

# RESOURCE OFFICER SERIES

## PREAMBLE

### **Inclusions**

Positions included in this series are those responsible for the delivery of natural resources programs including resource/parks management, commercial/recreational resource use and conservation/protection activities to ensure compliance with the department's legislative programs, policies, plans and procedures.

Also included in this series are positions that participate in resource management patrols in addition to carrying out other resource related duties or positions having responsibility for promoting compliance with the rules and regulations of campgrounds and other public use areas in provincial parks for the purpose of ensuring the safety, security and enjoyment of the public.

Employees in this series are uniformed officers with Peace Officer status. The 1 and 2 level of this series are normally seasonal departmental employee positions involved in park and resource management patrols. Employees at the 3, 4 and 5 level in the series are normally full-time year-round and are required to be trained in the use of and certified to carry a sidearm.

Incumbents appointed to the Resource Officer 1 and 2 level are required to participate in and successfully complete a department sponsored training course as an employment prerequisite.

Upon appointment to the Resource Officer 3 level, incumbents will be trained and assessed on an ongoing basis during the probationary period to determine suitability and will be required to successfully complete a written examination and be certified to carry a sidearm.

### **Excluded**

Positions not included in these series are those which assist with and/or perform technical duties in a particular resource discipline or those supervising and administering an operational unit performing a specialized activity in a technical area. Such positions should be tested for inclusion in the Resource Technician Series.

Positions also not included in this series are those which do not require Peace Officer status but are involved in assisting a Resource Officer with resource management activities. Such positions should be tested for inclusion in the Special Officer Series.

Positions where the primary duties and responsibilities are included in the definition of any other category are excluded, as well.

**Definition**

"Peace Officer status" is an appointment granting an individual the authority and protection of a police constable while enforcing provincial legislation including the provisions of the Highway Traffic Act, Liquor Control Act and Criminal Code where required. Eligibility for appointment requires a clean criminal record and successful completion of the department training course.

# **RESOURCE OFFICER 1**

## **GENERAL**

The Resource Officer 1 level is the initial recruitment level of the series normally on a seasonal basis. Employees in this class, under the supervision of a senior Resource Officer, are responsible for promoting compliance with the rules and regulations of campgrounds and other public use areas in provincial parks for the purpose of ensuring the safety, security and enjoyment of the public and/or they may participate in resource management patrols, assist with problem wildlife control programs and carry out other resource related duties. Enforcement measures as required are carried out within the limitations of the operational guidelines.

## **TYPICAL DUTIES**

Conducts patrols to encourage park and resource users to comply with related rules and regulations.

Disseminates information to the public on park and resource rules and regulations as well as general information on parks features, facilities and programs.

Assists the public with problems and concerns.

Investigates complaints/violations, issues written warnings, offence notices; prepares seizure reports, carries out eviction procedures in parks.

May be required to testify in court proceedings.

Prepares a variety of reports as required by department procedures and guidelines.

Assists in crowd and traffic control and emergency operations.

May be required to carry out problem wildlife control activities.

May be required to assist with park, district and equipment maintenance.

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Basic knowledge of legislation and policies pertaining to parks and natural resources operations.

Knowledge of law enforcement procedures.

Ability to deal effectively with the public.

Good oral and written communication skills.

Ability to be decisive and effective in a high stress environment.

### **Education, Training Experience**

Training in law enforcement from a recognized institution, or an equivalent combination of education, training and experience acceptable to the department and the completion of the department sponsored training course. Must be eligible for appointment as Special Constable and hold a valid Class 4 driver's licence, First Aid, Cardiopulmonary Resuscitation and Canadian Firearms Safety Certificates.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **RESOURCE OFFICER 2**

## **GENERAL**

At the Resource Officer 2 level, reporting to the District Supervisor or a district Resource Officer, the incumbent will function as a working supervisor of one or more seasonal Resource Officers or will be responsible for promoting compliance and carrying out various resource management activities and patrols.

