Ministry of Environment
Conservation Officer Service

POSITION DESCRIPTION

POSITION TITLE:	**Seasonal Conservation Officer**	POSITION NUMBER(S):	Various
DIVISION: (e.g., Division, Region, Department)	Compliance Division		
UNIT: (e.g., Branch, Area, District)	Conservation Officer Service	LOCATION:	Various
SUPERVISOR'S TITLE:	Conservation Officer I/C, Field Operations	POSITION NUMBER	Various
SUPERVISOR'S CLASSIFICATION:	N21	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	N18	CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM

The Ministry of Environment is responsible for the environmental protection of BC's water, land and air quality; environmental stewardship of BC's biodiversity, including fish, wildlife and protected areas; park and wildlife recreation management; environmental monitoring and enforcement; and State of the Environment reporting.

The Conservation Officer Service (COS) develops and delivers a range of compliance services (information and education, inspections, monitoring, public reporting, investigation and enforcement) on behalf of ministry divisions and other agencies, both through Service Agreements and Memoranda of Understandings, in order to achieve compliance with environmental regulations and standards.

The COS develops and delivers a wildlife-human conflict prevention program to reduce risks to human safety and property and responds to and mitigates high-risk wildlife-human conflicts.

The COS works with industry, aboriginals, public associations, members of the public, non-government and government agencies to promote the protection of human health and safety, strengthen industry's sustainability by preventing unfair competition, sustain biodiversity and natural resources, protect commercial and recreational opportunities, and generate public and private sector revenue.

PURPOSE OF POSITION

To plan and conduct investigations and implement measures, including enforcement action, to address regulatory and criminal non-compliance and mitigate/remediate impacts upon human health and the environment. Provides advice to ministry staff and other government agencies regarding investigations and the resolution of non-compliance.

To provide support to general duty officers, acting as a "First-Responder" to collect time sensitive evidence.

To develop sources of information within other agencies and stakeholder groups in order to identify specific individuals or companies that are in contravention of environmental requirements.

To plan and participate in compliance activities to sustain biodiversity and natural resources, protect commercial and recreational opportunities, and generate public and private sector revenue. To monitor and support reporting on compliance with Environmental Stewardship regulatory standards.

To deliver a human-wildlife conflict prevention program to protect human safety and reduce conflicts between humans and wildlife. Liaises with local government and stakeholder groups to promote involvement in programs and strategies to reduce human-wildlife conflicts. Evaluates information on human-wildlife conflicts and implements appropriate action including education, proactive measures, capture and relocation or destruction.

To educate the public, industry and stakeholders about environmental legislation and methods to reduce human-wildlife conflicts.

NATURE OF WORK AND POSITION LINKS

The Seasonal Conservation Officer works both independently and in a team environment which often involves a variety of technical/professional team members. The Seasonal Conservation Officer works under the direction of the Conservation Officer i/c Field Operations.

The implications to an individual or corporation subject to investigation by a Conservation Officer include fines and penalties ranging up to several hundreds of thousands of dollars and/or imprisonment.

This position, in partnership with other ministry divisions and government agencies, analyzes information regarding compliance trends to develop regional and provincial compliance strategies.

Position Links:

- 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 investigations and enforcement activities, resolves inter-jurisdictional issues, participate in the development of joint strategies and plans, participate in joint forces operations, and provide specialized services (e.g. surveillance).
- Aboriginal contacts – to convey information on regulations and compliance, collect information on companies/individuals circumventing regulatory controls, respond to issues and promote partnerships and strategies to achieve compliance.
- Investigator, Investigations Unit, Conservation Officer, i/c Field Operations, Senior Conservation Officer, COS Manager, Section Heads, Managers, and Technical staff of Environmental Protection and Environmental Stewardship Divisions – to provide input on district, regional and provincial compliance strategies and recommend case specific enforcement actions.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

