

Job Class Profile: Quarry Materials Compliance Officer**Pay Level:****CG-36****Point Band:****790-813**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	3	4	5	5	5	1	5	
Points	233	83	19	19	150	108	103	21	54	790

JOB SUMMARY

The Quarry Materials Compliance Officer performs responsible technical inspection work enforcing the rules that regulate the extraction of quarry materials, and thereby promoting better management of the quarry material resource in a specified region of the Province.

Key and Periodic Activities

- Inspects all quarry application sites to determine potential environmental impacts and recommends special terms and conditions to mitigate environmental impacts. Recommends course of action to the Manager regarding the approval of applications for new quarry permits and the renewal of existing permits and leases.
- Conducts field inspections of Crown Land Referrals to ensure no conflict with quarry material resources.
- Performs on site inspections of sand and gravel pits, quarries, beaches and peat operations for compliance with the Quarry Materials Act and Regulations.
- Meets with operators upon termination of operations to confirm rehabilitation requirements for the site; upon completion of rehabilitation, follow-up inspections are conducted to ensure rehabilitation has been adequately completed.
- Conducts investigations where operators are suspected to be in non-compliance with the Quarry Materials Act. Issues stop work orders and/or directives for operations that are clearly in non-compliance and gathers evidence in the event charges are laid.
- Investigates reported violations of the Quarry Materials Act submitted by other government officials and the general public. Collects evidence to lay charges for operations that are deemed to be serious non-compliance with the conditions of the Quarry Permit or Quarry lease and/or the Quarry Materials Act.
- Prepares court briefs for the Crown Council and Defence; collects evidence to be presented in court; takes witness statements and warned statements; lays charges; issues summons and subpoenas to appear in court; and assists Crown Counsel.
- Prepares all legal documents to be presented in court including statements, disclosure documents, laying of information, exhibits, witness statements, affidavits, summons and subpoena documents, etc.; liaises with Crown Prosecutors Office to review all documents developed and used in compliance inspections; and appears in Court as a Crown witness.
- Meets with Town Councillors and acts as department liaison in quarry resource related issues; deals with client group in a regulatory and enforcement capacity.
- Prepares inspection reports and provides the Manager with the necessary information to

Key and Periodic Activities

- order corrections of deficiencies in the quarry operation; prepares detailed reports of illegal activity and prepares memos informing the Manager of violations and non-compliance issues.
- Maintains quarry materials inspection database; recommends quarry permits for issuance and performs other support duties.
- Performs auditing function by comparing annual returns submitted by companies with information from inspections conducted throughout the field season. Liaises with federal, provincial and municipal officials when reviewing contracts to ensure the proper permits have been obtained and appropriate royalties submitted.
- Recommends policy and/or legislative changes to improve regulatory efficiency.
- Liaises with provincial regulators and investigators, the RCMP, RNC and legal counsel.
- Prepares briefing notes summarizing details of convictions for offences.

SKILL

Knowledge

General and Specific Knowledge:

- Relevant legislation and regulations
- Variety of computerized software programs and ArcGIS

Formal Education and/or Certification(s):

- Minimum: 3 Year Diploma in Civil Engineering Technology or B.Sc. in Physical Geography or Geology. Canadian Law Enforcement Training; Law Enforcement Investigators Course, Level 1.

Years of Experience:

- Minimum: 2 - 3 years

Competencies:

- Analytical, organizational, written and verbal communication skills
- Conflict resolution
- Computer and database management

Interpersonal Skills

- A range of interpersonal skills such as listening, asking questions, providing routine and specialized information, conducts formal interviews (witness statements) is required when meeting with operators upon termination of operations to confirm rehabilitation requirements for the site; liaising with Crown Prosecutor's Office; conducting investigations; and when meeting with Town Council with regards to quarry resource related issues.
- Communications occur with employees within the immediate work area, department and outside the organization and typically occur with operators, other provincial/municipal government representatives (to discuss compliance/site rehabilitation requirements and to ensure permits are obtained); Supervisor/Manager (to present and discuss inspection reports) and Court officials (to submit court briefs and discuss evidence).

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Regularly required to conduct inspections and investigate complaints. As a result, there is a moderate degree of physical effort which involves walking, climbing to access sites and driving.
- Since work involves travel throughout the province, driving is also a regular requirement to conduct field work and to meet with a variety of stakeholders.
- The use of fine finger/precision work to prepare legal documents, briefing notes and inspection reports occurs regularly.

Concentration

- **Visual concentration** is a requirement when performing majority of tasks and activities. When inspecting quarry application sites, it is necessary to determine any potential environmental impacts.
- **Auditory concentration** must be exercised in the field to ensure safety.
- Activities such as driving and performing inspections can be **repetitious and require alertness**.
- **Higher than normal level of attentiveness/alertness** is required when performing site inspections and conducting investigations.
- **Time pressures and deadlines** are experienced when dealing with court officials as a result of charges being laid and preparing briefing notes as requested by supervisor/management.
- Utilizing various software applications to produce a variety of reports and documents requires **eye/hand coordination**.
- Preparation of legal documents, inspection reports, stop work orders require **exact results and precision**.

Complexity

- Work tasks and activities vary and relate to enforcement and compliance associated with the Quarry Materials Act. A broad range of skill and knowledge is required to conduct inspections of quarry application sites, identify any potential environmental impacts and recommend terms and conditions to mitigate any of these impacts. Perform compliance inspections to ensure operators are conducting business in accordance with relevant legislation and regulations. Where non-compliance is evident, stop work orders and/or directives are issued and evidence gathered in the event charges are laid.
- Challenges/problems/issues can be encountered when ensuring companies/individuals are in compliance and when issuing directives in cases of non-compliance.
- Reference material available includes legislation, regulations, policies and procedures, colleagues, supervisor and/or manager.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed with a high degree of independence and initiative within established

<p>regulations, procedures and guidelines. Work is reviewed through general discussions and review of reports and results achieved.</p> <ul style="list-style-type: none"> — Enforce the Quarry Materials Act and Terms and Conditions associated with quarry permits and quarry leases. Issues stop work orders and/or recommends cancellation of permit. In cases of illegal quarry activity, immediately issues stop work orders at the site and orders remedial work on the site for safety and environmental reasons. Can issue directives to companies or individuals and ensures that remedial action to site has been taken through follow-up inspections. — Provides advice and/or recommends policy and/or legislative changes to improve regulatory efficiency. Recommends course of action regarding approval of applications for new quarry permits and the renewal of existing permits and leases.
Impact
<ul style="list-style-type: none"> — Impacts are felt internally within the immediate work area/department/government as well as externally with companies, individuals and general public. — The consequences of a mistake or error can impact on the environment (depletion of our natural resources) if inspections are not carried out effectively. Cases brought before the Court can be negatively impacted if information provided is not accurate, which could result in financial implications and negative corporate image.
Development and Leadership of Others
<ul style="list-style-type: none"> — Not responsible for the supervision of staff. — May provide occasional advice/guidance to new employees.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — Required to wear safety equipment such as hard hat, safety boots, reflective vest and safety glasses when visiting quarries and other sites. — There is limited likelihood for injuries or illnesses resulting from hazards given that all health and safety regulations are followed. — There is regular exposure to unusual/distracting noise, dirt, dust, glare, fumes, dangerous heights or depths, wet or slippery surfaces, temperature extremes, physical dangers, heavy machinery and travel.