



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Renewable Resource Officer I	
Position Number	Community	Division/Region
23-4026	Yellowknife	North Slave

PURPOSE OF THE POSITION

The incumbent assists in the initiation and administration of departmental program delivery including promotion, administration and enforcement throughout the region. The incumbent supervises seasonal and casual personnel and is responsible for the maintenance of departmental facilities and equipment. The incumbent maintains public accountability through effective and efficient communication of information and results on program services.

SCOPE

Located in Yellowknife and reporting to the Renewable Resource Officer III, the incumbent is responsible for assisting in delivery of departmental wildlife, environment and forest management programs and services at the area level. This included resource development program delivery, wildlife management and enforcement activities, environmental monitoring and protection initiatives, forest and fire management projects, and associated supervision of casual support personnel and maintenance of fixed assets.

The incumbent must work closely with the resource-harvesting community to implement departmental goals and objectives. In the context of this position, the resource harvesting community included individual harvesters, community-based resource organizations, commercial enterprises and municipalities, many of whom have opposing views on resource use. The incumbent must possess strong leadership qualities in order to influence local resource management decision and recognize and react appropriately to conflict of interest situations.

The incumbent must have a high level of understanding of resource-based activities in the region in order to provide advice on resource management issues. Advice and support provided by the incumbent on traditional activities, such as aboriginal harvesting and land use, are



critical for the Department's ability to integrate traditional knowledge with a variety of other resource sectors including minerals, oil and gas, forestry, and land claim developments.

The incumbent is responsible for assisting in program delivery directed towards resource management, protection and development activities in the region. In carrying out this responsibility the incumbent must work in a supporting role while also maintaining the ability to make decisions to achieve results (e.g. response to oil spills and fire management activities).

The incumbent must be able to show judgment in supervising casual support and in undertaking a coordination role during fire management activities.

The incumbent is responsible for the maintenance of departmental equipment on which the incumbent and other staff relies. The maintenance and inventory of all equipment within the area is the responsibility of the incumbent.

RESPONSIBILITIES

1. Assists with the management of operations at the regional level.

- Supervises activities of seasonal fire management program personnel and casual support, when assigned as Area Duty Officer.
- Supports and trains seasonal fire management program personnel and casual staff
- Ensures departmental facilities and assets throughout the region are properly secured and maintained.
- Maintains an inventory to ensure departmental fixed assets are controlled and accounted for within the region.
- Provides administrative and financial control of all programs and activities consistent with GNWT guidelines.
- Attends community and stakeholder meetings on a regular basis
- Obtains and maintains certificated to meet competencies required for the position.

2. Delivers departmental resource development programs and services at the regional level.

- Provides clients with information on departmental renewable resource development program and services.
- Administers the fur price program including evaluating incoming fur, issuing payment to trappers, maintaining trapper files, handling (receiving/storing/shipping) fur in an appropriate manner, explaining and promoting the program to trappers and account for promissory notes issued.
- Assists with implementing approved resource development activities (e.g. scarification tree planting projects, commercial wildlife harvests, demonstration projects).



- Avoids duplication of services by coordinating implementation and administration through liaison with other key funding agencies.
- Provides advice and recommendations to the renewable Resource Officer III, Manager Wildlife and Environment and/or Regional Superintendent on ways to improve program design and criteria to meet client needs.

3. Provides support to forest management activities, including the fire management program at the regional level.

- Acts in a coordinating capacity in support of fire crews and other fire management initiatives.
- Communicates with fire crews via VHF radio or other effective means to advance fire reports and concerns to the Duty Officer and/or Incident Commander.
- Assists with the development of community protection preparedness by acting as a liaison between affected harvesters and groups and the Department.
- Participates in forest fire management programs including assisting in the provision of firefighting training programs.
- Provides support to forest research initiatives.
- Assists with the implementation of community forest fire protection initiatives.
- Assists with *Forest Management Act* responsibilities including issuance of timber cutting/transportation permits, site inspections of commercial operators and other enforcement activities.
- Participates in the collection of information for the values at risk system.

