diversity:

Knowledge and understanding of tactics and resource utilization and consideration of multiple factors is incorporated into decisions. This requires an understanding of relationships between fire behaviour, values at risk, resource capabilities in different situations, weather and its effects, topography, forest cover types and their burn potential, and safety.

Human Relations Skill:

Strong HR skills are required to supervise staff with program responsibilities. There is also stakeholder engagement with the development of programs, and liaison with departmental staff in the development and implementation of wildfire strategies. The HR rating of 3 is not warranted as the position is not responsible for long term behavior changes nor encounters ongoing highly emotional situations.

- **Creativity/Problem Solving:**

The position deals with external stakeholder groups including providing education to the public and addressing operational issues on the landscape with municipalities and land managers which may include roles and responsibilities of wildfire management, Mutual Aide Agreements, and cost recovery files. Roles in fire suppression and assessing fire behaviour, involves preparing options and making recommendations on fire bans or other prevention measures and wildfire risk mitigation. As a Duty Officer, decisions on the level of resourcing and where to allocate the resources is required. The 29% rating is appropriate as work is guided by the application of established standard operating procedures, policies, and contracts. Changing situations require increased latitude to consider which procedure to use. A 33% rating is not warranted as for the most part, solutions and responses are found within a well-defined framework of standard operating procedures, legislation, precedents, and experience and there is access to assistance from the supervisor for operational guidance and support.

- **Responsibility:**

The Wildfire Technologist has a program delivery focus in the operational delivery of key aspects of the prevention, pre-suppression, and suppression activities.

Last reviewed: October 2024

Subsidiary 5 Benchmark

Job Description – 057NR02

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Under the general direction of the Wildfire Prevention Officer and when required the Wildfire Operations Officer, the Wildfire Technologist is accountable for the operational delivery of key aspects of the prevention, pre-suppression, and suppression activities within the Forest Area. Through the supervision of Forest Officers and support staff, this position plays a key leadership role which involves constant program monitoring, training, mentoring and coaching to achieve consistent application and results. The Wildfire Technologist is responsible for coordination and maintaining a safe and efficient program.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

General Duties.

Activities:

- Committed to the GOA Safety program.
 - Engage and support the GOA safety program ensuring self and coworkers practice safe and healthy work habits.
 - Actively practice the SOP's (Standard Operating Procedures) to ensure compliance of safe operating practices.
 - Keep current with OH&S documentation.
 - Keep current with OH&S training and standards.
- Maintain all administrative training current to task competencies assigned.
 - Keep current as it relates to:
 - Code of Ethics.
 - Appropriate professional organization (AAFMP).
 - Operate within the planned budgets for each of the cost centres with knowledge of acceptable expenditures and financial rules.
- Supervision of assigned staff.
 - Effectively allocate and establish work priorities, monitor/ evaluate performance and maintain a safe and productive work environment in accordance with human resources, occupational health and safety and union contract guidelines.
 - Manage and approve sub-ordinate staff work absences.
 - Develop staff within in their roles or assigned duties.
 - Ensure effective conflict resolution with employees, contractors, stakeholders, public and other government agencies.
 - Co-ordinate work assignments, ensuring a balanced workload among assigned staff. As well as assist staff to set workload priorities and ensure that workload is carried out in an operationally consistent manner.
- Provide leadership to and/ or participate on Incident Management Teams according to certification in an effort to contain and suppress escaped wildfires.
- Support wildfire operation activities and emergency support roles throughout the province in Incident Command System roles appropriate to the staff member's career development.
 - Participate on the provincial Type 1 and 2 teams consistent with your certification.
 - Mentor and coach team members and trainees.
 - Keep current and develop self and other to the full potential.

- Function as an area Duty Officer on a rotational basis.
 - Co-ordinate safety, pre-suppression and suppression activities for the area.
 - Comply with the wildfire management legislation, policy, SOP's and PPS manual.
 - Determine the area wildfire readiness levels through the effective use of AWARE and PPS planning tools in order to pre-position resources.
 - Ensure appropriate action on new wildfire starts to meet provincial and area performance measures.
 - Identify hazard, control difficulties and ensure the smooth transition from the initial attack to sustained action on wildfires.
 - Make time constrained decisions to ensure that appropriate resources, strategy and tactics are utilized to suppress wildfires.
 - Ensure a timely, thorough and effective Wildfire Analysis and Strategy is submitted to manage escaped wildfires.
 - Act as the Provincial Duty Officer as the individual's experience and as request for this support occurs.
- Organize, implement, and assist with development of training for Forest Area staff relevant to wildfire prevention.
 - Review current training levels of Forest Areas staff and recommend potential training needs to be current and effective in supporting the wildfire branch.
 - Ensure selected candidates meet course pre-requisites and have all the necessary support to be successful.

Wildfire Prevention Section Duties.

Activities:

- As required, co-ordinate the delivery of the three aspects of Wildfire Prevention Program (Education, Engineering and Enforcement).
- Delivers the Enforcement component of the wildfire prevention program for the Area.
 - Initiates appropriate enforcement action, I.e. Order to Reduce or Remove a Fire Hazard, warning letters, wildfire investigations.
 - Ensures fire permits are issued in accordance with the provincial legislation and Fire Permit Issuance Guidelines and in a timely manner to clients.
 - Oversee Area wildfire investigations as per provincial policy and SOPs on human caused fires.
 - Previews wildfire investigation reports and make recommendations for cost recovery and prosecution.
 - Establishes and maintains investigation and enforcement files.
 - Coordinate and implement long weekend patrols, education and enforcement activities within the Forest Area.
 - Implement field operations for Forest Area Fire Advisories, Restrictions, Bans and Closures as required.
- When required, support delivery of the Engineering components of the wildfire prevention program for the Area.
 - Effective planning and delivery all Fire Smart disciplines.
 - Assist with implementation of Area Wildfire Management Plan.
 - Assist with the planning and development of prescribe burns and hazard reduction plans within the area, consistent with the provincial objectives.
 - Work closely with all stakeholders when planning prescribed fire and Fire Smart activities on the landscape.
 - Assist with the cross training with local Municipal Fire Departments.
- When required, support the delivery of the Education components of the wildfire prevention program for the area.
 - Assist in developing and maintaining a prevention program strategy to address human caused fires.
 - Communicate timely, accurate and effective wildfire prevention messages at all opportunities of client contact.
 - Establish and maintain effective relationships with the stakeholders of the Area, including first nations, fire departments, other government agencies and municipal governments.
 - Oversee Forest Area signage program, works with local NR6 to ensure updates and maintenance is completed as required.

- Represents the branch's interest at the area level on committees and at public meetings, with regards to wildfire prevention.
- Area co-ordinator for the Junior Forest Ranger program if required.

