

**POSITION DESCRIPTION**  
 Ministry of Environment  
 Conservation Officer Service

POSITION TITLE:	Conservation Officer	POSITION NUMBER(S):	various
DIVISION: (e.g., Division, Region, Department)	Compliance Division		
UNIT: (e.g., Branch, Area, District)	Conservation Officer Service	LOCATION:	Various
SUPERVISOR'S TITLE:	Field Supervisor	POSITION NUMBER	Various
SUPERVISOR'S CLASSIFICATION:	CO 24	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

**PROGRAM**

The Ministry of Environment provides leadership in environmental management through innovative legislation and programs, compliance activities and shared stewardship initiatives. The ministry's mandate is to protect human health and safety, and maintain and restore the diversity of native species, ecosystems and habitats in British Columbia.

The Conservation Officer Service (COS) is the enforcement program of the Ministry of Environment. To achieve compliance with environmental regulations and standards under provincial and federal legislation, the COS is involved in outreach and education, compliance monitoring and verification, public reporting, investigations and enforcement actions. The COS supports all divisions within the ministry and, through Service Agreements and Memoranda of Understanding, works on behalf of other agencies (provincial, federal and municipal) requiring environmental compliance and enforcement services.

**PURPOSE OF POSITION**

To plan and conduct investigations and implement measures including enforcement actions to address regulatory and criminal non-compliance and mitigate/remediate impacts upon human health and the environment. Provides advice to ministry staff and other government agencies regarding investigations and resolution of non-compliance.

To develop sources of information, within other agencies and among ministry client groups/stakeholders, to identify specific individuals or companies that are deliberately contravening environmental regulations.

To plan and participate in compliance activities to protect human health and safety, prevent unfair competition and business practices, sustain biodiversity and natural resources, protect commercial and recreational opportunities, and generate public and private sector revenue. To monitor and support reporting on compliance with regulatory standards.

To deliver a human/wildlife conflict program to protect human safety and reduce conflicts between humans and wildlife. Liaises with local government and stakeholder groups to promote community involvement and programs to reduce conflicts. Evaluates information on human/wildlife conflicts, implements appropriate action including education, proactive measures, capture, relocation and destruction.

To educate the public, industry and stakeholders about environmental legislation and methods to reduce human/wildlife conflicts.

## NATURE OF WORK AND POSITION LINKS

The Conservation Officer works independently and in a team environment which often includes a variety of technical/professional team members. The Conservation Officer works under the limited direction of the Field Supervisor in a dynamic and challenging environment.

The Conservation Officer is involved in the full suite of compliance and enforcement activities under provincial and federal environmental legislation. In particular, the conservation officer is involved in all facets of compliance verification and investigations of non-compliance, including the use of discretion and the exercise of legislated authorities, where appropriate, to carry out enforcement action. Given the complexity of the environmental regulatory framework, the position must establish and maintain the following key relationships:

### Position Links:

- **Industry contacts** – to ensure operations comply with regulatory standards, convey information on regulations and compliance, collect information on companies/individuals circumventing regulatory controls, and respond to issues and promote partnerships and strategies to achieve compliance.
- **Public associations (e.g. NGO's) and members of the public** – to ensure operations/individuals comply with regulatory standards, convey information on regulations and compliance, collect information on companies/individuals circumventing regulatory controls, and respond to issues and promote partnerships and strategies to achieve compliance and resolve human/wildlife conflicts.
- **Other provincial and federal agencies, local government, crown corporations** – coordinate compliance investigations and enforcement activities, participate in joint forces operations, provide specialized services (e.g. surveillance).
- **Aboriginal contacts** – to convey information on regulations and compliance, collect information on companies/individuals circumventing regulatory controls, and respond to issues and promote partnerships and strategies to achieve compliance.
- **Conservation Officer Service staff, Compliance Division staff and Ministry of Environment staff** – to provide input on district, regional and provincial compliance strategies and recommend case specific enforcement actions.

