

Working Title Provincial Wildfire Investigator	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Forestry Division/Wildfire Management/Wildfire Prevention	Ministry Forestry and Parks
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Present Class Program Services 3	Requested Class
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Dept ID	Program Code	Project Code (if applicable)
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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 Provincial Wildfire Prevention Officer/Senior Wildfire Investigator (NR8). This provincial level position will be responsible for delivering the provincial wildfire investigations program and conducting large, complex investigations on a provincial level. Providing leadership and supervision in the development of seasonal investigations staff and contractors, investigation procedures, research new initiatives and technologies for investigations, forensics, photography, and documentation. The provincial level investigator is the advanced level in terms of knowledge of legislation and investigation skills and experience.

Primary investigation focus is on complex, multifaceted, politically sensitive and high priority civil and criminal based prosecutions and litigations under multiple legislations. The provincial investigator will be responsible to not only lead complex wildfire investigations but also leverage partnerships with the RCMP, Justice and Solicitor General, Parks, and civil and criminal (crown) prosecutors along with senior and executive managers. The position will liaise with a wide variety of external law enforcement agencies at all levels of government including national and international and respond rapidly to the need to protect the public from human caused wildfires. The position may be required to act as the unit lead on occasion.

This position will be required to not only hold Peace Officer designation, but also established department policy and procedures set operating guidelines for developing a department Peace Office program on top of developing guidelines and procedures for investigations and file work. This ensures that the provincial investigation program is appropriately ready to respond promptly to various levels of investigation providing the most current standards required in litigation and criminal prosecutions.

The provincial wildfire investigator will make use of a full range of advanced and innovative investigation techniques and tools including executing search warrants and employ a variety of enforcement tools such as administrative action, civil actions, injunctions, and prosecutions. The position works with minimal direct supervision, and often will need to lead staff and contractors. Key responsibilities include handling critical investigations, acting as a lead investigator where a team of investigators is required, training of entry level investigation staff and acting as a resource for other field based investigators.

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](#)).

Provincial Wildfire Investigator

- Investigates wildfires utilizing current standards and working on ongoing development of new standards that may withstand potential litigation challenges made by or to the Alberta Government by ensuring:
 - Standards set out by NWCG and NFPA 921 while obtaining/ maintaining the qualifications set out in NFPA 1033
 - A comprehensive understanding of Scene Examination, Documenting the Scene, Evidence Collection/Preservation, Interview, Post-Incident Investigation, Report Presentations.
 - Enforcement level professionalism applied throughout investigations work interacting with public, gov't and industry.
 - Develop partnerships with all levels of government and the private sector to build relationships and joint investigation practices with stakeholders such as the RCMP and other federal agencies such as Parks Canada or INAC, provincial ministries like Justice and Solicitor General (F&W, sheriffs, Crown and Civil prosecutors), Env and Parks, etc.
 - Large case management can take over the position's main work duties for long extended periods of time, if they are significant criminal or civil prosecutions are being considered (e.g. – 6-8 months just to prepare warrants or a

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production order for JSG. Court and trials maybe 2-5 years)

- Increased in depth knowledge of legislation is required beyond ministry, eg) federal Criminal Code, Public Lands, EPEA, Parks legislation, JSG based legislation – eg Peace Officer Act, etc.
2. Provide investigation program management and leadership by managing:
 - Supervision of wage staff investigators and numerous contractors.
 - Contract management and private sector contracts are required to support ongoing civil and criminal investigations; the position requires expertise in managing private sector contractors under GOA financial policies.
 - Investigation program budget planning and accountability for spending and procurement with finance staff.
 - Wage investigation staff recruitment.
 3. Provides leadership in the wildfire investigation program in training and development using the most current standards by:
 - Developing provincial knowledge related to Geographic profiling using ESRI and ArcGIS. i.e. Arson
 - Delivering and development of training programs needed field staff (eg instruction of FI-110, FI-210
 - Participate in Career fairs presentations related to wildfire investigation
 4. Manages provincial evidence storage and warehousing, ensuring systems and procedures are adequate and ready by:
 - Ensuring provincial evidence room and investigation trailer are in a state of readiness for dispatch.
 - Managing provincial inventories of investigations equipment
 - Management of inventory as needed for provincial investigations kits, trailer and evidence room.
 - Regular testing of equipment and in a ready state.
 5. Leads investigations or regulatory action, relating to legislation, policy and procedures, to provide professional and accurate information to civil and criminal prosecutions
 - Prepare court documents (court brief, prosecutor’s information sheet, information, production order, etc).
 - Prepare witness statements, evidence and investigation reports for court processes
 - Act as a Crown witness and act as a liaison between the Crown and other witnesses; provide assistance to Crown Prosecutor during court appearances.
 - Liaise with other law enforcement agencies and Crown Prosecutor.
 - Issue tickets, penalties, fines, written warnings, or fire orders such as orders to remove fire hazard or danger.
 - Prepare documentation, appear as a witness, or act as a crown officer in civil or criminal proceedings
 6. Three elements exist when determining the cause of a wildfire. Fire pattern recognition is essential for an accurate determination of the fire’s origin. A thorough understanding of the 11 fire patterns and the 3 fire vectors is required and will be accomplished by:
 - Regular field trips to wildfires throughout the year as a provincial investigator or as a mentor training other staff.
 - Ongoing training for fire pattern analysis. This requires regular trip to the field to study fire patterns and recognition
 - Focusing on the early part of fires season for technical and spatial analysis and connecting to stakeholders.
 7. Fire causal recognition is the second component of determining how a fire started, thus ensuring the investigation can prevent future fires from occurring again. This recognition will be done by:
 - Ongoing study and understanding of potential causes in the field.
 - Ongoing study of various causes in a controlled environment to fully understand how a fire starts, prior to leaving a fire pattern.
 - Causal research obtained through on-line courses, or training sessions that arise.
 8. The final element of an investigation will be to establish those responsible where possible. A successful outcome will require the investigator to:
 - Utilize current interviewing practices and techniques
 - Utilize current evidence collection procedures and ensure continuity maintained
 - Photographic software and documentation
 - Proper documentation procedures.
 - Transfer of evidence to required labs for analysis
 - Produce documentation required for search warrants and production orders as needed.

