



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Wildlife Technician III	
Position Number	Community	Division/Region
23-11650	Yellowknife	North Slave

## PURPOSE OF THE POSITION

The Wildlife Technician III (Technician III) performs research on the health, abundance, and diversity of designated wildlife species to provide information and recommendations required for making wildlife management and land use decisions, in accordance with Government of the Northwest Territories (GNWT) acts, regulations, policies, land claim agreements and departmental procedures. The position communicates information about research proposals, activities and results to various community groups, Indigenous government committees and public resource management boards.

The Technician III assists the Regional Biologist to conduct studies on assigned species and their habitats, conduct laboratory analysis of specimens, collect data, and assist in both data analysis and writing internal reports and technical publications. This position also assists the forest fire operations in the summertime by generating decision-making products using GIS technology in order to facilitate forest fire activities.

## SCOPE

Located in Yellowknife and reporting to the Regional Biologist, the Wildlife Technician III works with direction from the Regional Biologist and the Regional Duty Officer and in cooperation with departmental wildlife biologists and management staff to conduct projects for wildlife management programs throughout the North Slave Region. The position assists with the administration of a program budget comprised of both internal and external funding. Information provided by this program is required by the Department of Environment and Climate Change (ECC), co-management boards, Indigenous organizations, industry, universities, other agencies, and the public to develop monitoring and management strategies for the conservation and sustainable use of wildlife and their habitats.



The Wildlife Technician III assists with the administration of program budgets of \$75-100K internal funding and approximately \$350K external funding. Information provided by this program is required by the: Department of Environment and Climate Change (ECC), co-management boards, Indigenous governments, Hunters and Trappers organizations, Federal Government departments, industry, universities, other agencies and the general public. The information is used to develop management strategies for the conservation and sustainable use of wildlife and their habitats, including threatened species. The incumbent provides recommendations for these management strategies.

## **RESPONSIBILITIES**

### **1. Collects biological data to support research, analysis and recommendations required for wildlife management decisions.**

- Develops data collection and survey work plans.
- Coordinates transportation and logistical support for field studies.
- Conducts aerial and ground surveys to determine abundance, trends, distribution, and movements of wildlife.
- Facilitates the issuance of wildlife research permits, including conducting consultation or reviewing consultation efforts in support of process.
- Captures, handles and collars/tags wildlife.
- Locates radio-collared animals from the air and ground.
- Conducts habitat inventory and uses studies to identify key wildlife areas.
- Obtains information from hunters, trappers and other resource users about wildlife, ecology, status, and harvest in addition to conducting intensive observations of wildlife.
- Collects data pertaining to fire behavior and fire effects on vegetation.
- Supervises and provides training to casual employees and contractors as required.
- Works collaboratively with departmental staff, Indigenous organizations, and the public to obtain biological samples.

### **2. Conducts laboratory analysis of biological specimens.**

- Assimilates, catalogues, and prepares biological materials collected by field staff, contractors, or cooperative agencies.
- Analyzes biological specimens using established laboratory procedures (i.e., fecal swabbing for DNA, kidney, and bone marrow fat indices).
- Supervises and provides training to casual employees and contractors as required.
- Identifies plant specimens and conducts biomass analysis.
- Ships specimens in compliance with legal requirements (Dangerous Goods Regulations).
- Maintains laboratory and freezer content inventory.
- Ensures compliance with proper safety protocols (WHMIS & MSDS).



- 3. Prepares and presents, in written and oral form, research study reports and publications for consideration by internal and external government departments, management agencies, the scientific community, Indigenous organizations, and the public.**
  - Compiles, tabulates, and summarizes field data in databases.
  - Maintains and cleans datasets, including metadata in preparation for submission to the Wildlife Management Information System (WMIS).
  - Prepares maps, figures, tables, graphs, and visual display materials for wildlife management reports and for peer reviewed scientific journals.
  - Conducts data analysis.
  - Research wildlife issues in the scientific literature.
  - Interprets aerial photograph, satellite images and other remotely sensed data.
  - Prepares and presents research proposals, activity reports, results and recommendations to organizations such as Indigenous government committees, industry, co-management boards and other departmental staff.
- 4. Assists the North Slave Region biologists, wildlife officers and forest fire duty officers by conducting GIS analysis to generate decision-making products.**
  - Mapping movement and distribution of various wildlife species.
  - Conduct statistical spatial analysis using various GIS layers to better understand habitat availability and utilization.
  - Mapping of forest fires perimeters and creation of maps for forest fire duty officers during the fire season.
  - Mapping and managing a values-at-risk database.
- 5. Prepares and administers budget including spending authority up to 10K.**
  - Develops budget estimates for field studies/research proposals.
  - Tracks program expenditures in support of logistics and financial variances; and
  - Prepares and administers service contracts and requisitions using the SAM (System for Accountability Management) government financial system.
- 6. Maintains equipment required for research projects.**
  - Maintains inventories of office, computer, field, and laboratory equipment.
  - Maintains in good order equipment such as snowmobiles, sleds, trucks, ATV's, trailers, capture equipment, generators, tents, and other camping gear.
  - Facilitates professional assessment and repairs of equipment as and when needed.
- 7. Administers wildlife research permit application.**
  - Receive and catalogue incoming wildlife research permit applications to the Region.
  - Write receipt acknowledgement letters to applicants.