## SPECIFIC ACCOUNTABILITIES / DELIVERABLES

### 50% - Plans and conducts investigations to resolve non-compliance

- Undertake enforcement duties pursuant to the Criminal Code in accordance with COS policies and procedures.
- Responds to information and public complaints regarding non-compliance with environmental standards and regulations.
- Interprets legislation, case law and evidence to implement appropriate responses to address non-compliance.
- Plans and conducts investigations of individuals, businesses or government agencies that are in non-compliance with environmental standards and regulations.
- Develops for approval investigative work plans establishing objectives, standards, schedules for an investigative team that includes investigators, technical and biological staff.
- Implements and leads investigations based on approved investigative work plans. As Team Leader is responsible for the progress and quality of work.
- Ensures investigative techniques are appropriate, efficient.
- Develops for approval investigative strategies and reports for major investigations involving municipal/regional governments, other government or crown corporations, First Nations, or those involving significant environmental or human health impacts.
- Develops sources of information within industry, aboriginal communities, public associations, citizens and government agencies to identify individuals/groups who are contravening environmental regulations.
- Conducts surveillance to gather information under challenging and changing operational conditions.
- Evaluates surveillance information from a variety of sources to determine the validity and credibility of the information.
- Prepares and serves legal documents related to COS mandate (Summonses, Stop Work Orders, Appearance Notices, etc.)
- Plans, prepares and executes search warrants.
- Ensures the security of seized evidence and continuity for court proceedings.
- Conducts arrests of violators found committing offences or on outstanding warrants ensuring the arrested person's rights are maintained under the *Canadian Charter of Rights and Freedoms*.
- Prepares detailed reports making recommendations to management, Crown Counsel and other government agencies regarding responses to resolve non-compliance, mitigate human health, safety and environmental impacts, and satisfy public interest.
- Advises and assists Crown Counsel in carrying out prosecution actions, including familiarizing Crown Counsel about the applicable law and investigative techniques. Acts as a prosecutor for Provincial Violation Ticket disputes.
- Presents evidence in court and quasi-judicial hearings, under oath.
- Liaises with other government and enforcement agencies and provides legal interpretations and technical investigative advice to staff and other agencies.
- Participates or leads joint agency investigations.
- Responsible for COORS data entry and associated Ministry data entry, including responsibility to record, track and report performance measures.
- Conducts preventative patrols by vehicle, ATV, boat, snowmobile, aircraft or by foot.

### 25% - Plans and conducts compliance activities:

- Develops and implements compliance assessment plans independently or as part of a team, including setting objectives, goals, and schedules in accordance with provincial, regional and local compliance priorities.
- Plans and conducts inspections/audits of a variety of sectors including: manufacturing, agriculture, aquaculture, public residential properties, waste storage, transportation and disposal, forestry, oil and gas sector, commercial and private recreation.
- Drafts compliance reports and summaries independently or as part of a ministry or inter-agency team.
- Develops partnerships with industry/public associations and government agencies to establish innovative compliance approaches.
- Educates industry, government agencies and the public about legislation, and policies and procedures regarding investigations and participate in programs to promote compliance.

**15% - Delivers a human/wildlife conflict program**

- Responds to complaints regarding conflict with wildlife in accordance with ministry and program policy, procedure, and guidelines. Evaluates information on specific human/wildlife conflicts, implements appropriate action including education, proactive measures, capture, relocation and destruction.
- Participates in the delivery of a human/wildlife conflict program involving stakeholders to protect human safety and reduce conflicts between humans and wildlife.
- Meets with local government and stakeholder groups to promote local involvement.
- Identifies and field tests new techniques and approaches for consideration for regional/provincial application.
- Develops partnerships with industry/public associations and government agencies to establish new approaches to resolving human/wildlife conflict control strategies.
- Responsible for ensuring public safety by maintaining proficiency in the use of firearms, and ensuring public safety when discharging a firearm;
- Maintain proficiency in the use of wildlife capture methods and the administration of immobilization drugs;
- Attends Coroner autopsy.
- Investigates attacks on humans by wildlife. Collects evidence related to wildlife attacks on humans and provide expertise.
- Performs necropsy on wildlife.
- Record, track and writing of reports, plus reporting performance measures related to wildlife conflicts.

