

POSITION DESCRIPTION
 Ministry of Environment
 Conservation Officer Service

POSITION TITLE:	Field Supervisor	POSITION NUMBER(S):	various
DIVISION: (e.g., Division, Region, Department)	Compliance Division		
UNIT: (e.g., Branch, Area, District) APPROVED CLASSIFICATION	Conservation Officer Service	LOCATION:	various
		CLASS CODE	
SUPERVISOR'S TITLE:	Operations Manager	POSITION NUMBER	various
SUPERVISOR'S CLASSIFICATION:	ML 4	PHONE NUMBER:	

PROGRAM

Ministry of Environment, Conservation Officer Service - The Ministry of Environment provides leadership in environmental management through innovative legislation and programs, compliance activities and shared stewardship initiatives. The ministry's mandate is to protect human health and safety, and maintain and restore the diversity of native species, ecosystems and habitats in British Columbia.

The Conservation Officer Service (COS) is the enforcement program of the Ministry of Environment. To achieve compliance with environmental regulations and standards under provincial and federal legislation, the COS is involved in outreach and education, compliance monitoring and verification, public reporting, investigations and enforcement actions. The COS supports all divisions within the ministry and, through Service Agreements and Memoranda of Understanding, works on behalf of other agencies (provincial, federal and municipal) requiring environmental compliance and enforcement services.

PURPOSE OF POSITION

The Field Supervisor is responsible to ensure the effective delivery of the Conservation Officer Service compliance and enforcement program by overseeing and planning compliance and enforcement activities at the zone level (2-4 districts). This involves supervising a team of Conservation Officers to address regulatory and criminal non-compliance issues and to mitigate/remediate impacts upon human health/safety and the environment by providing technical advice and guidance to ministry staff and other government agencies regarding compliance assessments, investigations, and resolution of non-compliance.

NATURE OF WORK AND POSITION LINKS

The Field Supervisor directly supervises a team of up to 9 Conservation Officers who work independently and in a team environment often involving a variety of technical/professional team members. The Field Supervisor works under the limited direction of the Operations Manager, in a dynamic and changing environment.

The implications to an individual or corporation subject to investigation by a Conservation Officer includes fines and penalties, stop work orders, and remediation/mitigation measures requiring the expenditure of several hundreds of thousands of dollars, imprisonment, and public exposure.

Inappropriate business practices placing human health and safety at risk and non-compliant harvesting of the provinces fish and wildlife resources impacts sustainability and are constant challenges. The position in partnership with other divisions and agencies analyzes information regarding business practices and compliance trends to develop district, regional and provincial compliance strategies.

Position Links:

- **Industry contacts** – to ensure operations comply with regulatory standards, convey information on regulations and compliance, and collect information on companies/individuals circumventing regulatory controls, respond to issues and promote partnerships and strategies to achieve compliance.
- **Public associations and members of the public** – to ensure operations/individuals comply with regulatory standards, convey information on regulations and compliance, and collect information on companies/individuals circumventing regulatory controls, respond to issues and promote partnerships and strategies to achieve compliance and resolve human/wildlife conflicts.
- **Other provincial and federal agencies, local government, crown corporations** – coordinate compliance, investigations and enforcement activities, resolves inter-jurisdictional issues, participate in the development of joint strategies and plans, participate in joint forces operations, provide specialized services, e.g. surveillance.
- **Aboriginal contacts** - to convey information on regulations and compliance, and collect information on companies/individuals circumventing regulatory controls, respond to issues and promote partnerships and strategies to achieve compliance, respond to issues and negotiate alternate justice programs.
- **Operations Manager, Regional Enforcement Manager, Section Heads, Managers, and Technical staff of Environmental Protection, Environmental Stewardship, Water Stewardship Divisions** – to provide recommendations on multi-district compliance strategies and case specific enforcement actions.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Manage the COS Program at the field level to ensure that service plan and zone work plan objectives, policies, procedures, and legal requirements are delivered.

- Establishes priorities including compliance activities, investigations, and human/wildlife conflict activities in accordance with service plan priorities and develops the unit work plan for approval by the Operations Manager.
- Monitors and evaluates the implementation of the zone work plans and makes necessary changes on an ongoing basis to reflect changing priorities and work load pressures.
- Reviews and approves files and legal reports of subordinate staff to ensure completeness and to confirm that investigative techniques are appropriate, lawful, and within the policy and procedures of the ministry. Involves and liaises with Crown Counsel within this capacity.
- Reviews, modifies, and approves investigative strategies of subordinate officers for major investigations involving other governments, crown corporations, First Nations and those involving significant environmental or human health impacts.
- Resolves administrative and legal issues by providing interpretation and advice to staff regarding legislation, case law, policy and procedures.
- Directs investigative teams involved in complex investigations and implements changes to investigational techniques to meet dynamic and changing conditions.
- Recommends and implements specialized investigative techniques and enforcement operations (eg. CEIU or SIU operations, plain clothes operations, decoy operations and search warrant execution) for approval of the Operations Manager.
- Develops strategies and evaluates trends to improve productivity and effectiveness of the program related to compliance assessment activities, enforcement actions, and human/wildlife conflicts.
- Approves action plans developed by subordinate staff to resolve issues of non-compliance.
- Writes, reviews, or provides input to compliance reports, investigative reports, or operational policy and procedure

either independently or as part of a ministry or inter-agency team.