Wildfire Operation Section Duties.

Activities:

- Co-ordinate the delivery of assigned sub-ordinate staff of the different aspects of Wildfire Operations Program.
- Wildfire Pre-suppression.
 - Support the area's pre-suppression needs as response officer or deputy duty officer as required.
- Wildfire Suppression.
 - Support the area's suppression needs with regards to ICS roles.
 - Assist with suppression of wildfires in the province of Alberta and to other national and international agencies as resource requests that may apply, if meeting the export requirements.
 - Complete FP 48's and Incident closure forms as required in a timely and accurate manner.
 - Comply with the wildfire management and aircraft management SOPs.
 - Assist in all risk incidents as requested in which staff are trained for.
- May assist with other Wildfire Operation Section activities such as:
 - Facilities Management including but not limited to maintenance and operation of owned facilities, coordination of Construction and Maintenance group projects, maintenance of dispositions for all facilities and responding to enquiries of conflicts associated with those dispositions.
 - Workforce coordination including but not limited to supporting the seasonal recruitment program and supervision seasonal staff.

Forest Management Section Duties.

Activities:

- Conduct inspections pursuant to Forestry Operations as part of FOMP, including but not limited to harvest opening inspections, road and watercourse inspections, and reforestation audits (RSA program).
 - Prepare and appropriately enter professional reports as required for the FOMP program. Reports must be provided to disposition holders within timelines described in the FOMP SOPs.
 - Follow up with disposition holders where FOMP inspections have located issues requiring corrective action or additional monitoring.
- Assist the Forest Management staff conducting investigations into instances of non-compliance.
- Assist with the administration and regulation of the Personal Use Forest Products Permit (PUFPP) program, including responding to public queries and conducting compliance checks.
- Assist the Forest Management program staff with Timber Production Monitoring activities, including check scaling, weigh scale checks and haul form checks (truck checks).

Supervision and Administrative Duties.

Activities:

- Support provincial task group and working groups.
 - Participate in provincial and area working groups to assist with the development of various programs.
 - Develop subject matter expertise on assigned working group subject matter.
 - Participate on course training cadre, course chair, unit lead, subject matter expert or instructor.
- Administration.
 - Prepare timely images entries for time worked or time exemptions, expense claims, accident/loss forms, direct purchase orders, performance agreements etc.

- Prioritize all work assignments to ensure timely effective use of resources including assigned staff to meet your assigned duties.
- Ensure accurate written notes are kept on any activities, incidents or issues that you are engaged in.
- Directly supervise permanent, wage and contract staff in the delivery of the assigned programs.
 - Ensure assigned staff are trained, briefed, mentored and supervised in all duties that are assigned to them to ensure safe, effective and productive duties are undertaken.
 - Ensure assigned staff are current with department policy and SOPs.

Area Safety Co-ordinator Duties (Potential based on position):

- Adherence to Supervisors and Employees responsibilities as directed through the departmental Occupational Health and Safety program.
- Area participant for the OH&S worksite Committee.
- Assist with the implementation of the area Occupational Health and Safety and Wellness Strategic Plan.
- Assist with the updating and maintenance of the area OH&S library and bulletin boards.
- Assist with the area C of R audits as they are scheduled. Ensuring the preparedness and success of the program.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Work directly impacts the safety and wellbeing of people, natural resources, communities and infrastructure in the areas. This position has direct responsibility for co-ordinating the delivery of key elements of the wildfire management program. Impact is both as a result of the strong supervisory co-ordination role that this position has in order to deliver these components of the wildfire management program in the area as well as accountability a Duty Officer.
- Impact of work is also provincial in terms of the contribution the Wildfire Technologist makes on a number of provincial working groups which are accountable for the development of key recommendations regarding program policies, and SOPs.
- The Wildfire Technologist directly supervises various permanent staff who in turn supervises seasonal staff.
- Strong leadership role given the number of human resources and involves significant mentoring, monitoring, training and problem resolution. While sub-ordinate supervisors deal with day-to-day operational issues, the Wildfire Technologist is overall accountable for ensuring that staff is trained and conversant with guidelines and operating procedures.
- Participation in the safety program for the Forest Area impacts the safety of all staff (permanent, wage and contract) within this geographic area.
- Decisions associated with preparedness and pre-suppression planning are significant.
- Maintain proficiency in the Area Enforcement Program and as a Peace Officer in order to protect the public interest and make sure effective and appropriate enforcement is exercised in accordance with existing legislative and policy frameworks by ensuring professionalism, accountability, and standards are maintained.
- Critical thinking as Duty Officer involves making time constrained decisions to ensure that appropriate resources, strategy and tactics are utilized to suppress wildfires in the area. Duty Officers in the area determine resource requirements; deal with issues arising from fire activity in the area and make decisions regarding assignment of resources/tactics which have a direct impact on safety of firefighters and communities affected by wildfires.
- Directly impacts stakeholders in the area: multiple municipal governments, fire departments, residents, agriculture industry, timber industry, oil and gas operators of the area, first nation communities, as well as adjacent provinces, territories, national and provincial parks, railway and utility companies.
- Planning and organizational skills are required to develop plans to acquire funding from Alberta Forestry and Parks, and through partnership, implement projects toward making communities within the area more

resilient from threatening wildfires.

- Provides direction to subordinate staff in section or contractors as well as provides indirect supervision to other staff when they're involved in a task related to the prevention or operations delivered programs.
- Confidentiality and sensitivity are critical factors during and throughout the wildfire investigation and cost recovery process. This position must keep all facts, statements and other information in strictest confidence to allow for a thorough investigation while supporting a client's privacy.
- Day to day interaction with landowners through fire permit issuance requires staff to be professional, courteous and respectful throughout their daily duties. Conflict and issues resolution are an important trait to settle and resolve situations to obtain win/win situations for both the Department and client.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- Diploma in Forest Technology, Bachelor of Science in Forestry or equivalency.
- Registered member or ability to become a registered member of the Association of Alberta Forest Management Professionals.
- If required, complete specific Peace Officer training and maintain the knowledge to interpret legislation and regulations in order to carry out position requirements and to assist with program audits.
- If required, complete specific ENFOR training in order to track Peace Officer operational activities, investigations, evidence seized, and complaints. Enter violation/warning ticket information, and exhibit tracking.

Knowledge:

- Strong knowledge of delegated authorities and relevant legislation and policies.
- Extensive experience in fire detection, preparedness, suppression as well as command and control activities.
- In depth knowledge of wildfire behaviour and wildfire management with preferred given to ICS certification of Incident Commander 2.
- Extensive knowledge and ability to interpret Forest Protection legislation and related policy including *Forest Protection Act* and Regulations, Wildfire Management Policy and Standard Operating Procedures.
- Role as Duty Officer requires a working knowledge of related legislation, policy and procedure, OH&S, Labour Standards Code, AUPE master agreement, fire behaviour and decision support tools such as FIRES, AWARE, DISPATCH, and RED APP.
- Thorough knowledge and understanding of the Occupational Health & Safety requirements.