4. Assists in the administration of renewable resource legislation at the regional level.

- Enforces the *Wildlife Act*, *Forest Management Act*, *Environmental Protection Act*, *Parks Act*, *Wild Animal and Plant Protection Act* and all other associated and relevant territorial and federal legislation and regulations.
- Assists in conducting investigations, inspections and monitoring of wildlife, forestry and environmental activities.
- Assists with the completion of all enforcement reports, court documents and forms and ensuring they are completed in a professional manner.
- Assists with the prosecution of persons charged with an offence, including providing testimony in court and other similar hearing.
- Provides problem wildlife control to ensure safety of the public within communities, parks and remote camps.
- Responds to contaminant and hazardous waste spills and oversees the cleanup process on Commissioner's Lands (e.g. rolled fuel truck on highway (including informing the spill line of progress, coordination of personnel, collection of evidence and enforcement of the *Environmental Protection Act* up to and including the issuance of Clean-up Orders.



5. Promotes public communication and participation in renewable resource research and management in the region.

- Provides community-based resource organizations and other stakeholders with relevant information on renewable resource issues.
- Assists with the organization and development of community-based resource organizations as required.
- Delivers public education courses in resource-based activities including trapping, forest management, fire suppression, etc.
- Advises the public of potential environmental risks such as fire or problem wildlife and providing mitigating recommendations.
- Provides information to the general public and tourists through a variety of means including media interviews and presentations.

6. Assists with management of community-based research projects including systematic surveys, mark and recapture projects, data collection and report writing with minimal involvement by a lead researcher.

- Consults with user groups including community-based resource organizations, aboriginal organizations, and individuals on management issues including allocation of resources and harvesting practices.
- Assists with the development of legislation amendment proposals including undertaking appropriate levels of consultation with affected groups.
- Supporting activities of the above responsibility.

WORKING CONDITIONS

Physical Demands

The incumbent is required to stand or walk in outside situations including deep snow or bush conditions, collar animals, handle or relocate animals, collect carcasses, move heavy equipment such as snowmobiles, carry equipment, travel on snowmobiles or other ATVs. Physical demands are for varying periods of duration (wildlife operations) and occasionally periods of lengthy duration (e.g. fire suppression).

Environmental Conditions

The incumbent is exposed to hazardous substances including aviation fuels, other petroleum products, liquid nitrogen, lethal drugs, communicable diseases, risk of accident on ATV and highway patrol vehicles, boats, traveling small aircraft with exposure to loud noise, and inclement weather and disruptions caused by travel requirements. The job requires exposure to adverse environmental conditions for almost continuous periods of short duration (e.g. patrols), or frequent periods of lengthy duration (e.g. wildlife surveys, fire suppression).



Sensory Demands

The incumbent is exposed to hazardous substances including aviation fuels, other petroleum products, liquid nitrogen, lethal drugs, communicable diseases, risk of accident on ATV and highway patrol vehicles, boats, traveling small aircraft with exposure to loud noise, and inclement weather and disruptions caused by travel requirements. The job requires exposure to adverse environmental conditions for almost continuous periods of short duration (e.g. patrols), or frequent periods of lengthy duration (e.g. wildlife surveys, fire suppression).

Mental Demands

Mental demands include frequent meetings with harvesters and community organizations where strong opposing views on resource management, allocation and use can lead to exercises in conflict resolution. Appearance and giving testimony at court hearing adds extra stress and burden on the incumbent. Activities involving firefighting, problem wildlife and enforcement are stressful, and require caution and quick thinking. Always being on guard when on patrol, constantly alert, defensive mode, sense of caution, cause heightened stress. Disruption of lifestyle caused by work schedule and lack of control of work pace caused by wildlife incidents.

KNOWLEDGE, SKILLS AND ABILITIES

- A high level of verbal skills and basic writing skills (English and applicable Indigenous language) are necessary to communicate departmental positions on resource management issues and regulatory matters to stakeholders (e.g. harvesters and community-based resource organizations) and to complete department forms (e.g. permits and promissory notes).
- Management skills to plan, organize and coordinate multiple and divergent activities with other organizations within the region.
- Human resource management and supervision skills are required to oversee casual staff.
- Detailed knowledge of resource harvesting techniques in the region
- Detailed knowledge of wildlife in the region including seasonal movements, habitats, reproduction cycle and community use of key species.
- Knowledge of resource management practices and resource development techniques.
- Knowledge of forest and fire management techniques.
- Knowledge of skills required to live on the land including navigational skills for inter-community and trap line travel.
- Extensive experience in resource harvesting activities in the region.
- Experience in applying legislation, monitoring and enforcement techniques.
- Knowledge of computer software including word processing database and spreadsheet programs.
- 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:

A grade 10 education and at least five years of experience in harvesting techniques and practices in the region.

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