- Oversees inspections of a variety of sectors including manufacturing, agriculture, aquaculture, waste storage, transportation and disposal, forestry, mining, oil and gas, commercial and private recreation (angling, hunting and outdoor recreation).
- Develops partnerships with industry, public associations, and government agencies to establish innovative compliance approaches and leads/participates on joint agency investigations.
- Informs and educates industry, government agencies and the public about environmental legislation, case law, and policies/procedures to promote compliance activities.
- Conducts work place risk assessments and monitors worker safety to ensure that subordinates are following all safety related policy and procedures.

Supervise a staff of District Conservation Officers

- Leads and directs the activities of two to nine subordinate staff within a zone (two to four districts).
- Coaches, mentors, and works directly with subordinate staff to develop technical and behavioural competencies.
- Works with staff to develop employee performance and development plans that are consistent with Ministry service objectives and evaluates staff performance.
- Participate on hiring panels, and assists with recruitment and deployment of staff.
- Monitors progress and quality of work performance of subordinate staff and implements necessary strategies to address work load and service plan priorities.
- Ensures staff are appropriately and consistently trained.
- Mediates conflict between staff, initiates the Employee and Family Assistance Program, implements corrective action and makes recommendations to the Operations Manager pertaining to progressive discipline.

Performs other related duties

- Acts as a prosecutor for Provincial Violation Tickets.
- Provides formal training (eg. Firearms instructor, decoy coordinator, predator attacks) and informal training such as coaching and mentoring – including providing advice and legal interpretation to other officers and technical/biological staff.
- Determines equipment needs and ensures assets and facilities are appropriately maintained.
- Provides day to day supervision of administrative support staff.
- Conduct duties associated to covert operations, compliance inspections, and undertakes enforcement duties pursuant to the Criminal Code of Canada in accordance with CO Service policies and procedures.
- Provide first responder and other assistance to the general public, other provincial and federal government agencies and the police in accordance with CO Service policies and procedures.
- Responds to environmental emergencies and provides assistance to the police and Provincial Emergency Program in search and rescue operations.
- Responsible for COORS data entry/integrity and associated Ministry data entry and responsible to record and track information associated with performance measures.

FINANCIAL RESPONSIBILITY

Responsible for monitoring contracts, manage project budgets, and has spending authority up to \$5,000.

Plan and monitors staff expenditures using the Financial Forecasting System to ensure appropriate use of budget allocations.

Evaluates zone budgetary needs and makes recommendations to the Operations Manager.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	2-9	1-3

Supervises staff through subordinate supervisors		
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PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input checked="" type="checkbox"/>	5
Lead project teams <input checked="" type="checkbox"/>	5	Assigns, monitors and examines the work of staff <input checked="" type="checkbox"/>	5

SPECIAL REQUIREMENTS

- Class 5 Driver's license
- Meet special qualifications requirements for appointment as a Special Provincial Constable under the *Police Act*
- Satisfactory medical examination and psychological testing (for new hires)
- Maintain firearms and control tactics proficiencies to full COS requirements
- Obtain Possession and Acquisition Firearms License (POL/PAL)
- The ability and desire to conduct and/or oversee in-depth and complex/covert environmental, fish and wildlife investigations, and to critically analyze other's investigations, and to guide colleague's improvements in investigations, and analyze information in a proactive, positive manner.
- The ability to communicate clearly, both written and orally, and to critically analyze and recommend improvements in other's written work.
- Goal and service orientated – "a team player".
- Travel in fixed wing or rotary aircraft, snowmobiles, boats and ATV's.
- Satisfactory background and security screening to qualify as a Conservation Officer and Special Provincial Constable.
- Complete and agree to CO Service Willingness Statement and Standards of Personal Department
- Pass PATCO (Physical Abilities Test for Conservation Officers) exam (for new hires)

TOOLS / EQUIPMENT

- Computer, PDA, scanner, printer, fiscal accounting, word processing and spreadsheet software programs.
- Firearms
- 4x4 vehicles
- Boats
- Snowmobiles
- ATV's
- Audio/visual equipment
- Specialized enforcement/investigative equipment (i.e.: tracking devices, monitoring devices, active and passive surveillance equipment, night vision, digital photography, data loggers, and digital voice recorders).
- Telecommunications – VHF radios, satellite phones
- Global positioning systems

WORKING CONDITIONS

- The work requires working in a variety of conditions ranging from multi-disciplinary teams to working independently. The position is subject to minimal supervision and relies on teamwork and co-operation.
- The work involves responding to human/wildlife conflicts where unanticipated variables with the potential of causing serious/grievous harm to the public, officer(s), or significant damage to public/private property develop quickly
- The work involves working around hazardous materials in circumstances where the hazardous materials may not

be appropriately stored.