This level is distinguished from the Resource Officer 1 level by the supervisory responsibilities including scheduling, training and evaluation or the requirement to independently carry out more complex and diverse resource management activities and patrols.

## **TYPICAL DUTIES**

May be required to independently carry out diverse resource management activities and patrols.

May plan, co-ordinate and supervise the activities of subordinate staff.

May monitors the effectiveness of the seasonal officer program in the area or district, makes recommendations and prepares end of season reports.

May be required to carry out the duties and responsibilities of the Resource Officer 1.

Responsible for the safekeeping of seizures and exhibits.

May be responsible for problem wildlife control activities.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Thorough knowledge of legislation and policies pertaining to parks and natural resources operations.

Ability to apply law enforcement skills and techniques.

Ability to deal effectively with the public.

Good oral and written communications skills.

Ability to be decisive and effective in a high stress environment.

Good supervisory skills.

### **Education and Experience**

Graduate from a recognized renewable resource program with resource law content and 8 months experience minimum as a Resource Officer 1, or an equivalent combination of education, training and experience acceptable to the department and the completion of the seasonal officer training course. Must be eligible for appointment as Special Constable and hold a valid Class 4 driver's licence, First Aid, Cardiopulmonary Resuscitation and Canadian Firearms Safety Certificates.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **RESOURCE OFFICER 3**

## **GENERAL**

The Resource Officer 3 level is the full working level where the incumbents will be responsible for assisting and/or leading in the implementation and the delivery of field programs including resource/parks/fire management and enforcement, commercial/recreational resource use and conservation/protection activities within a district or specialized program. Under general supervision, an incumbent will carry out duties related to established legislation, regulations, and policies, procedures and related guidelines. In the absence of the District Supervisor, the incumbent assumes responsibility for district activities/programs.

## **TYPICAL DUTIES**

Conducts patrols for the purpose of resource management and enforcement to ensure compliance with the department's legislative programs, plans and procedures.

Investigates alleged violations; gathers evidence; prepares and executes search warrants and summons; prepares seizure reports, subpoenas for witnesses, information and offence notices; prepares trial briefs; attends court; and appears as a witness in contested trials.

Supervises fire program activities including prevention, pre-suppression, detection, suppression, hiring, deployment of staff and equipment, monitoring costs, preparation of fire accounts and reports.

Supervises the delivery of park operational and management programs, which may include such functions as capital works projects, controlling expenditures, recruitment, training, and supervision of support staff.

Supervises and performs duties relating to resource management activities such as the collection and compilation of data; issues work permits and inspects activities to ensure environmental protection; and assists in the planning, delivering and evaluating of resource programs.

Performs public relations work to promote resource management objectives, to communicate legislation requirements and to improve public understanding and compliance of regulations.

Performs and supervises approved methods in preventing or overcoming damage caused by wildlife.

Inspects commercial enterprises, issues licences, export documents, special permits and collects resource related fees.

May be required to develop, implement and supervise the training of seasonal and permanent staff in provincial programs such as defensive tactics, firearm training, seasonal officer training, fire management and tactical driving.

Performs other duties, as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Thorough knowledge and understanding of the legislation, policies, procedures and guidelines applicable to fisheries, parks, wildlife, forestry, crown lands, fire and water management, administration and human resources.

Working knowledge in a multi-disciplined environment promoting the sustainable use of natural resources through integrated resource management techniques, education, conservation and legislation compliance.

Knowledge of the operation and maintenance of equipment required to perform the duties assigned.

Ability to coach, motivate, evaluate, discipline and delegate work to staff and/or people under their direction to meet work assignments and objectives.

Ability to develop and maintain effective working relationships with government agencies, client groups and other non-governmental organizations to address concerns and resolve issues.

Ability to research, analyze and prepare reports.

Ability to communicate effectively both orally and in writing.

