

POSITION DESCRIPTION
 Ministry of Environment
 Conservation Officer Service

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:	Field Supervisor	POSITION NUMBER	Various
SUPERVISOR'S CLASSIFICATION:	CO 24	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	CO18	CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM

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

To plan and conduct investigations and implement measures including enforcement actions 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 resolution of non-compliance.

Provides support to regular members acting as a First Responder to collect time sensitive evidence.

To develop sources of information, within other agencies and among ministry client groups/stakeholders, to identify specific individuals or companies that are deliberately contravening environmental regulations.

To plan and participate in compliance activities to protect human health and safety, prevent unfair competition and business practices, 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 regulatory standards.

To deliver a human/wildlife conflict program to protect human safety and reduce conflicts between humans and wildlife. Liaises with local government and stakeholder groups to promote community involvement and programs to reduce conflicts. Evaluates information on human/wildlife conflicts, implements appropriate action including education, proactive measures, capture, relocation and 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 independently and in a team environment which often includes a variety of technical/professional team members. The Seasonal Conservation Officer works under the direction of the Conservation Officer, Field Supervisor, in a dynamic and challenging environment.

The Seasonal Conservation Officer is involved in the full suite of compliance and enforcement activities under provincial and federal environmental legislation. In particular, the conservation officer is involved in all facets of compliance verification and investigations of non-compliance, including the use of discretion and the exercise of legislated authorities, where appropriate, to carry out enforcement action. Given the complexity of the environmental regulatory framework, the position must establish and maintain the following key relationships:

Position Links:

- **Industry contacts** – to ensure operations comply with regulatory standards, convey information on regulations and compliance, collect information on companies/individuals circumventing regulatory controls, and respond to issues and promote partnerships and strategies to achieve compliance.
- **Public associations (e.g. NGO's) and members of the public** – to ensure operations/individuals comply with regulatory standards, convey information on regulations and compliance, collect information on companies/individuals circumventing regulatory controls, and 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, participate in joint forces operations, provide specialized services (e.g. surveillance).
- **Aboriginal contacts** – to convey information on regulations and compliance, collect information on companies/individuals circumventing regulatory controls, and respond to issues and promote partnerships and strategies to achieve compliance.
- **Conservation Officer Service staff, Compliance Division staff and Ministry of Environment staff** – 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 human-wildlife 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 <input type="checkbox"/>	0
Lead project teams <input type="checkbox"/>	0	Assigns, monitors and examines the work of staff	0

SPECIAL REQUIREMENTS

- Valid Class 5 Driver's license (or higher class/endorsement).
- Occupational First Aid (OFA) Level 1 or equivalent.
- Meet the terms and conditions in the Conservation Officer Service *Willingness Statement* and *Standards of Personal Department Agreement*.
- In order to qualify as a Conservation Officer and Special Provincial Constable, pass pre-employment security screening.
- As a prerequisite of employment, pass a medical examination and psychological assessment.
- As a prerequisite of employment, and on an annual basis thereafter, pass the *Physical Abilities Test for Conservation Officers* (PATCO).

TOOLS / EQUIPMENT

- Computer, PDA, scanner, printer
- Telecommunications – VHF, satellite phone
- Surveillance – night vision, remote infrared cameras
- GPS
- Firearms
- 4x4 vehicles, winches
- Boats
- ATV's, snowmobiles
- Controlled substances (e.g. anaesthetics like Telazol and Ketamine) and immobilization equipment (e.g. dart guns, traps, snares).
- 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:	
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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, ML 8, 00039359

Regional Enforcement Manager, ML 6, 3 Regional Positions

Operations Manager, ML 4, 7 Positions, Various Locations

Conservation Officer, Field Supervisor, CO 24, Various Locations

Conservation Officer, Field Ops, CO 21, Various Locations

Seasonal Conservation Officer, CO 18, Various Locations

SELECTION CRITERIA

Education

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

Work Experience

Demonstrated experience in the field of environmental compliance **or** enforcement, including: the development and implementation of compliance promotion activities; inspections to verify compliance with legislated requirements; investigations of non-compliance with legislated requirements; or enforcement actions to resolve incidents of non-compliance with legislated requirements, including the issuance of warnings and tickets and recommendation of charges and/or administrative penalties or sanctions.

Applicants with a degree require 4 months work experience while those with a diploma require 8 months work experience.

Knowledge

- Knowledge of provincial and federal environmental/natural resources legislation.
- Knowledge of the principles of compliance and enforcement.
- Knowledge of the principles of compliance and enforcement planning and the development of operational strategies.
- Knowledge of inspection and audit techniques.
- Knowledge of investigative and enforcement procedure, techniques and tools, including but not limited to: surveillance/intelligence gathering, forensics, interviewing, search and seizure, the collection of evidence and exhibit procedure, and arrest,
- Knowledge of court process and procedure, including but not limited to the preparation of Reports to Crown Counsel and court rules and protocol.
- Knowledge of the principles of project management and the application of techniques and tools.
- Knowledge of environmental values and issues within British Columbia.

Skills and Abilities

- Effective written and verbal communication skills, including strong conflict resolution skills.
- Ability to function independently, under limited direction, as well as collaboratively as part of a multidisciplinary team.
- Ability to organize and prioritize work activities to efficiently accomplish tasks in spite of concurrent and conflicting initiatives, changing deadlines and emerging issues.
- Ability to identify/recognize priority issues and alert/update the supervisor, staff and colleagues.
- Ability to develop and maintain effective relationships with a broad spectrum of partners and clients, including but not limited to law enforcement agencies, government agencies, industry contacts, public associations and members of the public.
- Able to analyze and interpret legislation, policy and guidelines for the purpose of compliance and enforcement.
- Ability to assist, coordinate and, where applicable, monitor individuals who you may not supervise but on whose output you depend.

Behavioural Competencies

- Decisive Insight
- Flexibility
- Information Seeking
- Integrity
- Relationship Building
- Results Orientation
- Self Control
- Self Confidence
- Service Orientation
- Teamwork and Cooperation