Skills and Abilities:

- Proven strong leadership skills.
- Maintain annual fitness test required for Fireline certification and tasks.
- Run various reports in FIRES program to organize data to be analyzed.
- Effective communication skills are required for all aspects of the position whether the work is enforcement related, educational, or supervisory. Excellent human relation skills dealing with conflict resolution.
- Strong supervisory skills and the ability to prioritize delegate and motivate sub-ordinate staff.
- Well-developed negotiation and conflict resolution skills.
- Well-developed communications skills (written and oral).
- Extensive experience in fire detection, preparedness, suppression and control and command activities.
- Computer skills such as ArcGIS, MS word, MS Outlook, MS PowerPoint, MS Excel.

- First Aid certification with CPR, OHS training, TDG air and ground, WHIMIS, bear awareness, Defensive Driving, Class 5 driver's Licence and Alberta Radio Operator's certificate.

Contacts

(The main contacts of this position and the purpose of those contacts.)

- The Duty Officer has on-going contact with the Provincial Headquarters Duty Officer, Provincial Aircraft Coordinator and adjacent area Duty Officers, stakeholders, fire departments, industry, municipalities to discuss strategy and tactics, resources and mutual aid requirements for pre-suppression and suppression activities. During role as Duty Officer has contact with the area's information co-ordinator to ensure public and stakeholders are current and informed as to the wildfire hazard and status of all wildfires for the area. Discuss with all stakeholders will ensure those that have threatened life, values at risk or vested interest are protected to the best of the department ability.
- Ongoing collaboration with the other section within the area to ensure delivery of wildfire management programs and resolution to wildfire management issues.
- Participate on provincial working groups to identify and address common issues and develop policy/guidelines/best practices for approval by task executive.
- Foster relationships with other organizations and agencies such as RCMP, fire departments, municipal governments and first nation groups in order to meet program objectives collaboratively.
- Provide education to the public regarding safe and responsible burning practices.
- Communicate division programs and encourages compliance with legislation by meeting one on one with the stakeholders as well as deliver workshops and presentations regarding enforcement, Fire Smart concepts and associated regulations.
- Represent the area interests at the local level on committees and at public meetings in relation to wildfire management issues.

Supervision Exercised

- Supervise Forest Officer permanent position reporting to this job.
- Supervision of fire line staff occurs regularly on an as needed basis during wildfire operations; this will include permanent, seasonal and contract staff.
- Seasonal staff assigned to this position may include tower personnel, seasonal contract firetack crews, crew supervisors, camp supervisors, patrol persons, warehouse stock keepers, or wildland firefighters within the helitack or unit crew programs.

Subsidiary 5

Benchmark Evaluation – 056NR02

Identification Section

Working Title:	Timber Management Forest Officer
Department:	Forestry and Parks
Division, Branch/Unit:	Public Lands and Forests Division, Integrated Operations and Approvals Branch, Lesser Slave Area
Reports To:	Timber Management Operations Supervisor
Levels to D.M.:	6
Job Description:	056NR02
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	056NR - Natural Resources 6

Comments on Role

This is a full working level Forest Officer responsible for the delivery of timber and land use management programs in the Lesser Slave Area. Operational plans are reviewed and recommended. Audits of assigned Land Use and Timber Harvesting plans and operations are then conducted to ensure companies are following accepted practices, policy or legislative requirements, and conditions of their letters of approval. Incidences of non-compliance are reported to the Area Compliance Assurance Officer for follow-up. Approved plans are audited through forest stewardship audits to ensure plans are followed and forest management practices are sustained in the Forest Management Agreement Area.

The Timber Management Officer serves as the final check to indicate that sustainable management practices are being followed and/or if there is a need to adjust the approval and planning process. Compliance with sustainable land and forest management guidelines, policies, principles and legislation helps to reinforce forest management and forest stewardship with industry.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+ I 2 175	29% 50	R1 57	282

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The Timber Management Forest Officer must possess a thorough knowledge of forestry principles gained through a Diploma in Forest Technology. This knowledge must range from the disposition management to the field component such as timber cruising, compliance inspections and audits and check scaling (valid Alberta Scaler's permit required). The position also requires knowledge of public compliance assurance principles, a working knowledge of forest policy, legislation and administration and all Public Lands and Forest Division policy directives, manuals and guidelines. Due to the issues resolution component of the job, strong HR skills are necessary along with the ability to be flexible and adaptable.

- **Creativity/Problem Solving:**

Monitoring of company operations ensures that all crown wood is reported, paid for properly and charged to the correct population source. Considerable interpretation of complex policies and legislation is required to evaluate company results. In cases where companies do not operate according to their letter of authority, the Timber Management Forest Officer will recommend penalties. There is access to assistance in this process.

As the primary contact for the specified forest area on operational timber management issues, the Timber Management Forest Officer must address all related issues and complaints made by stakeholder groups such as trappers, private landowners, municipal districts and the oil and gas industry.

- **Responsibility:**

The Timber Management Forest Officer is responsible for the delivery of the timber and land use management program in the Lesser Slave area.

Last review/Update: March 11, 2016

Subsidiary 5 Benchmark

Job Description – 056NR02

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The T/M Forest Officer reports to the Timber Management Operations Supervisor and is responsible for the delivery of the timber and land use management programs in the Lesser Slave Area . The position reviews and recommends implementation of operational plans and conducts audit field reviews of operations for an assigned portfolio of timber companies in the region. The position ensures compliance to the license of occupation conditions and reports incidents of non- compliance to the area compliance coordinator for enforcement follow-up action.

Through ensuring compliance with sustainable land and forest management guidelines, policies, principles and legislation, the position assists in keeping the industry focused on forest management and good forest stewardship. The position is the final check in the feedback loop that indicates whether sustainable management practices are being followed or whether there is a need to re-plan and adjust the approvals and planning process.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Ensure the sustainable management of land and forests in the region through the audit of assigned land use and timber Harvesting plans and operations to determine whether companies are following the accepted practices, policy or legislative requirements, and conditions of their letters of approval:

- Review and approve T/M and L/U disposition applications, approvals, amendments and cancellations effectively and efficiently in a manner consistent with relevant legislation.
- Field check operations for compliance, take appropriate corrective measures, communicate legal requirements and prepare the penalty information package for the Compliance Officer.
- Audit dispositions and geophysical programs, reclamation certificates, letters of closure and clearance requests and audit drilling waste disposal activities to ensure compliance with guidelines, policy and regulations. Also audit company's self inspection harvest reports and operations for compliance with wildlife objectives and in particular with the caribou protection plan.
- As a member of the working group within T/M and L/U approvals and planning areas determine audit priorities, ensure integration of timber and land use management and recommend program changes.
- Act on complaints received from stakeholders.