- The work involves contact with diverse communities and a range of population densities from working alone in remote areas to urban centers.
- The work involves dealing with a diverse range of clients including company executives, lawyers, media, advocates, irate, angry and hostile persons, ethnic and aboriginal cultures, and criminal elements.
- The work involves dealing with individuals who display a combative attitude towards an Officer, requiring the Officer to quickly evaluate the level of risk to the suspect, Officer(s) and the public, and to deploy appropriate control measures (e.g. pepper spray) and to take the appropriate action in resolving non-compliance of environmental standards or regulations.
- The work involves surveillance work under field conditions ranging from impoverished urban areas to remote locations requiring adapting to socio-economic conditions.
- The work requires testifying under oath in court and in quasi-judicial hearings.
- Work under challenging weather conditions and irregular work schedules (after hours and weekends). Irregular work schedules may be up to 30% of the position's time.
- The work will require travel, some of which may be out of the region. Travel may be up to 40% of the position's time.
- The work requires good physical conditioning to meet the demands of operating and handling equipment, responding to human/wildlife conflicts, making arrests, etc.

COMMENTS

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PREPARED BY

NAME: Aaron Canuel	DATE: November 29, 2006	
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EXCLUDED MANAGER AUTHORIZATION

I confirm that: <ol style="list-style-type: none">1. the accountabilities / deliverables were assigned to this position effective: (Date).2. the information in this position description reflects the actual work performed.3. a copy has / will be provided to the incumbent(s).		
NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

Brian Rendell, Executive Director, Compliance Division, ML 9, 00080346
Mark Hayden, Director of Enforcement, COS, ML 8, 00039359
Regional Enforcement Manager, ML 6, Various Locations
Operations Manager, ML 4, Proposed, Various Locations
Field Supervisor, CO N24, Various Locations
Conservation Officer, CO N21, Various Locations
Seasonal Conservation Officer, CO N18, Various Locations

STAFFING CRITERIA

Education:

University degree or technical diploma from a recognized program in environmental law enforcement or renewable resources management.

Experience:

5 years of related work experience in the field of compliance or enforcement of environmental statutes, regulations, and standards conducting: inspections to monitor compliance; investigations of non-compliance; and enforcement actions (eg. Issuance of warnings or tickets, recommendations of charges and/or administrative penalties or sanctions); including 2 years of supervision experience within a large geographically dispersed organization while planning, organizing, directing, monitoring and evaluating programs and human resources, or

7 years of related work experience in the field of compliance and enforcement of environmental statutes, regulations, and standards conducting: inspections to monitor compliance; investigations of non-compliance; and enforcement actions (eg. Issuance of warnings or tickets, recommendations of charges and/or administrative penalties or sanctions), or

An equivalent combination of education and related experience.

Knowledge:

- Thorough knowledge of provincial and federal environmental/natural resources legislation.
- Thorough knowledge of the principles of compliance and enforcement including but not limited to forensics, court processes and procedures, and arrest.
- Thorough knowledge of the principles of compliance and enforcement and the development of compliance strategies.
- Thorough knowledge of the Criminal Justice System, procedures and case law.
- Thorough knowledge of investigative techniques including collection of evidence, search and seizure, surveillance, preparation of Report to Crown Counsel.
- Knowledge of the fundamentals of supervision.
- Knowledge of inspection and audit techniques.
- Knowledge of project management principles and techniques.
- General knowledge of environmental values and issues within British Columbia.

Skills and Abilities:

- Excellent written and verbal communication skills.
- Ability to function independently and within a multi-disciplinary team working towards specific outcomes while implementing innovative strategies to achieve the outcomes.
- Ability to develop and maintain effective relationships with law enforcement agencies, government agencies and stakeholders.
- Ability to prioritize, organize and manage the workload of self and staff including concurrent multi-initiatives with changing deadlines, emerging issues and conflicting demands.
- Ability to identify issues and alert the manager, staff and colleagues of the issue and progress.
- Ability to assist, coordinate and where applicable, monitor individuals who you may not supervise, but on whose output you depend.

COMPETENCIES

Conflict Management

Decisive Insight

Holding People Accountable

Leadership

Relationship Building

Service Orientation

Developing Others

Planning, Organizing, and Coordinating

Teamwork and Cooperation

Integrity

Results Orientation