

JOB DESCRIPTION

Section 1 – Identification Data

Position Number: 00100165 & 66/67/68/69/70/71/72
Position Title: Y2C2 Field Worker
Incumbent: Vacant
Supervisor's Title: Y2C2 Crew Leader
Supervisor's Position Number:

Department: Environment
Branch/Unit: Conservation Officer Services
Location: Whitehorse
Date Completed: January 2017
Medical Clearance Required: No
Security Clearance Required: No

Section 2 - General Summary

State briefly the general nature of the job to provide an immediate impression of the duties and particular functions. Should not exceed 2 to 3 lines.

This is a student summer work experience position created under the Yukon Youth Conservation Corps (Y2C2) program of the Department of Environment. This position works on a number of hands-on conservation-related projects in various locations around the territory and assists with field camp operations.

Section 3 - Organizational Structure

Describe, in narrative form, the place of this position in the organization, including peers (those positions reporting to the same supervisor as the topic position), subordinates, and supervisor's supervisor.

This position along with 7 other Field Workers report to one of the two Y2C2 Crew Leaders, who reports to the Youth Programs Coordinator, who reports to the Manager of Environmental Education and Youth Programs (pos#14006)

Section 4 - Principal Duties and Responsibilities (limit to 10 Duty Statements)

Only major duty statements, not detailed tasks.

1. Works cooperatively as part of a Y2C2 Crew on a variety of conservation-related projects in various Yukon locations which may include trail building/maintenance, removal of threats to wildlife (telegraph wire, dams, etc.) scientific and social research and public education campaigns.
2. Follows established policy and procedures for participants in the Y2C2 program including those with regards to safety, work standards, environmental practice, financial, human resources, and reporting.
3. Participates fully in duties associated with the smooth operation of field camps (approx. 20 days per season) including preparation and loading of camping equipment; planning menus and overseeing purchase, safe storage and transportation of foodstuffs; on-site setup and decampment with attention to minimum impact; and participation in appropriate off-duty activities.

Section 5 - Contacts

Describe, in narrative form, the working relationships inherent to the success of the job.

- Contact with supervisor for direction and information exchange.
- Contact with colleagues, for collaboration, ideas and co-operation in training.
- Contact with school-aged children, and members of general public, as recipients of educational programs.

Section 6 - Problem-Solving

List three examples of problems, issues, or complexities most typically encountered in the job AND describe the actions this job takes to resolve each problem listed.

1. Projects may not be well-planned by the project sponsor. In carrying out certain projects, there may be a situation where weather conditions are severe or all necessary safety equipment has not been supplied. While working, the incumbent must adopt a "safety first", as well as a "service" attitude. Any concerns must be voiced to the supervisor (Crew Leader) first, and suggestions may be made as to how to rectify the situation.
2. One or more of the other Field Workers (or perhaps even a Crew Leader) may exhibit inappropriate workplace behaviour, resulting in low group morale and inefficient accomplishment of tasks. The incumbent would voice his/her concerns to the supervisor (Crew Leader or program coordinator), in private, outlining the situation objectively and giving possible causes and solutions. The incumbent would provide a leadership role by modelling appropriate behaviour.
3. The incumbent notices that basic environmental practices (such as recycling waste generated during a field camp) are not being followed. The incumbent would point this out to the other members of the crew, and show leadership by encouraging them and setting the example.

Section 7 - Specific Accountabilities

1. Describe final decisions regularly made for which the incumbent is held accountable.

- Maintaining clean and safe work environment.
- Level of commitment to environmental practices (such as the recycling, reducing, re-using and re-thinking).

2. What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?

- All activities conducted in a safe manner; No significant accidents or injuries for the duration of the Y2C2 program;
- Project proponents report satisfactory completion of work projects, with positive interactions with Y2C2 staff.
- Program equipment and other materiel is well-maintained, inventoried, organized and stored at the end of the season; no significant losses or damage.
- Incumbent experiences positive learning opportunities in conservation education, ecological stewardship and group dynamics.

Section 8 - Budget

1. a) What is the Annual Budget for the unit under the direct control of the position? N/A

b) Does the position have the authority to reallocate resources, i.e. transfer budget funds? If yes, provide examples. No.

2. If applicable, describe other expenditures or revenues influenced by this position and how. None.

Section 9 - Working Environment

Describe in narrative form the position's working environment which can be generally favourable or include exposure to undesirable conditions.

Since work project assignments will be highly varied, many different environments may be encountered.

This position may require the lifting and handling of objects of up to 30 kg, such as display boxes, building materials, or canoes. Outdoor projects may involve physical exertion while using various hand and power tools.

Camping and working in the outdoors may be required, so incumbent may be exposed to summer weather-related discomfort such as rain, wind, heat, and cold; and to wildlife.

Depending on the project, incumbent may be required to travel considerable distances by road vehicle within the Yukon, leading to discomfort. They may also be required to travel significant distances by other means such as airplane, on foot (hiking), by canoe or other watercraft.

Section 10 - Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><u>Incumbent</u> (where applicable): 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> <p>Incumbent: _____</p> <p>Date: _____</p>
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<p><u>Director of Human Resources:</u> (Comments)</p> <p>Director: _____</p> <p>Date: _____</p>	<p><u>Deputy Minister:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>Deputy Minister: _____</p> <p>Date: _____</p>
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