Ability to input, apply and retrieve data, utilizing electronic systems accurately and quickly.

### **Education, Training and Experience**

Graduation from an approved renewable resource program with resource law content, several years related work experience and the successful completion of the Resource Officer 3 written examination or an equivalent combination of education, training and experience satisfactory to the department. Must be eligible for appointment as Special Constable and hold a valid Class 4 driver's licence, First Aid, Cardiopulmonary Resuscitation and Canadian Firearms Safety Certificates. Must be trained in and certified to carry a side arm.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **RESOURCE OFFICER 4**

## **GENERAL**

The Resource Officer 4 level is the first full supervisory level of the Resource Officer series or a specialist.

Under general direction, an incumbent will be responsible for the planning, organizing, co-ordinating, implementing, evaluating, and reporting on all field programs including resource/parks/fire management, commercial/recreational resource use, conservation/protection activities and enforcement within a district

As a Specialist, an incumbent will be responsible for planning, co-ordinating, implementing and evaluating the delivery of a specialized programs on a regional basis or specialized programs on a provincial basis that are limited in scope.

This level is distinguished from the Resource Officer 3 level by the overall responsibility for a district or a specialized program on a regional or provincial basis.

## **TYPICAL DUTIES**

Plans, organizes, co-ordinates, implements and evaluates all programs within the district to ensure delivery of quality public services.

Responsible for personnel management matters regarding hiring, training, discipline and performance evaluation.

Determines annual goals and objectives.

Prepares annual operating budget; monitors and controls expenditures.

Plans, co-ordinates, implements and participates in enforcement programs.

Prepares or monitors prosecutions requirements from offence notice through to prosecution reports to ensure accuracy and compliance with department objectives and proper handling of seized exhibits. Prepares or evaluates trial briefs ensuring crown attorneys receive a quality documents to assist with resource law prosecution.

Responsible for wildfire program including prevention, pre-suppression, detection, suppression, hiring, deployment of staff and equipment, monitoring costs, preparation of fire accounts and reports.

Investigates and mediates disputes between user groups or individuals.

Provides advice and recommendations to resource branch staff regarding programs and legislation.

Provides advice and analysis to senior management in relation to user trends and areas of public sensitivity.

Supervises and performs public relations work to promote resource management objectives, to communicate legislation requirements and to improve public understanding and compliance of regulations.

May act as spokesperson for the department in dealing with the media and at meetings with municipal councils, first nations, conservation districts, cottage associations, trappers, hunter and non-hunter groups, livestock producers, etc.

Supervises and performs inspections of commercial operations. Issues licences and permits relative to resources and parks.

Responsible for investigating, analysing, recommending and report on water drainage issues and disputes.

Reviews proposals for development or harvest of resources on crown land and makes recommendations.

May be required to develop, implement and supervise the training of seasonal and permanent staff in provincial programs such as defensive tactics, firearm training, seasonal officer training, fire management and tactical driving.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Comprehensive knowledge and understanding of the legislation, policies, procedures and guidelines applicable fisheries, parks, wildlife, forestry, crown lands, fire and water management, administration and human resources.

Comprehensive knowledge in a multi-disciplined environment promoting the sustainable use of natural resources through integrated resource management techniques, education, conservation and legislation compliance.

Knowledge of the operation and maintenance of equipment required to perform the duties assigned.

Knowledge of budgeting and accounting procedures.

Ability to plan, organize, co-ordinate, monitor and report on a variety of department programs.

Ability to coach, motivate, evaluate, discipline and delegate work to staff and/or people under their direction to meet work assignments and objectives.

Ability to recognize, assess, mediate and resolve conflict and/or stress related situations involving staff, stakeholders, the private and public sector to address concerns and resolve issues.

Ability to recruit, select and evaluate qualified candidates in accordance with to the acts/regulations, collective agreement, policy and procedure.

Ability to communicate effectively both orally and in writing.