**10% - Performs other related duties:**

- Interprets legislation, case law, policy and procedures to provide advice to staff.
- Participates on variety of committees supporting agency service delivery (e.g. OHS, training, firearms, policy and procedures).
- Prepares Information Bulletins for release to the public. Under emergent conditions may issue Information Bulletins, provides information to the media and responds to media inquiries.
- Provides formal training (Firearms, ATV, Decoy Ops, etc) and informal training (coaching and mentoring – includes advice and legal interpretation) to other officers and technical/biological staff.
- Responds to inquiries from the public.
- Reviews and provides input on legislation, policy and procedure as required.
- Responds to environmental emergencies and provides assistance to appropriate regulatory/law enforcement agency (e.g. PEP, EDP, Water Stewardship) in search and rescue operations (emergencies, flood situations, earthquakes, etc.). Provide first responder and other assistance to the general public, other provincial and federal government agencies and ministries, and the police in accordance with interagency agreements and MOU's.
- May conduct duties associated with covert operations.
- Maintain assigned inventory (e.g. uniforms, vehicles, equipment, firearms, etc.).
- Completion of administrative and monthly reports, (e.g. month end, annual work plans, flex, OT, purchase logs, training records).
- Participate in mandatory training (e.g. PSS and firearms).

**FINANCIAL RESPONSIBILITY**

Qualified Receiver for the purchase of goods and services. Authorizes repairs on equipment up to \$500. Responsible for assets and inventory as delegated by the Field Supervisor.

**DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)**

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff		
Supervises staff through subordinate supervisors		

**PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)**

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers	x 2	Provides formal training to other staff	<input checked="" type="checkbox"/> 5
Lead project teams	<input checked="" type="checkbox"/> 5	Assigns, monitors and examines the work of staff	<input type="checkbox"/>

## **SPECIAL REQUIREMENTS**

- Valid Class 5 Driver's license (or higher class/endorsement).
- Occupational First Aid (OFA) Level 1 or equivalent.
- Meet the terms and conditions in the Conservation Officer Service *Willingness Statement* and *Standards of Personal Department Agreement*
- In order to qualify as a Conservation Officer and Special Provincial Constable, pass pre-employment security screening.
- As a prerequisite of employment, pass a medical examination and psychological assessment.
- As a prerequisite of employment, and on an annual basis thereafter, pass the *Physical Abilities Test for Conservation Officers* (PATCO).

## **TOOLS / EQUIPMENT**

- Computer, PDA, scanner, printer
- Telecommunications – VHF, satellite phone
- Surveillance – night vision, remote infrared cameras
- GPS
- Firearms
- 4x4 vehicles, winches
- Boats
- ATV's, snowmobiles
- Controlled substances (e.g. anaesthetics like Telazol and Ketamine) and immobilization equipment (e.g. dart guns, traps, snares).
- Audio/visual equipment

## **WORKING CONDITIONS**

- The work requires working in a variety of conditions ranging from multi-disciplinary teams to working independently. The position is subject to minimal supervision and relies heavily on teamwork and co-operation.
- The work involves contact with diverse communities and a range of population densities from working alone in remote areas to urban centres.
- The work involves responding to human/wildlife conflicts where unanticipated variables develop quickly with the potential of causing serious/grievous harm to the public, officer(s), or significant damage to public/private property.
- The work involves working around hazardous materials in circumstances where the hazardous materials may not be appropriately stored.
- The work involves dealing with a diverse range of clients including company executives, lawyers, media, advocates, irate, angry and hostile persons, ethnic and aboriginal cultures, and criminal elements.
- The work involves dealing with individuals who display a combative attitude towards an officer, requiring the officer to quickly evaluate the level of risk to the suspect, the officer and the public, to deploy appropriate use of force.
- The work involves surveillance work under field conditions ranging from impoverished urban areas to remote locations requiring adapting to socio-economic conditions.
- Work under challenging weather conditions and irregular work schedules (after hours and weekends). Irregular work schedules may be up to 30% of the position's time.
- The work will require travel, some of which may be out of the region. Travel and field time may be up to 30% - 60% of the position's time. The work may involve working within an office environment up to 40% - 70% of the position's time.
- The work requires good physical conditioning to meet the demands of operating and handling equipment, responding to human/wildlife conflicts, making arrests, etc.

