



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Environment and Climate Change	Research Station Manager	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
23-14839	Yellowknife (Daring Lake)	Wildlife Management

## PURPOSE OF THE POSITION

The Seasonal Research Station Manager is responsible for managing, and operating a remote research station under the supervision of the Wildlife Biologist, Cumulative Effects by providing on-site logistical, operations and maintenance and supervisory support as well as emergency response. Working closely with Wildlife Division staff and researchers from other agencies and universities, this position supports wildlife research and monitoring programs through the efficient, effective maintenance and safe operation of the research station.

## SCOPE

Located at the remote Tundra Ecosystem Research Station at Daring Lake (300 km north of Yellowknife) the Seasonal Research Station Manager reports to the Wildlife Biologist, Cumulative Effects and is responsible for maintaining the station in good working condition, operating the water, waste and energy systems and supervising occasional casual staff that may be working at the station.

The Seasonal Research Station Manager supports field research conducted by departmental staff and researchers from other agencies by assisting in logistical planning to facilitate use of the camp, aiding researchers to carry out field work and ensuring the safety of camp users by implementing and adhering to camp policies and procedures (including emergency response) along with GNWT Acts, regulations, policies and procedures. The Seasonal Research Station Manager is responsible for implementing sampling protocols and recording data for long term biodiversity monitoring programs at the station which support Departmental science priorities in research and monitoring.

The Seasonal Research Station Manager assists the Wildlife Biologist, Cumulative Effects



and the Manager, Wildlife Research and Management, Wildlife Division with the administration of a program budget of \$100,000.

## **RESPONSIBILITIES**

- 1. Operates and maintains the Tundra Ecosystem Research Station (TERS) on a seasonal basis to support departmental science research and monitoring priorities, including:**
  - Operates the energy, heating, water supply and waste water systems
  - Operates and oversees the operation by others of snow machines, boats and ATVs
  - Manages the various camp storage and waste streams (i.e. food, fuel, sewage, garbage, etc.)
  - Maintains inventories of fuel, food and other supplies and places orders as needed
  - Maintains, troubleshoots and repairs equipment as necessary (tents, snow machines, boats, generator, etc.)
  - Maintains electrical data logs
  - Advises on any needed equipment repairs, replacements, upgrades or new purchases
  - Evaluates weather and landing conditions on site and relays information to aircraft charter companies
  - Assists with opening and closing the camp for the season
  - Assists researchers in logistical planning for and implementation of field work as required
  - Ensuring all users are aware of the camp code of conduct and conduct themselves appropriately including managing conflict
- 2. Oversees and adheres to Research Station policies and procedures as well as GNWT Acts, regulations, policies and procedures to ensure the safety of all users by:**
  - Being the primary point of contact and first responder for safety, bear, medical and emergency response procedures
  - Ensuring all users are aware of and follow Research Station rules and procedures and safety protocols
  - Ensuring emergency response procedures are implemented as appropriate
  - Ensuring first aid and bear deterrent materials are inventoried and maintained
- 3. Assists the Wildlife Biologist, Cumulative Effects with implementing long term environmental monitoring and educational programs to support Departmental priorities.**
  - Collects and enters data for long term monitoring programs such as the small mammal, arctic hare surveys, and the international tundra experiment
  - Supervises casual staff on an as needed, occasional basis
  - Assists departmental staff in logistical planning for and implementation of field work



as required

- Assists departmental staff in logistical planning for and running of the Tundra Science and Culture Camp

4. **Assists in administration of the Research Station to ensure its efficient ongoing operation meets the needs of the Department**

- Assists the Wildlife Biologist, Cumulative Effects with administering an annual budget of \$100,000
- Assists the Wildlife Biologist, Cumulative Effects with preparing annual estimates and variance report for TERS program budget and equipment

## **WORKING CONDITIONS**

### **Physical Demands**

Exposure to physical danger when traveling in aircraft, small boats, snowmobiles and ATVs. Involves considerable physical demands, lifting and carrying heavy materials up to 30 kg, moving drums of fuel and large propane tanks. May require long and irregular hours. May involve hiking in rough terrain, and packing gear up to 20 kg.

### **Environmental Conditions**

Isolation with no immediate medical aid available. Exposure to extreme weather conditions. Exposure to wildlife dangers such as grizzly bears.

### **Sensory Demands**

Exposure to very loud noises of guns, snow machines, boat motors, generators and aircraft.

### **Mental Demands**

Disruption of personal life while at research station for extended periods of time. Lack of control over pace of work due to weather and a variety of unpredictable situations. Irregular and long hours, including weekends.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated leadership and self-motivation skills in a remote setting/situation
- Demonstrated analytical skills for problem-solving in a variety of situations
- Ability to work without direct on-site supervision
- Demonstrated organizational and time management skills
- Knowledge of alternative electrical and stand-alone water and waste systems.
- Knowledge and ability to operate, trouble-shoot and maintain



snow machines, ATVs, boats, generators, propane heaters and appliances.

- Proven inter-personal skills and ability to work in cross-cultural environments.
- Knowledge and use of software programs such as Microsoft WORD, Excel, PowerPoint
- Experience with camp provisioning.
- 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:**

Typically, these knowledge, skills and abilities may be attained through the successful completion of relevant technical program and a minimum of two years' experience in seasonal,

field based occupation. An equivalent combination of education and experience may be considered. Incumbents must have a Class 5 driver's license. Incumbents must have the ability to obtain and maintain a firearms possession and acquisition license (PAL), a Small Vessel Operators Proficiency and Marine Emergency Duties - A3 certification within 2 months of being hired.

Wilderness first aid certification training will be provided by the employer and must be maintained for continued employment.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**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