

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Forest Officer		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Forestry Division/Forestry Field Operations Branch/Whitecourt Forest Area	Ministry Forestry and Parks
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Wildfire Technologist located in the Whitecourt Forest Area, this full working level Forest Officer carries out a range of duties to support the delivery of the wildfire operations and wildfire prevention programs in the Whitecourt Forest Area. Based out of Whitecourt, this position is a key member of the Wildfire Management team and delivers assigned components of the Wildfire Management program. A primary role of this job is to ensure the seasonal wage staff are supervised and mentored efficiently, effectively, and safely. This position also requires to be ever prepared to respond to wildfire incidents and participate on area rosters. A key focus of the job is to ensure the effective operations of a number of programs. The individual is expected to be a generalist in delivering support to various components of the overall forest management program.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Assist in the Pre-suppression of Wildfire Operations.

Activities

- Assist in preparation and implementation of the annual Pre-suppression Plan.
- Recruit, train, supervise, and oversee the performance of a variety of seasonal staff.
- Assist in supervision and management of Wildfire Management facilities and other infrastructure.
- Assist in development of project work lists for seasonal and emergency hire staff.
- Ensure Pre-suppression resources are available and ready to respond to all incidents as directed by the Area Duty Officer.
- Ensure Pre-suppression activity data and associated costs are properly recorded and forwarded for data entry into FIRES.
- Ensure communication of Safety and PPS plans and alert status to Pre-suppression resources.
- Audit and mentor junior firefighting personnel.
- Participate as a Duty Officer or Deputy Duty Officer, when required.

2. Actively carries out a variety of roles to assist with the suppression of wildfires within the Area and province as required.

Activities

- Actively participates in the suppression of wildfires within the area and provincially as directed by the Area Duty Officer.
- Participate on Incident Management Teams.
- Assist with coordination and briefing of incoming resources, fire communication with stakeholders and fire

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line reclamation, planning and implementation.

- Ensure all SOP's and Policies are followed and that all wildfire operations are done safely and efficiently.
- Provide logistical support to fire suppression resources to meet Area objectives, Provincial policies, Standard Operating Procedures and local business rules.
- Ensure fire suppression activity data and costs are recorded and forwarded for data entry.
- Ensure communication of safety and PPS plans and alert status to pre-suppression resources, ensure safety briefings are conducted and forward Fire Behaviour Predictions to staff under supervision.
- Assist in fire situation communication with stakeholders.

3. Support the pre-suppression, and suppression components of the Wildfire Management program by fulfilling regular scheduled shifts as a Response Officer.

Activities

- Responds to all wildfires as directed by the Area Duty Officer.
- Responds to other after hours issues as directed by the duty officer.
- Determine the need and level of causal investigation which may lead to cost recovery.
- Issues enforcement orders.
- Conduct smoke investigations.

4. Support the personnel program by coordination of contract and non-contract firefighters.

Activities

- Audit contractor to ensure contractor is fulfilling obligations of the contract.
- Organization of Firetack training, meetings and fitness testing.

5. Support the detection component of the Wildfire Management Program by overseeing the operation and staffing of wildfire lookout tower facilities to ensure early detection of wildfires in the area.

Activities

- Assist in preparation and implementation of the annual Detection Plan, selection and supervision of seasonal staff.
- Open and close, inspect and report on the facility, as well as developing the Emergency Response Plan for the assigned facilities.
- Assist in maintenance of remote weather monitoring devices.
- Assist in ensuring a consistent level of care and maintenance of Area tower sites and facilities.
- Assist in compilation of updated list of permanent smokes and major facilities within the Area.
- Assist in developing and maintaining the Values at Risk Map.
- Assist in maintenance of weather stations and equipment.
- Monitor lookout preparedness and competence; ensure they are fully trained, instructed and capable.
- Support the Aerial Detection program by participating in patrols as required and able.

6. Participate in the delivery of the Enforcement component of the Prevention Program.

Activities

- Ensure fire permits are issued in accordance with provincial legislation and fire permit issuance guidelines and are issued to clients in a timely manner.
- Ensure permits are being entered into FIRES.
- Ensure Orders to Reduce or Remove a Fire Hazard are issued correctly and followed up on by the determined deadline.
- Conduct wildfire investigations as per provincial policy and standard operating procedures and within the

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guidance of the provincial wildfire investigation manual.

7. Participate in the delivery of the Engineering component of the Prevention Program

Activities

- Assists with FireSmart initiatives within the Whitecourt Forest Area.
- Supervise FireSmart projects or contracts to ensure results are meeting departmental standards.
- Assist in the review and effectiveness of Presuppression guides on communities within the Whitecourt Forest Area.
- Ground truth to validate fuel composition and type of forest fuels in and around communities.
- Actively participate or lead in Prescribed Burn planning and implementation as required.
- Support the safe and responsible development of Industrial facilities from wildfire threat by field inspections and proactively addressing wildfire concerns.
- Support the wildfire component inputs to the Land Use Framework initiative.

