

TITLE: WILDLIFE TECHNICIAN

JOB OVERVIEW

As Wildlife Technician you will oversee and ensure the Operational aspects of the project are running smoothly and in accordance with the strategic direction set by the board of directors. You will also be responsible to carry out the Wildlife Technician duties in accordance with Revelstoke Caribou Rearing in the Wild Society (RCRW) procedures and protocols. The former Executive Director position has been split into two positions. The new positions, the Executive Director Finance (EDF) and the Executive Wildlife Technician (WT) are expected to work jointly to coordinate shared tasks required to run the activities of the RCRW Society.

At times it is expected that there will be a need for the EDF and WT to share or work together on tasks. When this arises, the position that has the primary responsibility will lead the activities required to accomplish the tasks.

RCRW expects that the WT and EDF positions will provide oversight and support with regards to the planning and execution of capturing mountain caribou for the maternity pen, maintaining communication with the shepherds while the caribou are in the pen, coordinating release and monitoring of released caribou and their calves.

This contract will run from [insert date] until [insert date]. Remuneration will be \$xx.00 per hour up to a maximum of \$xx,xxx (at which time the board must approve overruns). Travel expenses to be reimbursed at x\$0.xxx/km and hotel and food expenses at standard government rates if applicable. No per diem will be offered while working at the pen, although food expenses will be reimbursed. Expected billable time to be more during the pre-capture & capture time while post release the hours may be reduced. Contractor will maintain their own computer equipment and software (Microsoft office and internet access), field clothing and footwear and personal avalanche safety equipment. RCRW will provide communication, technical field and safety equipment (GPS, radios, SPOT, project phone, snowshoes). Additional project expenses to be reimbursed with receipts submitted to and reviewed by the treasurer.

Contractor shall report to RCRW board and the lead RCRW biologist.

Date Signed: _____

Contractor signature: _____

Date Signed: _____

RCRW Treasurer Signature: _____

ACCOUNTABILITIES

- Provide the following Wildlife Technician Services:
 - Research, source and purchase radio collars. Present all options and ensure collars meet requirements of the project, are the correct specifications, licensed and exclusive frequencies, are within budget and are from a reliable and proven source.
 - Receive collars, liaise with manufacturer, test and program radio collars for capture/release and provide info for staff including all frequencies, beacon rates, and troubleshooting.
 - Assist with capture preparation as requested.
 - Work with RCRW staff to ensure all capture equipment is ready including capture bags, ear tags and related equipment, capture kits and data sheets. Liaise with provincial biologist/bighorn as required.
 - Assist at capture to ensure collars are deployed successfully.
 - Ensure all capture/field investigations samples are tagged, logged, processed, shipped and recorded in RCRW database.
 - Oversee monitoring program and ensure goals (daily monitoring/troubleshooting and investigations) are being met. Work with monitoring volunteers, and data base manager to oversee the collection and management of project data. Ensure all monitoring data (gps downloads, VHF flight data, capture data, survey data) is checked and entered in the database/google drive.
 - On-Call and responsible for coordinating field investigations in a timely manner (within 1-2 days). If not available to be on-call for this duty – delegate ahead of time to another staff member.
 - Ensure field investigation equipment is available and stored appropriately.
 - Update monitoring protocols.
 - Conduct fieldwork as required (flights, mortality investigations). Process samples as required and enter data.
 - Report data to board members at meetings and to other stakeholders as approved by board.
 - Keep track of billable hours and invoice RCRW on a monthly basis.

Required Shared EDF/WT Duties

- Work with board to develop an operational plan which incorporates goals and objectives that work toward the strategic direction of the organization. Work with Board to ensure governance documents, permits, job descriptions, protocols, policies, terms of reference, and society handbook are updated annually or as required and drafted where necessary.
- Provide support to the board in the organization and administration of meetings as requested.
- Research funding sources, write funding proposals, and prepare final technical reports for contribution agreements entered into with RCRW.

- Work with the Communications Committee to communicate with stakeholders to keep them informed of the work of the organization. Conduct official correspondence on behalf of the board or jointly with the board as appropriate.
- Maintain records of media and outreach activities, be a spokesperson where requested by the board, and assist the board in production and coordination of media and outreach products and activities.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

JOB REQUIREMENTS

- Familiarity with and commitment to follow all capture protocols and permit requirements.
- Proficiency in the use of firearms and/or other forms of deterrents such as hazing, pepper spray, etc and possess or be qualified to receive a valid Possession and Acquisition License (PAL).
- Possession of valid B.C. driver's license.
- Meet safety standards of Work Safe BC and hold a valid Level 1 First Aid certificate at a minimum.
- Maintain qualifications/certifications to operate a variety of equipment, including boats, snowmobiles, and ORVs.
- Possess a valid Canadian Pleasure Craft Operator Card (Boating License).
- Be in good physical condition and capable of conducting the field work requirements.