



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Specification

Position Title: Aquatic Science Operations Specialist
Job Code: OPSEU - Resource Technician Sr 2 B/U, 41111
Job ID: 17181

Purpose of Position:

Under the general direction of the Science Coordinator, provides technical group leadership and direction to staff in the planning, coordination, organization, and implementation of operational aspects of aquatic science programs. To assist in the administrative, analytical and extension/transfer and reporting functions of the provincial broad-scale fisheries monitoring program. To identify needs/coordinate the acquisition and maintenance of capital assets, equipment and supplies including facilities required for field delivery of the programs. To identify, co-ordinate, and implement occupational health and safety requirements, activities and training for the Aquatic Science program.

Duties/Responsibilities:

1. Plans and organizes the short and long-term operational components of the aquatic science, inventory, monitoring and assessment program(s) by evaluating human, financial and equipment resources needed for programs and projects within the unit, developing cost estimates and preparing detailed annual in-year and long-term (5 years) operational and capital work plans.
2. Provides technical advice, expertise and direction to technical staff, program and/or project leaders on field and office sampling protocols, techniques, equipment, and logistics by designing, preparing, writing, publishing and reviewing field manuals on lab and data collection and quality assurance protocols and standards.
3. Co-ordinates and implements the operational components of the program by developing efficient and effective fieldwork routines for implementing sampling protocols and standards, identifying potential or existing operational problem areas, recommending and implementing changes, scheduling and assigning technical staff and resources; performing logistical planning and ,resource budgeting, creating and scheduling staff orientation programs, training plans and workshops; preparing communication and issue management plans.
4. Purchases specialized research and field equipment such as watercraft, outboard motors, water sampling equipment, oxygen and temperature meters, electronic data capture devices and data loggers by assisting in the preparation of procurement documents (e.g. Request for Quotations, Tenders, Proposals).
5. Tracks and monitors the approved budget by maintaining and analyzing expenditure records, exercising budget control, providing information to update the Section/Branch on staffing and salary management plans, assisting with in-year budget reviews, providing asset and vehicle acquisition, tracking and maintenance.
6. Assists in staff training and supervision by providing group leadership, relaying direction on program goals, objectives, targets, priorities, and sampling approaches, identifying training and development, providing instruction/training and leadership in research/field methods (e.g. providing necessary training and safety instruction related to sampling procedures and standards; best management practices, etc.).
7. Identifying, coordinating, and implementing occupational health and safety requirements, activities and training by identifying and assessing workplace hazards, providing instruction and training on health and safety hazard identification and mitigation, standard operating practices and protocols (e.g. working on water, seamanship and small vessel safety, boat and motor operation and repair/maintenance, first aid and field medical emergencies, working in adverse conditions and in remote areas; black bears; etc.).

8. Coordinates data and information management activities by conducting audits of office and field work to assess completeness, accuracy and integrity of data, adherence to established minimum data standards, field sampling protocols, and conformance to the Ministry's Information Management Strategy.

9. Obtaining spatial data and information for watersheds, lakes, rivers, streams from NRVIS and existing GIS coverages and theme, bathymetric and other survey data to produce accurate digital and hardcopy maps required for sample-size calculations and planning of sampling locations, crew access of the water body etc.; entering, validating, and summarizing project sample and meta-data and ensuring safe and secure storage/archiving of all data and field samples (e.g. paper tallies, aging specimens etc.).

10. Assists in internal and external program communications by liaising with fisheries assessment units, other OMNR staff, programs and work units involved in the delivery of provincial aquatic science programs, Department of Fisheries and Oceans, and other jurisdictions as required to support or coordinate field program activities, logistics, and implementation of standards and protocol, implementing approved communication and issues management plan(s) for the project or program, preparing photographs, tables, graphs, maps, posters, presentations or image files; assisting with writing project progress/technical reports; reviewing program reports for assigned projects and preparing technical posters.

11. The incumbent shall, work in compliance with the Occupational Health and Safety Act and its regulations and any workplace practices as directed by the employer. The incumbent shall ensure that workers take precautions to protect the health and safety of themselves and others by complying with such acts, codes, policy, procedures or accepted workplace practices as may be appropriate. The incumbent shall advise worker of actual and potential dangers in the workplace and take the required precautions.

Knowledge:

Knowledge of Ontario Government and MNR administrative policies, procedures, directives and practices (e.g. facility management, purchasing, comptrollership, health and safety).

Knowledge of scientifically valid methodologies, field procedures and equipment for sampling fish populations, resource users and the biological, chemical and physical elements of habitat associated with Aquatic environment.

Knowledge of sampling design, field and laboratory equipment, data standards and record keeping protocols in order to conduct statistically valid field sampling programs and maintain the integrity of data standards and long-

term data sets.

Knowledge of personal and networked computers, software and hardware, word processing, graphics, statistics, GIS, spreadsheet, electronic mail and database management including use of data entry applications, storage and backup and familiarity with analytical software.

Job requires good working knowledge of presentation techniques in order to present technical results to a wide range of audiences in and outside the MNR.

Knowledge of Provincial and Federal Regulations pertaining to Marine Vessel and Equipment Operations and Licensing/Certification as well as operating procedures, practices and maintenance standards for large and small vessels, fish sampling gear and

Knowledge of the operations and maintenance standards/procedures to ensure continued operation of important capital assets (i.e. field stations, computers).

Job requires knowledge of supervisor and worker responsibilities as outlined in the Occupational Health and Safety Act.

Staffing and Licensing Requirements:

Valid G class Drivers license; Occupational Health and Safety Act Part I and VI Certification; current Standard or Wilderness First Aid Certificate; current MED 3 (Marine Emergency Duties) certificate issued by Canadian Coast Guard.

Skills:

Job requires planning and coordinating skills to prepare long-term and short-term operational plans.

Job requires evaluative skills to prepare and review operational protocols, standards, manuals and policies, and apply them to operations in field conditions, to determine the approach to a task and/or to resolve an issue.

Job requires project management skills to plan for and implement a project through to successful completion and within budget.

Job requires oral and written communication and interpersonal skills to train assigned staff, publish field manuals, reports, develop communication strategies and to present program results.

Job requires GIS skills to query and analyze spatial data, record field sampling activities, create access maps and illustrations for presentations.

Job requires analytical skills to analyze data using common statistical approaches.

Job requires team leadership skills to ensure proper and fair division of labour in technical staff implementation, assigning field work identifying shortfalls/deficiencies in target achievement and determine corrective action.

Job requires ability to provide maintenance and repair of field and lab equipment (boats, motors, water sampling equipment, trucks, ATVs, ARGOS, GPS units, digital camera).

Job requires the physical ability to handle heavy equipment and work under adverse weather conditions.

Freedom of Action:

Job requires working within the procedural controls of Ministry and government policies, legislation, associated manuals, guidelines, directives, established practices and procedures. Results are formally reviewed in annual performance appraisal where target achievement is based on mutually agreed upon performance. Targets and performance are regularly reviewed with Science Coordinator and adjusted due to unforeseen priorities and workload changes but no direct supervision is received. Job requires working remotely from rest of team and has freedom to use own initiative to make technical/operational decisions to ensure program objectives are met.

Job is required to accept responsibility for actions taken and work carried out. Job requires making decisions on activities by identifying requirements, establishing resource needs, and arranging for program to be monitored. Situations not covered by Ministry policies or normal operating procedures are reviewed and recommended course of action is submitted to supervisor.