- Collates comments received from communities, boards, and agencies.
- Communicate with applicants as needed to convey comments received.
- Prepare Wildlife Research Permits for signature for successful applicants.

## **WORKING CONDITIONS**

### **Physical Demands**

Approximately 75% of time is spent in an office environment where there are no unusual physical demands.

Field trips occur 10-15 times per year; an average of 3-4 days per trip and may include weekends. Duty travel / field and camp activities include loading / unloading aircraft, rolling drums, setting up field camp, setting up bear fencing, digging pits, hauling equipment, relocating, capturing, and collaring wildlife.

While in the field, incumbent will experience frequent hiking in boreal forest, uneven, wet terrain, packing gear up to 70lbs and sitting for long periods of time to observe wildlife. Incumbent will be responsible for camp duties including cooking, hauling water, burning garbage, and general upkeep of camp.

### **Environmental Conditions**

The incumbent handles wildlife carcasses during anthrax response operations, necropsies or lab analyses of biological specimens that may be diseased or contain parasites (brucellosis, tuberculosis, anthrax, and rabies are Group 3 pathogens that usually cause serious animal or human disease).

The position requires loaded firearms at the ready. Capture work may require handling powerful immobilizing drugs. Field work may necessitate low-level flying in helicopters and small, single engine aircraft.

The incumbent experiences exposure to very loud noises by aircraft, extreme temperatures, insect swarms, formaldehyde, and foul or rancid smells while conducting necropsies, responding to anthrax outbreaks, or collecting specimens.

### **Sensory Demands**

Activities that require active, concentrated levels of attention with more than one of the senses include: wearing flight headsets for many hours at a stretch listening for signals from radio collars while performing aerial surveys/radio tracking; visually searching for wildlife or tracks from an aircraft for many hours at a time; keen awareness of changes in weather conditions while flying in a helicopter or fixed wing aircraft.



### **Mental Demands**

Approximately 25% of time is spent travelling and undertaking fieldwork. In addition to the physical demands and environmental conditions, the incumbent also experiences irregular hours, isolation, lack of privacy and medical services when in the field.

Field situations can involve a great deal of responsibility and skill in handling challenging field situations. The job holder will share responsibility for the safety and welfare of others and has the authority to make decisions in camp as needed. The incumbent will also ensure departmental Standard Operating Procedures (SOPs) are followed pertaining to handling, storage, and discharge of firearms.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of wildlife management theory and practice, particularly wildlife conservation biology.
- Knowledge of experimental design and statistical analyses.
- Knowledge of wildlife laboratory techniques including diet analysis, histology, and necropsy procedures.
- Knowledge of current methods of data tabulation, analysis, presentation, and computer applications.
- Understanding of traditional knowledge and culture, as well as western scientific principles, conservation, and resource development issues.
- Knowledge of GPS units and mapping software such as OziExplorer in addition to various communication technologies.
- Computer skills and working experience with software programs such as Microsoft Word, Access, Excel, PowerPoint (software programming would be an asset).
- Skill and experience working with Geographic Information Systems (GIS) and GIS software such as ArcGIS.
- Skilled with the safe use of firearms, including eligibility for a Possession and Acquisition License from the Canadian Firearms Centre.
- Survival skills and abilities in living on the land activities including, mobile equipment operation maintenance and field repair, camping, navigation, and wilderness survival; able to work under harsh field conditions.
- Ability to manage projects, budgets, and casual/ contract staff.
- Ability to work and problem solve with a minimum level of supervision.
- Ability to communicate in English through written and oral presentations and personal interactions to a wide variety of audiences, including headquarters (HQ), regional and community staff, Hunters' and Trappers' organizations, co-management boards, other non-government organizations and the general public; able to explain to audiences from various



backgrounds that the research is important, valid and makes a positive contribution coupled with traditional knowledge, to the sustainable management of wildlife resources.

- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

Bachelor of Science degree in Biology, Zoology, Wildlife Biology, with a minimum of three (3) years of related field experience. Certifications in Transportation of Dangerous Goods, First Aid and CPR/ AED and small vessel operator proficiency would be assets.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Eligibility for a Possession and Acquisition License from the Canadian Firearms Centre.

A Valid Class 5 Driver's license is a requirement.

**Position Security** (check one)

- ☐ No criminal records check required.
- ☒ Position of Trust – criminal records check required.
- ☐ Highly sensitive position – requires verification of identity and a criminal records check.

**French language** (check one if applicable)

- ☐ French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - READING COMPREHENSION:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - WRITING SKILLS:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

**Indigenous language:** Select language

- ☐ Required
- ☐ Preferred