



KITSELAS GOVERNMENT JOB DESCRIPTION

A. IDENTIFICATION

Job Title: Sr. Guardian [Officer in Charge]	Department: Lands and Resources Fisheries & Wildlife Guardians Office
Reporting to: Director of Lands & Resources	Employment Status: Full-time permanent
Start Date: Immediately	Date Created/Revised: December 15, 2017 REVISED JULY 17, 2026
Wage: 38.00 or negotiable based on experience/education	

B. PURPOSE:

The **Senior Guardian [OIC]** is responsible for leading the Fisheries & Wildlife Officer team, reporting directly to the Director of Lands & Resources, provides senior operational leadership for Kitselas stewardship of fisheries, wildlife, conservation and Fisheries & Wildlife Guardian program activities throughout the Kitselas Traditional Territory. The position provides technical and field guidance, coordinates the work of Guardian and technical staff, supports conservation and habitat protection activities, and exercises considerable independent judgment in carrying out assigned program responsibilities. The Senior Fisheries & Wildlife Guardian is responsible for program reporting, maintaining required records and deliverables, and coordinating directly with funding agencies and government partners to support the successful delivery and administration of funded fisheries, wildlife and Guardian programs.

C. MAIN DUTIES AND RESPONSIBILITIES

- Plan, coordinate and facilitate fisheries, wildlife, Guardian and resource stewardship programs within the Kitselas Traditional Territory.
- With leadership plan annual communal fishing activities for the Kitselas Community.
- Ensure the successful delivery of fisheries, wildlife, conservation and Guardian programs, including work plans, field activities, schedules and program deliverables.
- Coordinate and provide senior direction to Fish & Wildlife Guardians, Resource Stewardship Officers, technicians and other assigned program staff.
- Direct and participate in habitat protection, fisheries monitoring, wildlife monitoring, environmental stewardship and conservation field operations.
- Provide ongoing professional development and training opportunities to fellow FWO (Fisheries & Wildlife Office) Guardians.
- Plan, coordinate, direct and participate in compliance, monitoring and enforcement-support operations within Kitselas authority, including Kitselas-directed FSC rules and regulations and liaison with DFO Conservation and Protection and other appropriate agencies.
- Prepare and submit program reports, activity reports, funding reports, work plans, data summaries and other required reporting to the Director of Lands & Resources and applicable funding agencies.
- Maintain accurate program records and track funding-agreement obligations, deliverables, reporting deadlines, eligible activities and program outcomes.



- Coordinate directly with federal, provincial and other funding agencies regarding program implementation, reporting requirements, funding deliverables, amendments and operational matters, under the direction of the Director of Lands & Resources.
- Support the Director of Lands & Resources with funding proposals, renewals, program applications, budgets and information required to maintain or expand fisheries, wildlife and Guardian programming.
- Serve as an operational liaison with governmental agencies, advisory groups, First Nations, proponents, technical working groups and local agencies on fisheries, wildlife and Guardian matters.
- Participate in community information meetings and provide clear updates to Kitselas community members on fisheries, wildlife, conservation and Guardian activities.
- Provide technical and field assistance to staff and support safe, consistent and professional Guardian operations.
- use a log book & notebook when in the field
- Identify emerging fisheries, wildlife, habitat and stewardship issues and provide recommendations to the Director of Lands & Resources.
- Attend and report to regularly scheduled Kitselas Lands & Resources team meetings
- Application of the Kitselas Human Resources Policy
- Other related duties as assigned by the Director of Lands & Resources or their Designate.

D. EDUCATION

- Completion of college, vocational or technical training in a related field, public administration, natural resource, biology, wildlife) or;
- Some university or completion of university in a related field or;
- Equivalent combination of education and experience
- Minimum 3-5 years of experience in the resources industry
- Minimum of 2 years of experience in supervisory capacity
- Experience in fisheries resource management

E. SKILLS AND ABILITIES

- Experience in fisheries, wildlife and resource management
- Swift water rescue certification
- Previous experience working in a First Nations community and/or organization
- Understanding of relevant federal, provincial and local legislation
- Ability to prioritize and organize work requirements
- Superior organizations skills
- Must be able to deal professionally with the public
- Leadership skills
- Strong oral and written communication skills
- Excellent problem solving and analytical skills
- Strong public speaking skills

Strong administrative, record-keeping and program coordination skills.



Experience supporting funding proposals, budgets, work plans and funding-agreement deliverables.

Ability to coordinate professionally with funding agencies, government departments and external partners.

Experience preparing program, technical and funding reports and maintaining reporting schedules.

F. ADDITIONAL REQUIREMENTS

- Criminal Record Check
- Valid Drivers' license
- Drivers' abstract

Only those shortlisted will be contacted.



Job Description Acknowledgement

I acknowledge that I have read and understood the responsibilities of the position set forth herein by signing below. In addition, I recognize that the following job description is not intended to be an exhaustive list of all responsibilities and activities required of the position and may be subject to change and additions.

Employee Signature

Date

Director of Lands & Resources Signature

Date

I approve the delegation of responsibilities outlined herein within the context of the organizational structure:

CAO Signature

Date