



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Patrolperson	
Position Number	Community	Division/Region
23-814	Ulukhaktok	Wildlife and Forests/Beaufort Delta

## PURPOSE OF THE POSITION

The Patrolperson implements strategies for effective Departmental program delivery throughout an assigned Area and is responsible for the management of departmental facilities and equipment. The incumbent also maintains accountability to the public through effective and efficient communication of information and results pertaining to programs and services.

## SCOPE

Located in Ulukhaktok, this position reports to the Renewable Resource Officer III in Inuvik.

The patrolperson is responsible for the delivery of Departmental wildlife, environment and where applicable, Forestry and Fire Suppression programs and services at the Area level. This includes assisting with resource development and Conservation Education programs; assisting with wildlife management activities; assisting with environmental monitoring, protection, and integration initiatives; supervision of casual personnel and management of fixed assets.

The incumbent must work closely with the resource harvesting community to successfully implement the goals and objectives of the Department. The resource harvesting community includes individuals, the Hunters and Trappers Committee, Renewable Resource Councils, Commercial Enterprises and Municipalities - many of whom have opposing views on resource use. The incumbent must think creatively and provide leadership in establishing these relationships.

The incumbent must have an understanding of resource-based activities in the Area to effectively provide quality advice on resource management issues. The ability to provide advice and support to the Department and stakeholders requires integration of knowledge in a variety of resource sectors including land claim developments and aboriginal traditional activities. The



incumbent must also act as a liaison between Traditional Knowledge holders in the Area and the Department.

When delivering departmental programs directed towards resource management, protection, and development activities in the Area the incumbent must work in a coordination and facilitation role while also maintaining the ability to make the final decision to achieve results.

The incumbent must be able to show judgment in contracting or hiring casual support to undertake important tasks. Although procurement guidelines are available the outcome of initiatives rests with the incumbent.

The incumbent must monitor delivered programs and services to demonstrate to the Renewable Resource Officer III that the goals and objectives of the Area are being met. The challenge for the incumbent will be to ensure proper planning, program implementation and communication has occurred so there is no question of on-going support from community wildlife organizations, and individual resource harvesters.

## **RESPONSIBILITIES**

### **1. Manages Operations at the Area Level by:**

- Effectively directing and supervising casual staff when required.
- Participating in recruitment, orientation, support, training, and evaluation of casual staff.
- Ensuring Departmental facilities and assets throughout the Area are properly secured and maintained.
- Maintaining an inventory and filing system to ensure Departmental fixed assets and records are controlled and accounted for.
- Providing administrative and financial control of all programs and activities consistent with Government guidelines.
- Issuing licenses, permits and tags as required and administering the distribution and accountability of species management tags and samples as required.
- Adhering to spending limit guidelines and procedures with respect to the use of Corporate Credit Cards and other procurement devices.
- Attending community and stakeholder meetings on a regular basis.
- Obtaining and maintaining certificates to meet competencies required for the position.

### **2. Plans, Leads and Organizes Delivery of Department Resource Development and Conservation Education Programs and Services at the Area Level by:**

- Assisting clients with information for the completion of applications for Departmental conservation education and renewable resource development programs and services.
- Administering the Fur Price Program (FPP) 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 accounting for promissory notes issued.

- Managing approved resource development activities, (e.g., commercial wildlife harvests, demonstration projects) from inception (i.e., obtaining community support, sourcing of funds) to implementation (i.e., licensing, data collection, project assistance) to completion (i.e., composing final project report).
- Avoiding duplication of services by coordinating implementation and administration through liaison with other key funding agencies.
- Providing advice and recommendations to the Regional Office on ways to improve program design and criteria to meet client needs.
- Identifying gaps in resource development programs and proposing effective solutions
- Communicating program delivery results using effective methods to gain broad stakeholder support for delivery of programs and services.