Ensures approved plans are followed and forest management practices are sustainable in the Forest Management Agreement areas through completion of forest stewardship audits:

- Audit DFMP matrix responsibilities for compliance with DFMP goals and objectives.
- Review audit priorities with the area T/M Operations Planning Forester.
- Provide consistent standards for disposition approvals and compliance checks.
- Participate in industry/department initiatives on an individual project basis.

Ensures proper reforestation and that harvesting does not exceed the ability to establish and grow forests through audits of company silviculture operations:

- Conducts regeneration checks, planting checks, scarification checks, herbicide checks and thinning programs.

Ensures the Ministry receives proper payment for the resources utilized:

- Audits and monitors company's scaling program to track wood volume against the calculated cut for a given

management unit.

Prevents and manages infestation populations through completing forest health audits to detect trends and monitor population numbers of infestations:

- Monitor for forest pests and weeds ensuring compliance with the *Weed Act*.
- Report health problems to the Area Health Officer.

Assist with the fire prevention program and duty rosters in emergency situations:

- Maintain fire certification and participate on local overhead teams.

Identify industry trends and advise management of sensitive issues through environmental scans, participation in meetings and on committees.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position deals directly with a portfolio of local timber operators of various sizes (i.e. 3 large companies, 30 smaller mills, and several small community logging operations) with respect to disposition of the timber supply. Proper review of company plan submissions prior to approval is imperative to minimize the potential for detrimental impact and to ensure that the resource is managed for the best use of all Albertans. Multi-user groups (in addition to the numerous companies cited above, this also includes trappers, private landowners, and Oil and Gas consultants/contractors, etc.) on the same land area means greater planning is required for lesser impact (i.e. roads/permanent access structures). These can often be difficult or sensitive issues requiring conflict resolution amongst stakeholders or between the operators and the department.

Considerable judgement and creativity must be applied when interpreting ground rules. For example: A trapper issued a complaint that a timber company had not disposed of debris when harvesting a particular area. The Forest Officer met with him, listened to the concerns, went to the site and did a write up with recommendations to address with the company to ensure that the complaint was dealt with. The Forest Officer deals with jurisdictional issues with Federal Government employees and Municipal District employees - interprets legislation on behalf of stakeholder groups, deciding when and how to resolve issues. For example: A company complained that they had a request from a Federal Government Biologist that was not reasonable.

The Forest Officer met with the biologist to get the facts and the rationale, brought the parties together for a field review to find a compromise solution.

- Monitoring of company operations is essential to ensure all crown wood is reported, paid for properly and charged to the correct population source. If not done properly, considerable revenue would be lost, or areas could be over cut resulting in a non-sustainable yield.
- Recommends companies for penalty action when it is determined that they are not operating according to the letter of authority. Penalties imposed can result in companies losing their forest certification and access to market their products. Creativity is required in interpretation of policy and legislation when evaluating company results and in determining whether the sustainability criteria has been compromised as most regulations and policies are either not clearly defined or relatively complex.
- Key decision making involves:
 - Operational Plans - recommending implementation to supervisor.
 - Dispositions - Can determine volumes, species of trees, and criteria as to who can receive permits.
 - Compliance - Recommend warnings or penalties on issues to Compliance Coordinator.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Diploma in Forest Technology.
- Membership or eligibility for membership in College of Alberta Professional Forest Technologists, and considerable related experience.
- Holds a valid Alberta Scaler's permit.
- Thorough knowledge of forestry principles, ranging from disposition management to all aspects of the field component such as timber cruising, compliance inspections and audits, and check scaling.
- Thorough knowledge of compliance assurance principles, and ability to convey said knowledge to staff.
- Experienced in all aspects of silviculture treatments, including an ability to utilize the ARIS database.
- Extensive working knowledge and ability to interpret forest policy, legislation, and administration - *Forests Act*, Timber Management Regulation, *Public Lands Act* and associated regulations, Regeneration Survey Manual, Ground Rules, and all LFD policy directives, manuals, and guidelines.
- Extensive and thorough knowledge and understanding of the Occupational Health and Safety requirements, and the ability to implement required processes.
- Knowledge of TPRS, timber returns, and check scaling information.
- Good understanding of issues facing the forest industry.
- Ability to prioritize when given a large number of tasks to perform.
- Ability to maintain a good working relationship with the Operations and Approvals Forester, Area Forester, senior rangers, and field staff, as he will be called upon to mentor, supervise, or delegate workload to many of these staff.
- Ability to operate all manner of ATV's and 4 x 4 trucks in an off-highway capacity.
- Computer literate in word-processing, spreadsheet and database skills, in particular MDS Office and departmental databases.
- Strong negotiation, mediation and interpersonal skills are required as this position deals with issues resolution with the general public, the forest industry, special interest groups.
- Flexibility and adaptability in dealing with rapidly changing workload priorities.

Contacts

(The main contacts of this position and the purpose of those contacts.)

- Extensive liaison responsibilities with other area staff, regional and provincial offices, as well as other Divisions within the Department (including Public Lands) on an operational level.
- Primary contact for assigned timber companies and for stakeholder groups such as trappers, private landowners, municipal districts, oil and gas industry on operational timber management issues within a specified forest area of the region.
- Contacts with the general public for issuance of permits, complaints.
- Liaison with other provincial departments (Environment, Community Development) and the Federal Government.

Supervision Exercised

Does not supervise.

Subsidiary 5

Benchmark Evaluation – 055NR06

Identification Section

Working Title:	Fisheries Technician
Department:	Environment and Protected Areas
Division, Branch/Unit:	Resource Stewardship, Fish and Wildlife Stewardship
Reports To:	Fisheries Biologist
Levels to D.M.:	7
Job Description:	055NR06
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	055NR – Natural Resources 5

Comments on Role

This is a seasonal position, working under the direction of a fisheries biologist, accountable for supporting and delivering elements of Alberta's fisheries stewardship program. Activities include data collection by safely conducting a variety of field surveys, summarizing results, and accurately entering into the provincial Fish and Wildlife Management Information System. The position works within established OH&S job requirements and safe use and operation of equipment and vehicles.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D 1 132	25% 33	R1 38	203

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The position requires a knowledge of natural science to be able to understand technical and scientific principles and practices including terminology, associated with scientific field research and data collection acquired through related post-secondary education (enrollment in diploma and/or degree) in the natural sciences. The position is provided with on-the-job orientation to the program, policies, procedures and legislation, use of equipment, and additionally, instruction on relevant OH&S standards, practice, and responsibilities. Standard First Aid and use of AED is required. A push on the D is not warranted as the position does not require additional specialized knowledge to supplement the general knowledge applied in the work.