75% - Conducts inspections and investigations to resolve non-compliance

- Conducts patrols and inspections to verify compliance, taking enforcement action where appropriate (e.g. commercial or private recreation activities).
- Provides support to regular members of the COS, acting as a First Responder to collect time sensitive evidence.
- Ensures investigative techniques are appropriate, efficient and effective to meet the demands of dynamic conditions where the suspected parties alter their modus operandi constantly to evade detection.
- Develops sources of information within industry, aboriginal communities, public associations, citizens and government agencies to identify individuals/groups who are deliberately contravening environmental regulations.
- Conducts surveillance to gather information under changing operational conditions.
- Reviews surveillance information and evaluates information from a variety of sources to determine the validity and credibility of the information.
- Conducts arrests of violators found committing offences ensuring the arrested person's rights under the Canadian *Charter of Rights and Freedom* are maintained.
- Interprets legislation, case law and evidence to implement appropriate responses to correct non-compliance.
- Evaluates evidence to determine the significance of the non-compliance from the perspectives of economic, public safety, environmental, and public interest and makes decisions regarding approaches to resolve the non-compliance which could include mitigation/remediation, education, voluntary compliance, administrative penalties, stop work orders, or prosecution.
- Prepares detailed reports making recommendations to management, Crown Counsel and other government agencies regarding responses to resolve non-compliance, mitigate human health, safety and environmental impacts, and satisfy public interest.
- Advises and assists Crown Counsel in carrying out prosecution actions, including familiarizing counsel about the applicable law and investigative techniques. Acts as a prosecutor for Provincial Violation Ticket disputes.

- Prepares and assists with the execution of search warrants to obtain and ensure the security and continuity of evidence.
- Liaises with other government and enforcement agencies and participates on joint agency investigations.
- Supports the development of compliance assessment plans in accordance with regional Environmental Stewardship's compliance priorities.
- Drafts compliance reports and summaries for approval by the supervisor, either independently or as part of a ministry or inter-agency team.
- Develops partnerships with public associations and government agencies to establish innovative compliance approaches.
- Interprets legislation, case law, policy and procedures to provide advice to staff.
- Educates government agencies and the public about legislation, and policies and procedures regarding investigations and participates in programs to promote compliance.

15% - Delivers a wildlife-human conflict prevention program

- Involving relevant stakeholders, participates in the delivery of a human/wildlife conflict prevention program to protect human safety and reduce conflicts between humans and wildlife.
- Meets with local government and stakeholder groups to promote local involvement.
- Evaluates information on specific human/wildlife conflicts, implementing appropriate action including education, proactive measures, capture, relocation or destruction.
- Identifies and field tests new techniques and approaches for consideration for regional/provincial application.
- Develops partnerships with industry/public associations and government agencies to establish new approaches to resolving human/wildlife conflict control strategies.

10% - Performs other related duties

- Prepares Information Bulletins for release to the public. Under certain conditions, may issue Information Bulletins, provide information to the media, or respond to media inquiries.
- Responds to inquiries from the public.
- Attends Coroner autopsy to collect evidence related to wildlife attacks on humans and provide expertise to the Coroner.
- Provides technical advice and legal interpretation to officers and technical/biological staff.
- Responds to environmental emergencies and provides assistance to the Provincial Emergency Program in search and rescue operations.
- May conduct undercover or duties associated to covert operations.

FINANCIAL RESPONSIBILITY

None

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

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors	0	0

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers	0	Provides formal training to other staff	0
Lead project teams	0	Assigns, monitors and examines the work of staff	0

SPECIAL REQUIREMENTS

- Class 5 British Columbia Driver's license
- Satisfactory background and criminal record check
- Satisfactory medical examination and psychological assessment
- Pass the Physical Abilities Test for Conservation Officers (PATCO) (new hires only)
- Maintain firearms and control tactics proficiencies
- Travel in fixed wing or rotary aircraft
- Agree to and meet the terms and conditions of the Standards of Personal Deportment Agreement
- Agree to and meet the terms and conditions of the COS Willingness Statement

TOOLS / EQUIPMENT

- Computer, PDA, scanner, printer
- Telecommunications – VHF, satellite phones
- Surveillance - night vision, remote infrared cameras
- GPS
- Firearms
- 4x4 vehicles
- Boats
- ATV's, snowmobiles
- Controlled substances - anaesthetics (e.g. Telazol, Ketamine)
- Audio/visual equipment

