

1. IDENTIFICATION

Position No. 13-03747	Job Title Conservation Officer II	Supervisor's Position Conservation Officer III	
Department Environment	Division/Region Wildlife Management/Kitikmeot	Community Cambridge Bay	Location Cambridge Bay
Fin. Code: 13760-01-4-410-1376410-01			

2. PURPOSE

<p>Main reason why the position exists, within what context and what overall results.</p> <p>The Department of the Environment must maintain partnerships with community, territorial, provincial, national and international stakeholders utilizing state of the art technology and information systems. At the same time, the organization is deeply committed to maintaining a workforce that is representative of the population and whose operations reflect the principles of Inuit Qaujimajangit.</p> <p>The Conservation Officer II initiates, administers, delivers approved programs, projects and services pertaining to wildlife management, environmental protection and the development of the mixed/traditional economy in assigned area of Nunavut in accordance with all Acts, regulations and the Nunavut Land Claims Agreement. The efforts of this officer will result in a sustainable renewable resource economy and a traditional harvest that satisfies the needs of users.</p>
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3. SCOPE

<p>Describe in what way the position contributes to and impacts on the organization.</p> <p>The credibility of the department is dependent on the effectiveness of services provided and programs delivered. Enforcement of legislation will extend into that of outside agencies (e.g. DFO, CWS, RCMP) as adopted and directed by the department. The incumbent works closely with the resource harvesting community and provides leadership to successfully implement departmental goals and objectives in the face of divergent views on resource management and enforcement. The Officer works closely with the HTO and local harvesters in supporting sound wildlife management and conservation practices while supporting a mixed/traditional economy user lifestyle. This requires enforcing relevant Act, conducting public and harvester education and training so there is a wide understanding and support for effective wildlife management.</p>
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4. RESPONSIBILITIES

<p>Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.</p> <p>The Conservation Officer II maintains the administrative system of the area station to comply with the requirements of the department and the Nunavut government by:</p>
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- Issuing licenses and permits to the general public and submitting revenue and returns to the regional office
- Exercising expenditure control while utilizing LCAs and petty cash
- Completing monthly reports on projects and activities
- Controlling and maintaining an inventory of equipment and supplies
- Maintaining station filing systems and manuals

The Conservation Officer II enforces the Wildlife Act and Regulations, Environmental Protection Act and all other legislation for which officer status has been granted (i.e. Fisheries Act, Migratory Convention Act) pertaining to wildlife by:

- Instructing the public in the content, meaning and purpose of the Acts and Regulations
- Training and advising junior officers in enforcement procedures
- Maintaining an effective presence in resource harvesting areas
- Keeping continuity of articles seized during the course of investigations
- Conducting investigations of alleged violations of Acts or Regulations
- Issuing appropriate enforcement documents as required
- Prosecuting offenders or suspending operations as appropriate
- Completing related correspondence, reports and summaries of investigations
- Co-coordinating inspections and investigations with other agencies and jurisdictions as required
- Writing reports and keeping daily journal

The Conservation Officer II supports departmental wildlife research efforts by:

- Assisting with project and survey preparations including gathering, arranging and positioning of equipment, manpower and supplies
- Providing advice on project methodology with considerations given to local traditional knowledge
- Monitoring and facilitating the presentation of research results to local resource users and community groups

The Conservation Officer II conducts public education and training in the proper use of renewable resources to strengthen public understanding of conservation ethics, principles and practice by:

- Identifying educational and training needs within area of responsibility
- Identifying courses, lectures and field projects in response to identified training needs
- Developing, submitting and delivering courses, lectures and field projects relating to mixed/traditional economy, environmental concerns, firearm safety and other identified educational and training needs
- Gathering and presenting audio/visual material to supplement lectures and courses
- Presenting papers at conferences and workshops
- Responding to inquiries from the public
- Assisting in the presentation of public education on departmental management practices (i.e polar bear MOUs)

The Conservation Officer II assists local HTO with organization, maintenance and development to achieve an effective co-management relationship within the Department of the Environment by:

- Attending all district HTO meetings to keep the board informed on actions and concerns and to be kept informed by the HTO of their actions and concerns
- Submitting copy of monthly station report to HTO board
- Keeping HTO informed of pertinent regulation changes, government policy and management concerns
- Assisting HTO with receiving and accounting the Department funding if needed
- Initiating and assisting HTO with all resource oriented projects

The Conservation Officer II develops the sustainable development economy for the maintenance of the community mixed/traditional economy based lifestyle by:

- Identifying sustainable resources which have potential for commercial harvesting and production
- Identifying appropriate funding sources for renewable resource development projects and assisting resource users to access these funds
- Implementing and assisting with the administration of departmental assistance programs
- Administering the Fur Pricing Program
- Participating and assisting the resource development activities in area of responsibility

The Conservation Officer II maintains effective and efficient operation and maintenance of all territorial parks and facilities within the district area by:

- Enforcing Territorial Parks Act
- Patrolling and inspecting park facilities to ensure a safe and clean park environment
- Assisting local communities and departmental staff develop interpretation programs to enhance park use and acceptance
- Supporting and liaising with HTO, community council and the department in developing new territorial and community parks within the district

The Conservation Officer II inspects and issues licenses to sport fishing lodges, naturalist lodges and outfitter services by:

- Undertaking site inspection of area lodges and inspecting outfitter services and equipment to ensure territorial standards are being met
- Assisting applicants in applying for annual licenses

The Conservation Officer II protects the public from hazards caused by dangerous goods and contaminants and maintains environmental quality standards by:

- Inspecting and monitoring existing industrial and commercial facilities, sites and projects to ensure compliance with terms and conditions of permits within the scope of officer authorities
- Responding to spills of contaminants, ensuring that spills are cleaned up and spill sites restored
- Advising individuals, corporations and municipal authorities on environmental protection issues

The Conservation Officer II supports district tourism outfitter development by:

- Cooperating with Nunavut Tourism to help new outfitter to register and organize
- Ensuring and assisting new outfitters acquire necessary safety equipment
- Identifying and communicating needs for outdoor safety training

- Working with HTO coordinating tourism outfitter products and services
- Monitoring efficiency of the tourism outfitters within district as it relates to safety

5. KNOWLEDGE, SKILLS AND ABILITIES

<p>Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.</p>
<p>Knowledge of computer software including communications (e-mail), word-processing, financial spreadsheets and data bases</p> <p>Two years experience or education in enforcement, licensing and inspection techniques</p> <p>Two years experience in wilderness travel and survival skills</p> <p>Community development skills in facilitating renewable resource development, and park operation and maintenance</p> <p>Ability in accessing resources and problem solving with respect to sustainable resources, funding resource development and identifying tourism safety training needs</p> <p>Valid driver’s license-ability to drive trucks, snowmobiles, ATV and boats required</p> <p>Must hold valid Firearms Possession and Acquisition License (PAL)</p> <p>Employee must supply clear criminal record check</p> <p>Graduation from an accredited two-year resource technical institute is required or minimum of three years on the job training</p> <p>Ability to communicate in Inuktitut is an asset</p> <p>Equivalencies consisting of a combination of education, knowledge, skills and abilities equal to the formal education and experience requirements will be considered</p> <p>Specific job skills listed in this description will be complemented by an awareness and sensitivity to the requirement for reflecting Inuit Qaujimajangit in all departmental initiatives.</p>

6. WORKING CONDITIONS

<p>List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence of physical demands, environmental conditions, demands on one’s senses and mental demands.</p>

Physical Demands

<p>Indicate the nature of adverse environmental conditions to which the jobholder e is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.</p>
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The incumbent is required to spend considerable time on the land often travelling by boat, ATV, or snowmobile. Physical fatigue and severe weather conditions are common. The incumbent is required to stand or walk in outside situations including deep snow or ice conditions, move heavy equipment such as snowmobiles, carrying equipment; travel on snowmobiles, boats and ATVs is physically demanding. The employee can control effects of working conditions by remaining physically fit and proper use of equipment. Participation in Office Safety portions of training course may require the incumbent to in learn self-defence tactics involving physical contact. Law enforcement activities may require the incumbent to make physical contact with possibly violent individuals. Frequency is weekly and the employee can control effects of working conditions by remaining physically fit.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

The employee is subject to encounter noxious odours, fumes and small engines and may come in contact with infectious substances (rabies virus). Self-defence training tactics may involve contact and exposure to chemical irritants (pepper spray). Frequency is weekly and the employee can control effect by use of proper safety equipment and preventative inoculations.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgement through touch, smell, sight and hearing, and judgement and accuracy.

There are not unusual sensory demands in this position.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

Engine noise from mobile equipment use and noise from shooting firearms. Frequency is weekly and the employee can control effect by use of proper equipment hearing protection should be worn when possible.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
June 14, 2011	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.