Complexity and Diversity:

The position requires an understanding of the overall purpose and intent of the fisheries stewardship program within its assigned region/district and how its' responsibilities for research and data collection contributes to supporting the biologists in their work.

Human Relations Skill:

Communication is for the purpose of receiving and exchanging information in the performance of surveys/data collection including technical specific communication with the biologists and related staff.

▪ Creativity/Problem Solving:

Work is assigned by a fisheries biologist with instructions as to intent and requirements of the survey. Position works within established operating policies, procedures, practices, standards, and basic scientific methods and has the latitude to plan/organize daily work to meet requirements dependent on the work assignment. Decisions are limited to issues with collection of data (e.g. who to survey) or inability to carry out assignment due to safety issues and/or changing field conditions such as weather-related problems (unable to go into the field/return from field), equipment and/or vehicle issues, and/or OH&S concerns. Assistance is readily available. Position not rated 29% as the work is governed by an established framework of guidelines, procedures, and precedents where both problems and solutions are standard, and there is no requirement to develop new processes.

▪ Responsibility:

The position has a program delivery focus in supporting the fisheries program and staff within its assigned district/area in their program delivery and/or research activities.

Last reviewed: September 2024

Subsidiary 5 Benchmark

Job Description – 055NR06

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This seasonal job is accountable for delivering elements of Alberta's fisheries stewardship program.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Fish Population assessment

Populations of fish in Alberta are assessed to ensure scientifically credible evidence is available to inform stewardship decisions (including recreational angling regulations) by fisheries biologist and managers.

Activities:

- Plans daily field data collection activities with supervision from NR7, NR8 or NR9 within provided guidelines and standards.
- Data collection and OH&S requirements are reviewed and understood prior to field work begins.

Field data are collected safely in accordance to provincial standards

Skills and knowledge are applied to safely collect survey information with oversight of supervisors. These data are used to achieve fisheries management objectives through accurate and efficient data collection.

Activities:

- Conducts required field surveys (electrofishing, index netting, creel surveys, angler effort surveys, human dimensions, fish sampling) and participates in data collection.
- Keeps data entry sheets notes, photos with review from supervisors.
- Reviews hazards and controls and contributes and delivers on safety plans.
- Prepares samples and conducts lab analyses as required (fish ageing, stomach content analyses).

Data entry is completed in an accurate and standard manner

Activities:

- Field data are recorded in field notebooks in accordance with provincial standards (paper or digital).
- Field data records are kept organized and safe and retained for review.
- Field data is transcribed from paper, video, photos and loaded into provincial FWMIS database.
- Quality assurance checks are performed regularly in the process to ensure accuracy. Errors are identified and fixed.

Filed Equipment is maintained and organized

Field equipment is kept clean, organized, and maintained to meet the needs of the program and ensure OH&S requirements are met.

Activities:

- Equipment is tested and walk-arounds performed of vehicles.
- Regular maintenance checks are performed and recorded.
- Equipment that is identified as having issues is tagged out and identified to your supervisor.

- Equipment is taken into appropriate shops to be repaired or inspected.
- Personal Protective equipment is kept up to date and maintained.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Typical problems solved:

Reporting to the Fisheries Biologist or Senior Fisheries Technician, the Fisheries Technician is routinely expected to solve problems independently; in collaboration with colleagues; and with guidance from the supervisor and documented guidelines.

The Fisheries Technician is expected to solve the following types of problems:

- Workplace hazards encountered during field work that may pose risks to safety and well-being.
- Unpredictable weather conditions encountered during field operations that may pose risks and require changes to work schedules and plans.
- Routine and unexpected equipment, hardware and software repair and malfunction that must be addressed to complete assigned work.
- Changing and unclear bureaucratic policies and procedures of the employer.

Types of guidance available for problem solving:

Guidance available for workplace hazard-related problems is available from:

- Occupational health and safety program.
- Provincial Radio Control Centre.
- Handheld devices (GPS, mobile phone, inReach).
- Supervisor, colleagues.

Guidance available for solving weather-related problems is available from:

- Online weather information sources.
- Supervisor, colleagues.

Guidance available for solving equipment, hardware and software problems is available from:

- Operating manuals and instructions for equipment, hardware and software.
- Supervisor, colleagues.

Guidance available for solving bureaucracy-related problems are available from:

- About 1GX.
- Official oath.
- Code of conduct and ethics for the Public Service of Alberta.
- Respectful workplace policy.
- Collective Agreement and Human Resources Directives.
- Supervisor, colleagues.

Direct or Indirect impacts of decisions:

Under the supervision of the Fisheries Biologist or Senior Fisheries Technician, this position has limited independence in planning, organizing and carrying out all work activities.

- The actions and outcomes of the position directly impact the following internal and external stakeholders:

- Leaders and Team members in the Fish and Wildlife Stewardship Branch that require population assessment data to support fisheries stewardship outcomes, and who have committed to fisheries-related implementation actions.
- Government of Alberta staff outside the Fish and Wildlife Stewardship Branch whose actions may be influenced by fisheries assessment and stewardship actions.
- Rights-holders and stakeholders external to the Government of Alberta whose rights, actions, and economic opportunities may be influenced by fisheries assessment data and stewardship actions.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- 2-year Diploma with a major in science.
- Directly related education may be considered in lieu of experience.

Knowledge:

- An understanding of methods of data management and security.
- Identification of Alberta fish species.
- Basic awareness of Alberta Fish and Wildlife policies, procedures, and legislation.
- Familiarity with Occupational Health and Safety standards, practices and responsibilities.
- General understanding of Alberta fish and wildlife resource management programs.
- First aid - Standard First Aid including CPR and the use of AEDs (automated external defibrillator) is a job requirement.

Skills and Abilities:

- Good writing and verbal communication skills.
- Use of Microsoft Office apps (Word, Excel, PowerPoint).
- Trailing.
- ATV operation.
- Boat operation.
- Ability to work unsupervised.
- Ability to work within a team setting with the initiative to complete work tasks as outlined by supervisor.
- Ability to take and incorporate direction given by supervisor to complete assigned tasks as directed.
- Ability to organize and interpret technical and scientific knowledge.
- Ability to communicate expectations and objectives to colleagues and supervisors.
- Ability to work in remote camp settings for extended periods of time.
- Ability to endure physically demanding work.
- Ability to use specialized fisheries equipment including radios, gill nets, trap nets, electro fishers, etc.
- Ability to operate a variety of field equipment including: 4x4's, small and large boats and motors, and various sampling equipment.