**3. Assists with the administration of Renewable Resource Legislation at the Area Level by:**

- Providing problem wildlife control to ensure safety of the public within communities, parks, and remote camps.
- Providing assistance to Renewable Resource Officers as required by collecting and securing evidence as directed.
- Maintaining occurrence records and reporting suspected infractions to the Renewable Resource Officer III in Inuvik.
- Assisting the Regional Environmental Protection Officer by responding to contaminant and hazardous waste spills and overseeing the clean-up process on Commissioner's Lands.

**4. Promotes the use of Traditional Knowledge and the enhancement of Public Communication and Participation in Renewable Resource Research and Management in the Area by:**

- Developing and providing community-based resource organizations and other stakeholders with relevant, easy to read, information on renewable resource issues.
- Identifying and delivering public education courses in resource-based activities.
- Advising the public of potential environmental risks such as fire or problem wildlife and providing mitigating recommendations.
- Providing information to the public and tourists through a variety of means including media interviews and presentations.
- Assisting a lead researcher with community-based research projects, including field work, data collection and report writing.
- Consulting with user groups including community-based resource organizations, First Nations Groups and individuals on management issues including allocation of resources and harvesting practices.



- Liaising between Traditional Knowledge holders and the department and where necessary other departments and agencies on matters pertaining to wildlife and wildlife habitat.
- Participating in departmental reviews of Land Use Permit applications, Environmental Impact Reports and Proposals for development activities in the Area.

## **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 ATV. This is physically demanding. Physical Demands are for varying periods of duration (wildlife operations) and occasional periods of lengthy duration. Combination of frequency and duration is 25-50%. Moderate intensity.

### **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; travel in small aircraft with exposure to loud noise, inclement weather and disruptions caused by travel requirements. The job requires exposure to adverse environmental conditions for almost continuous periods of short duration (i.e., patrols), or frequent periods of lengthy duration (i.e., wildlife surveys). Combination of frequency and duration is 25-50%. Moderate intensity.

### **Sensory Demands**

Sensory attention while removing wildlife from communities (i.e., bear); tracking wildlife; (sight, hearing). The job requires sensory demands for frequent periods of short duration (i.e., aiming a firearm) or occasional periods of lengthy duration. Combination of duration and frequency is less than 25%. Moderate intensity.

### **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 hearings adds extra stress and burden to the incumbent. Activities involving firefighting and problems with wildlife are stressful and require caution yet quick-thinking. The incumbent must be always on guard when traveling on the land, constantly alert, defensive mode, sense of caution, heightened stress. Disruption of lifestyle caused by work schedule and lack of control of work pace caused by wildlife can cause stress. Combined frequency and duration are 50-75%. Substantial intensity.



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

- Writing skills (English) are important to communicate Departmental positions on resource management issues to stakeholder groups (i.e., community-based resource organizations).
- Verbal skills (English) are important to communicate in a variety of settings, explaining positions with stakeholder groups, creating partnerships, and exchanging information.
- Ability to speak and write in an applicable First Nations language are considered assets.
- Management skills to plan, organize and co-ordinate multiple and divergent activities with other organizations and agencies.
- Human resource management and supervision skills.
- Experience with resource harvesting activities in remote northern communities is an asset.
- Knowledge of skills required to live on the land including navigation skills for inter community and trapline travel.
- Some knowledge of resource management practices and techniques.
- Some knowledge of resource development techniques.
- Knowledge of computer software including word processing, database, and spreadsheet programs.
- Candidate must meet departmental firearms qualification requirements.
- 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:**

Basic renewable resource management philosophy and techniques. The incumbent should possess a grade 10 education and 5 or more years of experience in harvesting techniques and practices in the Area. Fluency in English is necessary. Living and working on the land in isolated conditions with experienced persons provides training and experience necessary for living and traveling in all seasonal conditions.

Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

A Firearm License and a valid Driver's License are required.

Departmental firearm qualification is required within one month of employment.

Opportunities to practice and become proficient will be provided on the job.



**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