Ability to input, apply and retrieve data, utilizing electronic systems accurately and quickly

### **Education, Training and Experience**

Graduation from an approved renewable resource program with resource law content and the successful completion of the Resource Officer 4 eligibility examination with several years' experience as a Resource Officer 3, or an equivalent combination of education, training and experience satisfactory to the department. Must be eligible for appointment as Special Constable and hold a valid Class 4 driver's licence, First Aid, Cardiopulmonary Resuscitation and Canadian Firearms Safety Certificates. Officers assigned to positions that include field enforcement must be trained in and certified to carry a sidearm as determined by the employing authority.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **RESOURCE OFFICER 5**

## **GENERAL**

The Resource Officer 5 level is the senior supervisory level of the Resource Officer series or a senior specialist involving the administration of resource protection and public service programs.

Under general direction, an incumbent will be responsible for planning, organizing, co-ordinating and delivering all department programs through a network of district field offices.

As a senior Specialist the incumbent will be responsible for the planning, development, implementing and evaluating the delivery of complex specialized programs on a provincial basis.

## **TYPICAL DUTIES**

Plans, directs, reviews and manages a complex operation that requires extensive administration responsibilities in the areas of personnel, financial and operational administration to ensure the cost effective delivery of quality public service within policy, procedures and directives.

Formulates plans, reallocates and reprioritizes resources to meet changing public needs and use patterns.

Provides counsel and advice to staff on operational and technical matters or interpersonal problem solving.

Responsible for personnel management matters regarding hiring, training, discipline, performance evaluation and staff development.

Participates in the on-going monitoring and review of the viability and effectiveness of various programs, resolves problems and/or makes recommendations.

Investigates and mediates disputes between resource users or individuals.

Provides advice, guidance or direction on law enforcement activities.

Provides policy interpretation and ensures conformance with government policy objectives and operational objectives.

Participates in and/or takes a lead role in program review and/or development.

Ensures compliance with the Workplace Health and Safety Legislation and Risk Management Programs in the districts.

Plans and co-ordinates the logistics of fire program activities.

Develops, initiates and participates in public service activities to ensure increased public awareness of resource programs.

Acts as the departmental spokesperson where required and represents the department at meetings, conferences, etc.

May be required to develop, implement and supervise the training of seasonal and permanent staff in provincial programs such as defensive tactics, firearm training, seasonal officer training, fire management and tactical driving.

Performs other duties as assigned.

### **Knowledge, Abilities and Skills**

Comprehensive knowledge and understanding of all resource programs, legislation, policies, guidelines and objectives.

Thorough knowledge of all phases of field operations and the principles of operations management.

Thorough knowledge of department human/operational resources and information sources.

Comprehensive knowledge of the legislation administered by the department, its objectives and implementation strategy.

Ability to recognize, assess, mediate and resolve conflict and/or stress related situations involving stakeholders, the private and public sector to address concerns and resolve issues.

Ability to recruit, select and evaluate qualified candidates in accordance with the acts/regulations, collective agreements, policy and procedure.

Ability and the willingness to value diversity.

Ability to communicate effectively both orally and in writing.

Ability to provide leadership and manage a large staff in several districts.

Ability to manage change.

Ability to develop, monitor and control large budgets.

Ability to input, apply and retrieve data, utilizing electronic systems accurately and quickly.

## **Education, Training and Experience**

Graduation from an approved renewable resource program with resource law content with extensive experience as a Resource Officer 4, or an equivalent combination of education and experience satisfactory to the department. Several years of supervisor experience. Must be eligible for appointment as Special Constable and hold a valid Class 4 driver's licence, First Aid, Cardiopulmonary Resuscitation and Canadian Firearms Safety Certificates. Officers assigned to positions that include field enforcement must be trained in and certified to carry a sidearm as determined by the employing authority.

## **Physical Standards**

Physically capable of performing the duties assigned.