Contacts

(The main contacts of this position and the purpose of those contacts.)

Major stakeholders and purpose of interactions are:

- Supervisor: Daily interactions to ensure awareness of planned and completed work activities, discuss challenges, and to receive guidance and support.
- Team members in the Fish and Wildlife Stewardship Branch: Daily to weekly interactions to plan, coordinate and deliver work activities.
- Government of Alberta staff external to the Fish and Wildlife Stewardship Branch: Daily to weekly interactions to implement occupational health and safety, training, procurement, and corporate communications .

Supervision Exercised

No supervision.

Subsidiary 5

Benchmark Evaluation – 054NR04

Identification Section

Working Title:	Unit Crew Leader
Department:	Forestry and Parks
Division, Branch/Unit:	Forestry Division, Wildfire Management Branch, Wildfire Operations
Reports To:	Forest Officer
Levels to D.M.:	7
Job Description:	054NR04
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	054NR – Natural Resources 4

Comments on Role

The Unit Crew Leader is responsible for supervising and directing a 20-person Unit Crews including Unit Crew Sub-Leads and crew in pre-suppression and fire suppression activities. These crews are utilized to contain the spread and fully extinguish wildfires. The position is also responsible for the administration of the crew's timesheets and training, ensuring it is completed and proficiency is maintained. Dependent on the situation, assignments may be under the direction of the Duty Officer and/or Incident Commander.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C I 2 115	22% 25	R1 29	169

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The Lead requires previous directly related fire suppression/pre-suppression experience, in-house training courses and demonstrated leadership skills. Working knowledge of standard operating procedures and business rules including health and safety pertaining to wildfire suppression activities is required. Also requires First Aid certification, defensive driving course and valid driver's license, and as this is physically demanding work, proof of fitness certification. Some knowledge of administrative procedures such as time reporting, inventory and vehicle maintenance is also necessary. Position is applying common/established work methods, procedures and fire suppression techniques gained through on the job experience supporting the C rating.

Complexity and Diversity:

The position requires leadership skills as well as skills in organizing/coordinating and directing daily activities of a large crew ensuring crew is trained and in a state of readiness to respond as for the most part the responsibilities are routine.

Human Relations Skill:

As a supervisor is responsible to assign, monitor, and review performance of sub crew leaders and crew members ensuring all health and safety practices are followed. The Unit Crew Lead influences and directs crews in emergency situations and ensures the crews are properly motivated to undertake all training required and prepared to respond to emergencies, as necessary.

▪ Creativity/Problem Solving:

Reporting to the Forest Officer and/or Duty Officer/Incident Commander (dependent on work assignment), the Unit Crew Leader functions within a defined framework of clearly established policies, standard operating procedures, business rules, guidelines and precedents. Prior job-related knowledge and/or experience guides day-to-day operational decision-making dependent on the varied fire related activities assigned including in emergent situations such as the best fire suppression tactic to use and/or when to request additional resources. Access for assistance is available supporting the 22% rating.

▪ Responsibility:

This is seasonal, frontline service delivery of activities in support of wildfire operations focused on fighting wildfires.

Last reviewed: April 2024

Subsidiary 5 Benchmark

Job Description – 054NR04

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Unit Crew Leader is responsible for supervising and directing 20-person unit crews. These crews are utilized to contain the spread and fully extinguish wildfires.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

- Leading and supervising sub-leaders and crew in pre-suppression and fire suppression activities.
- Ensure that crew fire readiness is maintained through fireline equipment and truck maintenance as well as inventory and crew physical standards.
- Plan, coordinate, track and administer proficiency train to meet certification standards.
- Complete Performance Agreements with Wildfire Crew Sub-Leaders.
- Complete administrative work in a timely manner such as timesheets, safety briefings, fire reports.
- Responsible to deal with crew issues as required, also to bring serious concerns to immediate supervisor.
- Responsible to conduct preliminary investigations into fire cause and know the procedure on how to protect a scene for in depth investigation by an experienced investigator.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Typical problems solved:

- Best strategy and tactic to suppress wildfire with a 20-person crew.
- Identifying hazards to the crew and mitigation strategies.
- Unit Crew Leaders often deal with interpersonal issues due to the size of the crew.

Types of guidance available for problem solving:

Crew Coordinator can offer guidance and when deployed the supervisor identified in the ICS chain of command may offer guidance. Crew Leaders often communicate with each other for guidance as well.

Direct or indirect impacts of decisions:

The strategy and tactic chosen by the crew leader will have direct impact on the probability of the containment of the wildfire and the safety of the crew. These decisions can directly and indirectly impact all Albertans via. Evacuations, Air Quality, access to land base.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- High School Diploma. MRS defined as some high school is required.

Contacts

(The main contacts of this position and the purpose of those contacts.)

The expectation of a Unit Crew Leader is to work as an incident commander on smaller incidents and will deal with contracted resources, industry, partner agencies and the public.

Supervision Exercised

The Unit Crew Leader is responsible for supervising and directing 20-person unit crews.

Subsidiary 5

Benchmark Evaluation – 053NR03

Identification Section

Working Title:	Unit Crew Sub-Leader
Department:	Forestry and Parks
Division, Branch/Unit:	Forestry Division, Wildfire Management Branch/Wildfire Operations
Reports To:	Forest Officer/Unit Crew Supervisor
Levels to D.M.:	8
Job Description:	053NR03
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	053NR – Natural Resources 3

Comments on Role

The Unit Crew Sub-Leader is a lead hand responsible for directing a Sub-Unit of four (4) people on a 20-person Unit Crew. These crews are utilized to contain the spread and fully extinguish wildfires. The sub-leader position supports the unit crew by maintaining an optimal span of control of 3-5 wildfire crew members.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C I- 1 87	19% 16	R1 19	122

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The Unit Crew Sub-Leader requires some previous related fire suppression experience including completion of in-service training courses and a knowledge of relevant standard operating procedures, business rules and health and safety requirements. Also requires First Aid, defensive driving, and fitness certifications. Position is applying work methods, procedures and fire suppression techniques gained through experience supporting the C rating.

Complexity and Diversity:

While most assigned responsibilities are routine, the position demonstrates leadership skills in a lead hand role for a small crew ensuring daily assigned tasks are coordinated and completed. The pull (-) on the I recognizes the routine responsibilities within the scope of the leadership role.

Human Relations Skill:

The position provides functional direction to a small crew engaged in fire suppression related tasks. Full supervisory responsibilities are vested in the Unit Crew Lead. For the most part, communication is for the purpose of exchanging information and/or receiving direction and instruction on assigned tasks supporting the rating of 1.