8. Participate in the Education component of Wildfire Prevention.

Activities

- Conduct as required, public information sessions and meetings.
- Organize and participate in school presentations, trade fairs and other planned functions.

9. Performs a range of administrative functions to support the operation of the wildfire management program.

- Participates in safety program.
- Maintain a complete inventory and report discrepancies.
- Maintain and use assigned Government vehicle as per policy.
- Complete monthly salary time reports, absence request, and overtime requests.
- Complete annual performance agreements.
- Maintain calendar of present and upcoming activities.

10. Participates in provincial working groups and training courses to assist in the development of various programs.

- Participate in working groups to deal with provincial issues.
- Participate on training courses as an instructor or chairperson as required.

11. Support resource and ecological values by participating in Forest Management Programs.

- Actively engaged in Forest Operations Monitoring Program (FOMP) and Silviculture program checks.
- Working knowledge of monitoring programs such as GLIMPS.
- Support Mountain Pine Beetle operations.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- Provides supervision to seasonal staff assigned. This will include training, monitoring and evaluating performance as well as developing staff for expanded value and career building.
- Develop and deliver an effective commencement program to all seasonal wage staff. This will include pre-season fitness testing, identifying training needs, reviewing new & existing policy and recommending staff for career enhancement opportunities.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- Creative thinking often involved dealing with personnel issues related to the supervision of seasonal staff.
- Significant decision making when involved in fire suppression activities is significant. This will include financial aspects, safety issues, and people's well-being.
- Developing relationships with stakeholders and clients in the delivery of wildfire management programs.
- Knowledge and understanding required in Forest Management operations to ensure natural resource stewardship.
- Strive for continuous improvement in all programs.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- A diploma or degree in Forestry from a recognized educational institution.
- Incumbent must be eligible to attain membership in the College of Alberta Professional Foresters or the College of Alberta Professional Forest Technologists.
- Requires knowledge of fire prevention, fire behaviour, fuel types, weather conditions, topography and a general understanding of industry in the area which has been obtained through formal education, division courses and related field experience.
- Working knowledge of Forest and Prairie Protection Act and Regulations, Wildfire Management Policies and Standard Operating Procedures, Wildfire Certification Manual, Pre-suppression Preparedness System Manual, Occupational Health and Safety Act and related policies and procedures and Contract Administration guidelines.
- Strong supervisory and human relations skills in order to direct activities of seasonal staff and fire crews.
- Run various reports in FIRES to organize data into charts or a form that can be analyze to measure the progress of wildfire management programs and to understand WMA clientele. This data then can be used to create target messaging for prevention education.
- Effective communication skills are required for all aspects of the position whether the work is enforcement related, educational, or supervisory. Excellent human relation skills dealing with conflict resolution.
- Role on Incident Command teams on project fires requires knowledge, Leadership skills, teamwork and decision making skills.
- Roles as Response Officer, Duty Officer, Deputy Duty Officer-and Logistics Coordinator requires a working knowledge of related legislation, policy and procedure, OH&S, fire behaviour, and decision support tools such as Dispatch, FIRES, SFMS, and Behave.
- Computer skills such as ArcView, Microsoft Office, Fires, SFMS, GPS.
- First Aid Cert. With CPR, OHS training, TDG air and Ground, WHIMIS, Defensive Driving, Radio Operators Certificate, and a Class 5 Drivers License.
- Well-developed communications skills - both oral and written.
- Ability to develop and maintain effective working relationships with a range of stakeholders including the aboriginal community.
- Persuasion skills to educate and influence stakeholders to more pro-active fire prevention measures.
- Well-developed decision making and time management skills.
- Team player with good supervisory and human relations skills and can work with minimal supervision.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Area staff including seasonal staff to ensure the effective, efficient and safe delivery of various programs in the area.
- Contact with timber and oil & gas to apprise of status of active wildfires.

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- Contact with various groups or stakeholders on prevention, recruiting and projects such as wildfire reclamation or fuel modifications. Contact can include acting as lead in organizing meetings and presentations, taking on the role of chairperson.
- Liaises with industry in the area to promote fire prevention and compliance with legislation for example, work with oil field companies to maintain a vegetation free zone around flare stacks and Industrial FireSmart.
- Direct contact with public to provide information and advice regarding various fire prevention initiatives.
- Direct contact with schools and community groups to create fire prevention messages that enhance materials in their curriculum.
- Contact with local media such as radio stations to air fire prevention messages as required.
- Contact with local government representatives to educate and provide information about wildfire such as safely burning crops, top-piles and other issues that may be of concern.
- Contacts with Operations/Resource/ASERT Division staff for shared work responsibly.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

This position will supervise a variety of seasonal staff.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent

Name

Signature

Date

Manager

Name

Signature

Date

Division Director/ADM

Name

Signature

Date