

First Nation of Na-Cho Nyak Dun (FNNND)

Position Title: Fish and Wildlife Officer
Department: Lands and Resources
Supervisor: Natural Resources Coordinator
Date: December 2017
Status: Regular Full-time
Classification: Level 6

Job Summary:

Reporting to the Natural Resources Coordinator, the Fish and Wildlife Officer is responsible for the proper management and protection of fish and wildlife populations and their habitats within the Traditional Territory in partnership with YG Environment biologists and conservation officers and the Mayo District Renewable Resource Council.

Main Duties:

- Work co-operatively with other First Nation organizations and governments, user groups, community and territorial wildlife agencies, and other government representatives to formulate, evaluate, and implement sustainable fish and wildlife management programs;
- Implement community-based fish and wildlife management plans that integrate traditional knowledge, practices and values that collaborate with other practices of species and habitat management;
- Assist staff in the following tasks:
 - organize and coordinate necessary field programs and projects;
 - compile and draw survey areas on maps for field operations;
 - conduct aerial, ground, and water surveys to determine population size and composition;
 - design data collection forms;
 - enter data into appropriate computer formats;
 - create and modify computer files;
 - run programs for analysis and summaries;
 - produce tables, listings and graphs;
 - summarize and write reports;
 - maintain resource library and paper files, etc.;
 - research and collect information on habitat quality and distribution;
 - develop a fish and wildlife component for the FNNND Traditional Territory's Land Use Planning initiatives, as well as, provide similar input to the Manager, Lands and Resources with respect to Land Use applications;
- Assist with the development of Fish and Wildlife acts and regulations upon request of the Natural Resources Coordinator;
- Monitor commercial and recreational harvest of fish and wildlife populations within the Traditional Territory and participate in conservation and resource management planning;
- Participate in preparation of specimen samples for analysis, section teeth for aging, perform necropsies on carcasses, and conduct biological sampling;
- Assist in the delivery of public information and education by preparation of pamphlets and documents, prepare slides for presentations, respond to public queries and letters, and convey information on programs and regulations through public contact;
- Maintain resource libraries relevant to fish and wildlife management practices;

- Assist YG conservation officers in fish and wildlife conservation;
- Administer trapping and trap line management; and
- Any other duties as required.

Impact / Accountability:

The work of this position directly impacts the effectiveness of renewable resource management. The incumbent is fully accountable for the overall achievement of fish and wildlife management goals and plans, as directed by the Natural Resources Coordinator. Contacts of the position require ability to establish and maintain good working relationships with staff and excellent rapport with First Nation members to gain their cooperation and assistance.

Decision Making:

Goals and objectives for the position are established by the Natural Resources Coordinator. The work of the position will be conducted in accordance with established scientific methodologies and established laws, policies and procedures. The position is expected to resolve a variety of fish and wildlife management issues with own area of expertise.

Key Personal Contacts and Nature of Contacts:

| <i>WHO</i> | <i>NATURE OF CONTACT</i> |
|--|---|
| Elders | Traditional cultural rules apply |
| NND Citizens | Create awareness of fish and wildlife conservation efforts |
| Chief and Council | May be asked to exchange information. |
| Executive Director | May be asked to exchange information |
| Manager, Lands and Resources | May be asked to exchange information |
| Natural Resources Coordinator | To receive direction from and report to |
| Staff | To provide information to |
| First Nation Organizations | Coordinate conservation efforts with |
| Federal, YTG, Private Business Sector and Industry | To exchange and receive information on fish and wildlife policies and practices |

Positions to Supervise:

None.

Working Conditions:

The position will often be required to work and travel in inclement weather conditions, working long hours and weekends. The nature of the position is such that the incumbent may have to travel in cramped, uncomfortable conditions (e.g. plane, all terrain vehicles, and snowmobiles) and will be required to lift and handle carcasses in varying stages of decomposition and walk long distances over rough terrain. The position sometimes has to work overtime and respond to emergencies. Due to the expectations associated with the position, the incumbent may sometimes have to deal with angry and emotional individuals and meet critical deadlines occasionally.

Qualifications:

1) Education & Experience:

- Position duties require a combination of education, training and experience in fish and wildlife management;
- Diploma or degree in the area of biology or ecology or fish and wildlife management;

- 2 –3 years working experience.
- Incumbent should have good written and oral communication skills;
- Proven technical writing skills;
- Good database management skills;
- Knowledge in the preparation of briefings.

2) Office Equipment Skills:

- Computer skills (Microsoft Office)
- Phone, fax, copier

3) Specific Skills:

- The incumbent must have good wilderness travel skills and a willingness to be in the field in all seasons.

Conditions of Employment:

- Valid Class 5 Driver's License and Driver's Abstract
- Security Clearance
- FAC (or willing to obtain)
- Wilderness First Aid (or willing to obtain)
- Boat Operator Certificate (or willing to obtain)
- All-Terrain Vehicle (ATV) and Snow machine Operations Certificate (or willing to obtain)