- **Creativity/Problem Solving:**

The Unit Sub Lead is responsible for implementing strategies and tactics as directed by the Crew Lead to the containment of the wildfire and safety of the crew. Decisions are based on past experience, in-service training and/or established precedents within prescribed standard operating procedures, safety and business rules. Sub-Leaders often communicate with each other for guidance. Direction and assistance is available from the Unit Crew Lead supporting the 19%.

- **Responsibility:**

Direct service delivery role responsible for a small crew in the containment and extinguishing of wildfires.

Last reviewed: April 2024

Subsidiary 5 Benchmark

Job Description – 053NR03

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Unit Crew Sub-Leader is responsible for supervising and directing a Sub-Unit of four (4) people on a 20-person Unit Crew. These crews are utilized to contain the spread and fully extinguish wildfires. The sub-leader position supports the Unit crew by maintaining an optimal span of control of 3-5 wildfire crew members.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

- Leading and supervising wildfire crew members in fire suppression activities.
- Ensure that crew fire readiness is maintained through fireline equipment and truck maintenance as well as inventory and crew physical standards.
- Complete Performance Agreements with Wildfire Crew Members.
- Assist in the completion of administrative work in a timely manner such as timesheets, safety briefings, fire reports and crew proficiency maintenance tracking.
- Assist Crew Leader with crew issues as required, also to bring serious concerns to immediate supervisor.
- Responsible to conduct preliminary investigations into fire cause and know the procedure on how to protect a scene for in depth investigation by an experienced investigator.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Typical problems solved:

- Best strategy and tactic to suppress wildfire with a 20-person crew.
- Identifying hazards to the crew and mitigation strategies.
- Assist the Unit Crew Leader who often deal with interpersonal issues due to the size of the crew.

Types of guidance available for problem solving:

Unit Crew Leader will offer guidance and when deployed the supervisor identified in the ICS chain of command may offer guidance. Sub-Leaders often communicate with each other for guidance as well.

Direct or indirect impacts of decisions:

The sub-leader's implementation of strategy and tactic chosen by the crew leader will have direct impact on the probability of the containment of the wildfire and the safety of the crew. This work can directly and indirectly impact all Albertans via. Evacuations, Air Quality, access the lands base.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- High School Diploma. MRS defined as "Some high school" is required.

Contacts

(The main contacts of this position and the purpose of those contacts.)

Sub-Leader may work as an Incident commander on smaller incidents and will deal with contracted resources, partner agencies, Industry and the public.

Supervision Exercised

Lead a Sub-Unit with a Unit Crew; however, no formal supervision exercised.

Subsidiary 5

Benchmark Evaluation – 053NR01

Identification Section

Working Title:	Helitack Crew Leader
Department:	Forestry and Parks
Division, Branch/Unit:	Forestry Division, Wildfire Management Branch
Reports To:	Wildfire Technologist, (NR7)
Levels to D.M.:	6
Job Description:	053NR01
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	053NR - Natural Resources 3

Comments on Role

The position leads a team of Helitack Crew Members, which are responsible for preventing, suppressing, and managing wildfires. The position maintains administrative oversight of its crew, including approving timesheets and expense claims, and conducting safety briefings. It ensures the helicopter site safety is maintained and coordinates the crews state of readiness. The position functions as an Incident Commander and conducts preliminary fire investigations.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C I- 1 87	19% 16	R1 19	122

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The position requires knowledge of wildfire suppression tactics and experience working in a wildfire environment. Knowledge is obtained through previous experience, on-the-job training and manuals.

Complexity and Diversity:

The position provides lead hand direction to a small crew in the performance of assigned fire suppression tasks while ensuring crew safety. Complexities involve communication and coordination efforts to support optimal fire suppression technique, and the pull (-) recognizes most responsibilities are routine.

Human Relations Skill:

The position exchanges fire prevention/control/suppression information with the Duty Officer, Crew Leaders, Crew Members, and helicopter crews. The position does not have formal supervisory responsibilities however, it leads a small seasonal crew in fire suppression activities, supporting a Human Relations Skills rating of 1.

- **Creativity/Problem Solving:**

The position receives assignments and direction from the Duty Officer. Decisions on fire prevention, suppression

and management activities are guided by well established guidelines, standard operating procedures, and past precedent. Where past precedence is not available, the position can refer to the Duty Officer for assistance, warranting a 19% Creativity/Problem Solving rating.

- **Responsibility:**

This is a service delivery role focused on leading a crew with controlling new fires and extinguishing fires before they spread and are out of control.

Last reviewed: April 2024

Subsidiary 5 Benchmark

Job Description – 053NR01

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Helitack Crew Leaders direct the Sub-Leader and or wildfire crew members working to prevent, suppress and manage wildfires.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

- Meeting the two Provincial Objectives: containing fire spread by 10 am the day after it is detected and start suppression activity before the fire grows larger than 2 hectares.
- Leading and supervising sub-leader and or crew members during pre-suppression and fire suppression activities.
- Ensure that crew fire readiness is maintained through Fireline equipment and truck maintenance as well as inventory and crew physical standards.
- Complete Performance Agreements with Wildfire Crew Sub-Leaders and or wildfire crew members.
- Complete administrative work in a timely manner such as timesheets, safety briefings, fire reports and crew proficiency maintenance tracking.
- Responsible to deal with crew issues as required, also to bring serious concerns to immediate supervisor.
- Responsible to conduct preliminary investigations into fire cause and know the procedure on how to protect a scene for in depth investigation by an experienced investigator.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Typical problems solved:

- Best strategy and tactic to contain new wildfires.
- Identifying hazards to the crew and mitigation strategies.
- Helitack Leaders often deal with interpersonal issues as well.

Types of guidance available for problem solving:

Crew Coordinator can offer guidance and when deployed the supervisor identified in the ICS chain of command may offer guidance. Crew Leaders often communicate with each other for guidance as well.

Direct or indirect impacts of decisions:

Wildfire crew member decisions have impacts that affect the safety of the crew and has an impact on the probability of containing the wildfire, albeit not as much as the crew leader. This work can directly and indirectly impact all Albertans via. Evacuations, Air Quality, access to the land base.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- High School Diploma. MRS defined as "Some high school" is required.

Contacts

(The main contacts of this position and the purpose of those contacts.)

Leader will work as an Incident commander on Initial attack incidents and will deal with contracted resources, partner agencies, Industry and the public.

Supervision Exercised

Lead a team of Helitack Crew Members; however, no formal supervision exercised.