## WORK EXAMPLES

Respond to a commercial operation to investigate an incident of non-compliance impacting upon human health and safety and biodiversity. Develop an operational plan involving a multi-disciplinary team of professionals to gather and interpret evidence. Implement, monitor and modify the operational plan and investigative techniques to meet operational requirements. Lead a multi-disciplinary team to achieve the outcomes of the operational plan. Interact with company officials including executives and lawyers, government officials, affected citizens, and media. Make recommendations to mitigate potential impacts upon human health and the environment. Produce a report outlining the findings of the investigation and make recommendations to address the non-compliance. Potential penalties ranging in the hundreds of thousands of dollars with impacts upon market share and company certification.

## PREPARED BY

NAME:	DATE:	
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## EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: (Date).
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:	SIGNATURE:	DATE:
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## ORGANIZATION CHART

Brian Rendell, Executive Director, Compliance Division, ML 9, 00080346

Mark Hayden, Director of Enforcement, ML 8, 00039359

Regional Enforcement Manager, ML 6, 3 Regional Positions

Operations Manager, ML 4, 7 Positions, Various Locations

Conservation Officer, Field Supervisor, CO 24, Various Locations

**Conservation Officer, Field Ops, CO 21, Various Locations**

Seasonal Conservation Officer, CO 18, Various Locations

## SELECTION CRITERIA

### Education

University degree or technical diploma from a recognized post-secondary program in environmental law enforcement or renewable resources management

### Work Experience

Demonstrated experience in the field of environmental compliance and enforcement, including **ALL** of the following areas: the development and implementation of compliance promotion activities; inspections to verify compliance with legislated requirements; investigations of non-compliance with legislated requirements; **and** enforcement actions to resolve incidents of non-compliance with legislated requirements, including the issuance of warnings and tickets and recommendation of charges and/or administrative penalties or sanctions.

Applicants with a degree require 12 months work experience while those with a diploma require 24 months work experience.

### Knowledge

- Knowledge of provincial and federal environmental/natural resources legislation.
- Knowledge of the principles of compliance and enforcement.
- Knowledge of the principles of compliance and enforcement planning and the development of operational strategies.
- Knowledge of inspection and audit techniques.
- Knowledge of investigative and enforcement procedure, techniques and tools, including but not limited to: surveillance/intelligence gathering, forensics, interviewing, search and seizure, the collection of evidence and exhibit procedure, and arrest,
- Knowledge of court process and procedure, including but not limited to the preparation of Reports to Crown Counsel and court rules and protocol.
- Knowledge of the principles of project management and the application of techniques and tools.
- Knowledge of environmental values and issues within British Columbia.

### Skills and Abilities

- Effective written and verbal communication skills, including strong conflict resolution skills.
- Ability to function independently, under limited direction, as well as collaboratively as part of a multidisciplinary team.
- Ability to organize and prioritize work activities to efficiently accomplish tasks in spite of concurrent and conflicting initiatives, changing deadlines and emerging issues.
- Ability to identify/recognize priority issues and alert/update the manager, staff and colleagues.
- Ability to develop and maintain effective relationships with a broad spectrum of partners and clients, including but not limited to law enforcement agencies, government agencies, industry contacts, public associations and members of the public.
- Able to analyze and interpret legislation, policy and guidelines for the purpose of compliance and enforcement.
- The ability and desire to conduct and/or oversee in-depth and complex/covert environmental, fish and wildlife investigations. This includes the ability to critically analyze other's investigations, evaluating information in a critical but proactive and positive manner in order to guide a colleague's development and achieve a successful investigative outcome.
- Ability to assist, coordinate and, where applicable, monitor individuals who you may not supervise but on whose output you depend.

### Behavioural Competencies

- Decisive Insight
- Flexibility
- Information Seeking
- Initiative
- Integrity
- Relationship Building
- Results Orientation
- Self Control
- Service Orientation
- Teamwork and Cooperation