WORKING CONDITIONS

- The work may involve working within an office environment up to 40% of the position's time.
- Working in a variety of conditions ranging from multi-disciplinary teams to working independently. The position may be subject to minimal supervision and relies on teamwork and co-operation.
- The work involves responding to human/wildlife conflicts where emergent and unanticipated variables, with the potential of causing serious/grievous harm to the public, officer(s), or significant damage to public/private property, develop quickly.
- 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 remote to highly urbanized. This may involve 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.
- A portion of 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) commensurate with the level of risk.
- Surveillance work under field conditions ranging from impoverished urban areas to remote locations which may require an officer to adapt to varied socio-economic conditions.
- The work requires testifying in court and being cross-examined under oath.
- 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 15% of the position's time.
- The work requires good physical conditioning to meet the demands of manipulating equipment, responding to human/wildlife conflicts, making arrests, etc.

WORK EXAMPLES

- Participate in the development of a compliance and enforcement program for commercial and recreational activities associated with a blue listed fish species. Participate in the production of a compliance report for public release outlining compliance rates and trends, recommended compliance strategies and potential partnership opportunities. Ensuring compliance with the regulations, maintaining recreational/commercial opportunities which generate millions of dollars in revenue and license fees essential to support the ministry's operations

PREPARED BY

NAME:	DATE:	
Mark Hayden	February 18, 2005	

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: February 21, 2005.
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:
Mark Hayden		

ORGANIZATION CHART

Deputy Minister – Chris Trumpy

Executive Director, Compliance and Enforcement – Brian Rendell

Director of Enforcement / Chief Conservation Officer - Mark Hayden

COS Regional Manager –

Senior Conservation Officer –

Conservation Officer, i/c Field Operations –

Seasonal Conservation Officer, Field Operations –

SELECTION CRITERIA

Preferred Qualifications

Preferred Education
A university degree or technical diploma, from a recognized post-secondary program, in natural resources law enforcement or renewable resources management (e.g. fisheries, wildlife, forestry, environmental sciences). Applicants with a degree require a minimum of 6 months preferred work experience while those with a diploma require a minimum of 12 months preferred work experience.

Preferred Work Experience
Work experience in the field of natural resources law enforcement conducting: inspections to monitor compliance with statutes, regulations and standards; investigations of non-compliance with statutes, regulations and standards; and enforcement actions (e.g. issuance of tickets, recommendation of charges and/or administrative penalties or sanctions).

Minimum Qualifications
Applicants with an acceptable combination of the following education and experience may also be considered.

Minimum Education
A university degree or technical diploma, from a recognized post-secondary program, in law, criminal justice or criminology. Applicants with a degree require at least 6 months preferred and/or minimum work experience while those with a diploma require at least 12 months preferred and/or minimum work experience.

Minimum Work Experience
Work experience with a municipal, provincial or federal agency conducting: inspections to monitor compliance with statutes, regulations and standards; investigations of non-compliance with statutes, regulations and standards; and enforcement actions (e.g. issuance of tickets, recommendation of charges and/or administrative penalties or sanctions).

Candidates with a Grade 12 diploma may also be considered if they have a minimum of 36 months preferred work experience (see above).

Knowledge:

- Thorough knowledge of provincial and federal environmental/natural resources legislation.
- Thorough knowledge of the principles of the law enforcement including but not limited to forensics, court processes and procedures, and arrest.
- Knowledge of the principles of compliance and the development of compliance strategies.
- Thorough knowledge of investigative techniques including collection of evidence, search and seizure, surveillance, and preparation of a Report to Crown Counsel.
- Knowledge of inspection and audit techniques.
- Knowledge of the principles of project management 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 a demanding workload 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.

Behavioural Competencies	
Expertise	Analytical thinking
Flexibility	Concern for Image Impact
Information Seeking	Decisive Insight
Integrity	Innovation
Listening, Understanding and Responding	Partnerships with stakeholders
Organizational Commitment	Relationship Building
Reflecting on Difficulties	Results Orientation
Self Confidence	Teamwork and Co-operation
Self Control	Self Development