Subsidiary 5

Benchmark Evaluation – 052NR01

Identification Section

Working Title:	Helitack Crew Member
Department:	Forestry and Parks
Division, Branch/Unit:	Forestry Division, Wildfire Management Branch
Reports To:	Forest Officer
Levels to D.M.:	7
Job Description:	052NR01
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	052NR - Natural Resources 2

Comments on Role

The position is responsible for preventing, suppressing, and managing wildfires. It must maintain personal equipment, Fireline equipment, and assigned vehicles to ensure they operate in good working condition.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C T I 76	16% 12	R1 14	102

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The position requires knowledge of fire behaviour and suppression techniques. Knowledge is obtained through previous experience, on-the-job training and manuals thus warranting the C rating.

Complexity and Diversity:

The position primarily operates within a crew environment performing specific tasks and repetitive fire suppression activities assigned by the Helitack Crew Leader. Fire behaviour changes are escalated to the Crew Leader for further action.

Human Relations Skill:

The position primarily communicates for the purpose of exchanging information with Crew Members, Crew Leaders, and helicopter crews for direction, control methods and safety.

- **Creativity/Problem Solving:**

Clear instruction is provided through training, standard operating procedures, and manuals on how to prevent, suppress and manage wildfires effectively. Crew Members often rely on each other's past experience and knowledge to assess situations and respond accordingly. The position receives direction from the Helitack Crew

Leader on firefighting tactics. Access to immediate assistance is readily available.

- **Responsibility:**

This is a service delivery role focused on controlling new fires and extinguishing fires before they spread and are out of control.

Last reviewed: April 2024

Subsidiary 5 Benchmark

Job Description – 052NR01

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Crew Members are the fire fighters who work to prevent, suppress and manage wildfires.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

- Take direction from the Crew Leader to suppress wildfire with the tactics set by the leader.
- Provide feedback to the Leader about the progress of the assignment and suggest changes to tactics
- Maintain Fireline equipment as well as assigned vehicle and personal equipment.
- Maintain situational awareness and communicate any changes in the fire environment to the crew leader.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Typical problems solved:

- Often solving field issues with equipment such as water pumps, hose, chainsaw and tools.
- Interpersonal issues between crew members.

Types of guidance available for problem solving:

- Wildfire crew member course training includes basic trouble shooting for Fireline equipment.
- Wildfire crew leader and other experienced wildfire crew members often help.

Direct or indirect impacts of decisions:

Crew member decisions have impacts that affect the safety of the crew and has an impact on the probability of containing the wildfire, albeit not as much as the crew leader. Will be engaged by members of the public often.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- High School Diploma: MRS defined as "Some high school" is required.

Contacts

(The main contacts of this position and the purpose of those contacts.)

Wildfire crew leader and other wildfire crew members who they work directly with. Work with other agency wildfire crews as well as Incident Management Teams.

Supervision Exercised

No supervision.

Subsidiary 5

Benchmark Evaluation – 051NR01

Identification Section

Working Title:	Forestry Aide
Department:	Forestry and Parks
Division, Branch/Unit:	Forest Management Branch, Public Lands and Forests Division
Reports To:	Tree Improvement Forester
Levels to D.M.:	7
Job Description:	051NR01
Minimum Recruitment Standards:	See Minimum Recruitment Standards for Natural Resources
Job Code:	051NR - Natural Resources 1

Comments on Role

This position is responsible for supervised routine work in seed orchards and clone banks, field trials, the plant propagation program and the seed program. This includes cone picking on trees that are up to 20 feet tall and routine maintenance of trees in seed orchards and clone banks. Project work may be completed as assigned. This role is typically seasonal.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
B+ T 1 66	16% 10	R1 12	88

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The position is required to possess knowledge of tasks provided as assigned and equipment operated during the course of duties. This knowledge is gained through an orientation provided at the start of the work term. The B+ recognizes the diversity of tasks. The HR skills required for the role are to clarify instructions and ask questions related to specific tasks.

- **Creativity/Problem Solving:**

The work is performed using detailed standard practices. There are a diverse number of tasks that are completed based on past experience.

- **Responsibility:**

The role is focused on program delivery to assist at the Tree Improvement Center as required.

Last reviewed/updated: March 11, 2016

Subsidiary 5 Benchmark

Job Description – 051NR01

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Tree Improvement Forester, this position is responsible for supervised routine work in seed orchards and clone banks, field trials, the plant propagation program and the seed program. The position may also be required to complete project work as assigned.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

The Forestry Aide, under supervision, is required to perform a variety of duties such as:

Seed Orchards/Clone Banks:

- Cone Picking on trees that are up to 20 feet tall.
- Climbing and moving ladders.
- Picking cones from mature trees on ladders/manlift and placing into pails or bags.
- Moving and lifting sacks/pails filled with cones.
- Routine maintenance of trees in seed orchard and clone banks.
- Staking trees with bamboo sticks.
- Planting trees from a 4 to 10 litre pot to the field (3-year-old trees).
- Moving and replacing tags.
- Making tags with heat pen.
- Digging holes with fire shovels and moving trees to planting locations.
- Pruning trees (bottom and middle).
- Checking trees for insects and disease.
- Removing tall grass and weeds with brush saws around trees.
- Spraying insecticides with backpack sprayer and safety equipment.
- Applying herbicide with backpack sprayer or hockey stick.
- Checking irrigation and making repairs.

Field Trials:

- Routine maintenance of trees in field trials.
- Planting trees (1 year old stock).
- Brush saw competition around experimental trees.
- Pinning planting positions.
- Lifting and moving boxes of experimental stock and measuring experimental trees with height pole and diameter tape.

Plant Propagation Program:

- Routine maintenance of grafts, orchard, research and conservation stock.
- Hand weeding.
- Pull and wrap experimental trees, pack boxes into vehicles or transport to cold storage.
- Relocate pots to greenhouses, growing area and heeling in beds.
- Putting up and taking down shade cloth in growing area and over greenhouses.
- Lifting and moving container seed orchard trees in 15-gallon pot.
- Moving benches into greenhouses and outside.

- Watering in greenhouses, growing area and beds.

Seed Program:

- Cone Processing and Extraction.
- Cone receipts.
- Organize cones from projects.
- Measuring cone volumes and cone counts from each tree and each project.
- Spread cones on pallets and stir cones for drying and curing.
- Pallets moved into position for cone drying and curing.
- Extract cones and cone disposal.
- Move cone trays into kiln.
- Lift and soak cones in hot water.
- Seed Counts.
- Cleaning seed (dewinging).

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- High diversity of tasks, low complexity and creativity. Impacts genetic resource conservation, cooperative tree improvement, genetic research and reforestation seed programs.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Valid Class 5 Driver's License.
- Standard First Aid.
- Physically able to perform work associated with reforestation, tree nursery or field operations.
- Background in agriculture or forestry an asset.

Contacts

(The main contacts of this position and the purpose of those contacts.)

Forestry Aide III, Plant Propagation Technician and Tree Improvement Forester.

Supervision Exercised

This position has no supervisory responsibilities.