

National Environment and Planning Agency

Terms of Reference

Post Title: Protected Areas Ranger-Coxswain

Duration of Engagement: 2024-2025

Expected starting date: February 2025

Background:

The Protected Areas Branch (PAB) has primary responsibility for the management of protected areas declared/designated under the Natural Resources Conservation Authority (NRCA) Act. Protected Area Rangers are a vital part of a protected area's organizational structure.

Scope of Work:

The primary role of the Ranger-Coxswain is to implement activities including but not limited to those associated with the Patrolling and Enforcement; Public Awareness, Education and Outreach; Biodiversity Conservation and the Governance and Administration Programmes. The Ranger-Coxswain will perform the duties of a Ranger and will also be required to operate a boat. The Ranger-Coxswain will operate from the Black River Protected Area and will work in other protected areas as required. Responsibilities include the following:

Patrolling and Enforcement

1. Conducting routine patrols of the terrestrial, inland water, coastal and marine areas of the protected area.
2. Investigating environmental breaches by assisting officers of the Enforcement Branch, Pollution, Monitoring and Assessment Branch and the Ecosystems Management Branch.
3. Conducting joint patrols with Game Wardens, government agencies as well as non-governmental organizations including co-management partners.
4. Assisting with the monitoring of activities permitted by the Natural Resources Conservation Authority.
5. Attending court to provide evidence on behalf of the Agency.

Vessel (boat) operation and maintenance

1. Operating vessel (boat).
2. Undertaking minor repairs and routine maintenance of vessel (boat) and engine inclusive of routine checks, fueling and cleaning of vessel (boat).

Public Awareness, Education and Outreach

1. Giving presentations on the protected area, roles and functions of the Agency or other topics during specific environment signature days or when the Agency is invited to do so.
2. Organizing and/or participating in exhibitions, field trips, events (e.g. for signature days) and tours within the protected area.
3. Assisting in preparations for and/or attending community and other stakeholder meetings.

Biodiversity Conservation

- Contributing to restoration and remediation activities within the protected area.

National Environment and Planning Agency

- Participating in surveys and environmental assessments within the protected area.
- Assisting in monitoring in the status of the resources terrestrial, inland water, coastal and marine areas (e.g. sea turtle nesting sites and beaches).
- Assisting with the recovery/rescue of wildlife.

Governance and Administration

1. Preparing monthly, quarterly and annual reports.
2. Preparing reports/logs of vessel (boat) and engine maintenance.

Other Responsibilities

1. The Ranger-Coxswain will also be required to:
 - work in other protected areas
 - participate in the implementation of other management activities which may include but not be limited to maintaining mooring buoys and participating in damage assessments following natural hazards, such as hurricanes, earthquakes and extreme flooding.
2. The Ranger-Coxswain may also from time to time be assigned duties not specifically outlined within the terms of reference but that are within the capacity, qualifications and experience normally expected from a person occupying this position.

Qualifications/Experience

- Associate degree in natural resources management or relevant discipline.
- Valid Coxswain Licence.
- At least 1 years' experience working as a coxswain.
- Competent swimmer.
- Valid driver's licence and access to a vehicle.
- A trailer licence would be an asset.

Required Competencies

- Excellent interpersonal and conflict resolution skills.
- Good oral and written communication skills.
- Proficiency in Microsoft Word and PowerPoint.
- Knowledge of environmental legislation.
- Knowledge of terrestrial, inland water, and of coastal and marine ecosystems.
- Flexible, and able to work outside normal working hours as required.
- Ability to work with a variety of stakeholders.

Reporting, Supervision and Performance Evaluation

The Ranger-Coxswain will report to the responsible Coordinator in the Protected Areas Branch. Performance will be evaluated using the Agency's performance management and appraisal system.