

Vuntut Gwitchin Government

- A. **Identification:** Fish and Game Monitor
- Department:** Natural Resources
- Supervisor:** Director, Natural Resources
- Date:** May 2009
- Status:** Fulltime seasonal (May1-Nov 12) with potential for fulltime
- Level:** 4 or 5
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- B. **Job summary:**
Reporting to the Director and working with the Fish and Wildlife Coordinator this position is primarily responsible for overseeing fish and wildlife harvesting on traditional territory and settlement lands, communicating with the public, and assisting in environment-related infraction investigations. The position also assists the Department staff in other areas when required and covers a broad range of tasks and duties. Service, maintenance and repair of departmental equipment is of high importance to the position as well.

- C. **Main Duties:**
Collecting, and storing information on fish & wildlife harvest and movement by:
- Interviewing individuals who are hunting, fishing and trapping to determine harvest numbers semi-annually and adding those values to an established database
 - Conducting crime scene investigations and preparing notes and evidence for submission to appropriate authorities
 - Receiving information from individuals who observe others who are hunting, fishing and trapping and working collegially with the North Yukon Renewable Resources Council.
 - Receiving information from individuals who are living or moving about on the land regarding movement of fish and wildlife, and animal sightings and behaviors
 - Receiving reports on poaching or other concerns from citizens, residents and visitors regarding improper harvesting, discussing inappropriate harvesting with identified citizens or consulting with government enforcement personnel about the situation
 - Conducting field patrols and using other methods of observing harvesters and wildlife activity, and collecting harvest information
 - Maintaining a database of harvest numbers
 - Working with consultants on Salmon R&E projects before, during and after the project and ensuring an equipment and service supplies inventory list is created and maintained in order to ensure all materials are accounted for and to assist in pre-project planning

Servicing, maintaining and repairing Natural Resources Department equipment:

- Ensuring all NR equipment is serviced and maintained according to the manufacturer's instruction in owner's manuals and logging service and repairs performed in the corresponding owner's manual
- Performing repairs as soon as possible when needed
- Winterizing/Summerizing and storing of Departmental equipment in spring and fall

Educates and informs citizens, residents, and recreational users on conservation, harvesting, enforcement and compliance, and environment related issues by:

- Working with the Director, Fish and Wildlife Coordinator, IPY/Research Coordinator and the Lands Manager on public awareness initiatives
- Issuing public reports and warnings of animal sightings and movement, or changes in land, water or environment that could affect safety of people and equipment
- Conducting and/or attending school talks
- Preparing and posting public notices
- Organizing activities and assisting other Natural Resources Department staff when requested

Participates in developing plans to sustain fish and wildlife populations by:

- Consulting with enforcement personnel about harvesting issues and developing ways to address problems
- Conducting research, gathering information and submitting to appropriate personnel

D. Job Knowledge and Skills:**Education:**

- Certificate or diploma in one or more of the following: natural or renewable resource management, fish and wildlife management, or environmental studies, or equivalent in experience and training.
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA).
- Knowledge of fish and wildlife laws and regulations
- Knowledge of fish and wildlife species and habits specific to the traditional territory and settlement land
- Knowledge of fish and wildlife habitat, waterways and land topography specific to the traditional territory and settlement land
- Knowledge of impact of land and water use by people on fish and wildlife populations

Management Skills:

- Ability to be a team player
- Ability to problem solve
- Ability to prioritize and rank issues in relation to the overall goals of the VGG
- Time management and organizational skills
- Ability to assume responsibility and meet deadlines
- Ability to research, analyze and plan

Specific Skills

- Ability to use email, Word, Excel and databases
- Ability to use a GPS
- Ability to read and understand various topography maps
- Hold a valid firearms Possession and Acquisition License (formerly known as FAC)
- Hold a valid driver's license
- Ability to be self-sufficient in the wilderness
- Experience operating satellite phone, atv, snow mobiles and riverboats

Interpersonal Skills:

- Ability to function in a cross-cultural environment
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light conditions.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, Vuntut Gwitchin citizens, community residents, and with outside agencies, partners and business associates.

E. Decision Making:

This position is directly responsible to the Director, and Vuntut Gwitchin citizens. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, planning and delivering projects, and determining which recommendations are forwarded to the supervisor.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and following directions from the supervisor. Sustaining fish and wildlife populations is critical for the well being of VGFN citizens.

G. Key Personal Contacts

| Who | Nature of Contact | Frequency |
|---|--|-------------|
| Who | Purpose | Frequency |
| Director | Informing and discussing tasks; receiving direction; information exchange. | As required |
| Vuntut Gwitchin Citizens | Consulting; education; sharing information | As required |
| Steering & Planning Committees, Boards & Working Groups | Planning; consultation; information exchange | As required |
| Federal/Territorial Governments | Planning; consultation; information exchange | As required |

H. Supervised positions: 0I. Working Conditions:

This position is located in a normal office environment with frequent field trips with travel by snow machine, ATV, boat, helicopter or small aircraft.

Spiritual:

- Balancing traditional beliefs and practices relating to use of fish and wildlife with modern conservation practices.

Physical:

- Approximately 40% of time using the computer
- Travel: multiple field trips, from day trips to trips lasting up to 7 nights and either camping or staying in cabins, one trip per year to Whitehorse or Dawson for training and orientation
- Remote living conditions in extreme temperatures and light changes.
- Working regularly in outdoor, rugged and remote environments

Mental:

- Strong possibility of confrontational encounters with individuals resisting or upset about conservation, harvest monitoring or enforcement of laws and regulations
- Possibility of attack from wildlife when on patrol
- Possibility of equipment failure while on patrol
- Regular need to meet deadlines (meetings, reports, ad hoc deadlines)
- Shifting priorities to respond to Vuntut Gwitchin government and community needs

Emotional:

- Dealing regularly with community members who are under personal stress, or have varying social values, or who are not comfortable with or don't understand laws and regulations regarding conservation and fish and wildlife harvesting.

J. Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Standard First Aid Certificate or Wilderness First Aid Certificate or willingness to obtain
- Hold a valid driver's license
- Hold a valid firearms Possession and Acquisition License (formerly known as FAC)

SIGNATURES

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| <p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p> | <p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p> |
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