

1. IDENTIFICATION

Position No. 13- See Appendix	Job Title Conservation Officer II	Supervisor's Position See Appendix	
Department 13-Environment	Division/Region See Appendix	Community See Appendix	Location See Appendix
Fin. Code: See Appendix			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</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 Qaujimagatugangit.</p> <p>The Conservation Officer II initiates, administers and 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 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>

3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</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., Department of Fisheries and Oceans Canada (DFO), Canada Wildlife Service (CWS), Royal Canadian Mounted Police (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 Hunters & Trappers Organization (HTO) and local harvesters in supporting sound wildlife management and conservation practices while supporting a mixed/traditional economy user lifestyle. This requires enforcing relevant Acts, conducting public and harvester education and training so there is a wide understanding and support for effective wildlife management.</p>

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

The Conservation Officer II maintains the administrative systems of the area station to comply with the requirements of the department and the Nunavut government by:

- Issuing licences and permits to the general public and submitting revenue and returns to the regional office.
- Exercising expenditure control while utilizing Local Contract Authority (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 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 Memorandum of Understanding (MOUs)).

The Conservation Officer II assists local HTO with organization, maintenance and development to achieve an effective co-management relationship within the Department of 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 of Departmental 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's 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 in 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 inspections 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 outfitters 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's outfitter products and services.
- Monitoring efficiency of the tourism outfitters within district as it relates to safety.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline.

Skills describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge Requirements:

- Knowledge of computer software including communications (e-mail), word-processing, financial spreadsheets and data bases.
- Knowledge of office procedures, record keeping systems and the importance of cross referencing and careful attention to detail.
- Experience in administration and knowledge of records management

Skills & Abilities (Rated Requirements)

- Excellent interpersonal skills in dealing with employees, businesses, client departments and the public.
- Community development skills in facilitating renewable resource development, and park operation and maintenance.
- Ability to work independently.
- Ability to remain calm in pressure situations.
- Ability to communicate effectively both written and orally.
- Ability in accessing resources and problem solving with respect to sustainable resources, funding resource development and identifying tourism safety training needs.
- Ability, on occasion, to work overtime, irregular hours and weekends.

Minimum Educational Requirements (These skills are normally acquired through)

- Graduation from an accredited two-year resource technical institute is required.
- Equivalencies consisting of an acceptable combination of education, knowledge, skills and abilities equal to the formal education and experience requirements will be considered.

Minimum Requirements (Mandatory)

- Must hold a valid driver's licence.
 - the ability to drive trucks, snowmobiles, ATV and boats required.

- Must hold valid Firearms Possession and Acquisition Licence (PAL).
 - the ability to carry a firearm is required.
- This is a position of trust; clear criminal record check must be supplied.

Personal Suitability

- Dependability.
- Punctuality
- Adaptability.
- Effective interpersonal relationships.
- Judgement.
- Initiative.

In keeping with Article 23 of the Nunavut Land Claims Agreement ... special consideration” will be given to candidates who fulfill these criteria:

- Specific job skills listed in this description will be complemented by an awareness and sensitivity to the requirement for reflecting Inuit Qaujimajatuqangit in all departmental initiatives.
- Knowledge of Inuit culture, society and economy
- Community awareness
- Fluency in Inuktitut

Skills to be considered an asset:

- experience or education in enforcement, licensing and inspection techniques.
- experience in wilderness travel and survival skills.
- First Aid & CPR certification
- WHMIS 2015 certification

6. WORKING CONDITIONS

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 in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

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 & ATVs is physically demanding. The employee can control effects of working conditions by remaining physically fit and proper use of equipment. Participation in Officer Safety portions of training course may require the incumbent to 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 from small engines and may encounter 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. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

There are no unusual sensory demands in this position.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

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 – Conservation Officer II

	See Appendix
_____ 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	
_____ 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”.

Appendix: Conservation Officer II

The following generic Conservation Officer II positions will share this job description:

Position	Supervisor Position	Division	Community	Location	Position Coding
02962	Conservation Officer III 01776	13800-01	Iqaluit	Iqaluit	13800-01-2-235-1386000-01-????
03512	Conservation Officer III 10943	13800-02	Arctic Bay	Arctic Bay	13800-01-2-200-1386000-01-????
03727	Conservation Officer III 03878	13800-02	Clyde River	Clyde River	13800-01-2-215-1386000-01-????
03601	Conservation Officer III 10943	13800-02	Grise Fiord	Grise Fiord	13800-01-2-220-1386000-01-????
04907	Conservation Officer III 01776	13800-02	Kimmirut	Kimmirut	13800-01-2-240-1386000-01-????
02597	Conservation Officer III 03911	13800-02	Kinngait	Kinngait	13800-01-2-210-1386000-01-????
03166	Conservation Officer III 03911	13800-02	Pangnirtung	Pangnirtung	13800-01-2-250-1386000-01-????
01788	Conservation Officer III 03878	13800-02	Pond Inlet	Pond Inlet	13800-01-2-255-1386000-01-????
04064	Conservation Officer III 01776	13800-02	Sanikiluaq	Sanikiluaq	13800-01-2-265-1386000-01-????
01784	Conservation Officer III 03878	13800-02	Sanirajak	Sanirajak	13800-01-2-225-1386000-01-????
13568	Conservation Officer III 03737	13800-03	Arviat	Arviat	13800-01-3-300-1386000-01-????
12316	Conservation Officer III 01473	13800-03	Baker Lake	Baker Lake	13800-01-3-305-1386000-01-????
10276	Conservation Officer III 01473	13800-03	Chesterfield Inlet	Chesterfield Inlet	13800-01-3-310-1386000-01-????
01483	Conservation Officer III 03737	13800-03	Coral Harbour	Coral Harbour	13800-01-3-315-1386000-01-????
10825	Conservation Officer III 01473	13800-03	Naujaat	Naujaat	13800-01-3-325-1386000-01-????
05226	Conservation Officer III 01482	13800-03	Rankin Inlet	Rankin Inlet	13800-01-3-320-1386000-01-????
10275	Conservation Officer III 01482	13800-03	Whale Cove	Whale Cove	13800-01-3-330-1386000-01-????
03747	Conservation Officer III 01518	13800-04	Cambridge Bay	Cambridge Bay	13800-01-4-410-1386000-01-????
01361	Conservation Officer III 01518	13800-04	Gjoa Haven	Gjoa Haven	13800-01-4-415-1386000-01-????
06139	Conservation Officer III 01518	13800-04	Kugaaruk	Kugaaruk	13800-01-4-425-1386000-01-????
01458	Conservation Officer III 03746	13800-04	Kugluktuk	Kugluktuk	13800-01-4-420-1386000-01-????
01456	Conservation Officer III 03746	13800-04	Taloyoak	Taloyoak	13800-01-4-430-1386000-01-????