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](#)).

- This position provides leadership and program development within the provincial and areas wildfire investigation program.
- Reporting to the Provincial Wildfire Prevention Officer/Senior Wildfire Investigator (NR8) this position is responsible and accountable for investigations undertaken throughout the province, thus providing accurate and professional investigations in a timely manner.
- This position is actively engaged in discussions and exchanges of information at the field and provincial levels in relation to influencing the wildfire investigation program.
- Enforcement activities flowing from the investigation may include one or more of the following actions: warnings, prosecutions resulting in fines, jail terms, probation, conditional sentence orders or a combination thereof, injunctions, civil action, criminal prosecutions and charges, administrative actions, seizure of evidence and entry. The investigation results may impact public safety at a provincial, national or international level.

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](#)).

- Related diploma with four years experience or degree with two years experience in Enforcement/Policing/Investigations or related studies with a experience in investigations in a regulatory environment or equivalent combination of education and experience. Prosecution and administrative enforcement action experience is an asset.
- An extensive knowledge of department legislations; advanced, varied and innovative investigation techniques, and has demonstrated the use and application of a variety of enforcement tools in an administrative and regulatory environment.
- In depth knowledge of provincial and federal statutes and regulations that affect investigations such as Charter of Rights and Freedoms, Criminal Code, Alberta Evidence Act, Interpretations Act, Provincial Offences Procedures Act, Forests Act, Forest and Prairie Protection Act, Environmental Protection and Enhancement Act, Public Lands Act, the Civil Enforcement Act, etc.
- Ability to be appointed as a Peace Officer under the Peace Officer Act for the purpose of enforcing the above provincial statutes (includes clearing advanced Criminal Record Checks).
- Individuals require effective listening skills and ability to provide appropriate verbal, non-verbal and written communications, adaptability to change, problem solving and judgment to assess options and implications in order to identify a solution appropriate to workload requirement. Conflict resolution, tact and organizational skills are required to attend to the sensitivity and diversity of issues addressed by this position.
- Ability to promote and build meaningful working relationships with inter and intra-government stakeholders
- Requires knowledge of: wildfire prevention, wildfire behaviour, fuel types, firefighting techniques, weather conditions, species identification, aerial photo interpretation, forest ecology and topography which have been obtained through, division courses and related field experience.
- First Aid Certificate, OH&S certifications, WHIMIS.
- Working knowledge of *Forest and Prairie Protection Act* and Regulations, Forest Protection Policies and Standard Operating Procedures, FOIP, Occupational Health and Safety Act and related policies and procedures and Contract Administration guidelines.
- Well-developed communications skills - both oral and written.
- Working knowledge of NFPA 1033 and NFPA 921
- Successfully completed the NWCG/CIFFC FI-210 Origin and Cause Determination training.
- Advanced interviewing skills and techniques.
- Advanced evidence collection skills and techniques required. Ie Soil Sampling Process.
- Working knowledge of computer and applicable software.
- Good organization and time management skills as well as strong problem solving skills.
- Ability to be a team player and work with minimal supervision.
- Class 5 driver's License.

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

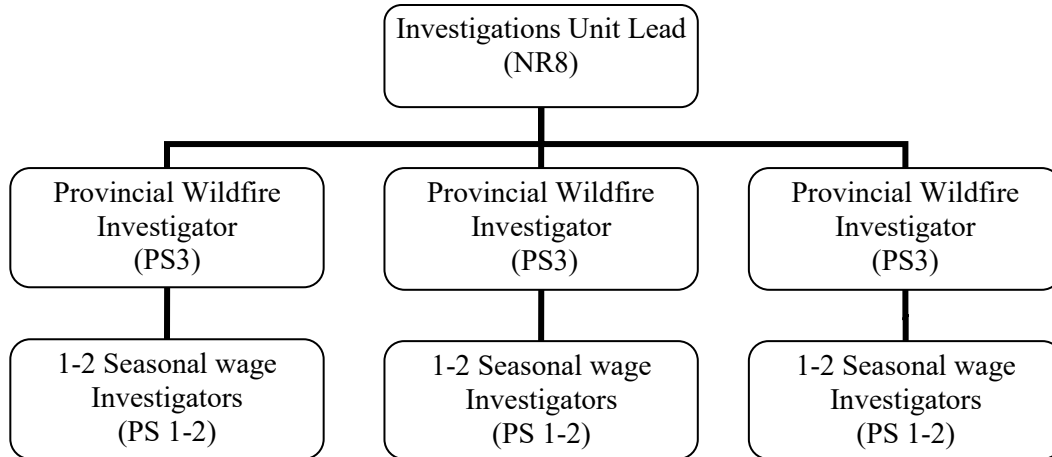
- Strong working relationship with field staff, RCMP, Justice and Solicitor General, Crown and civil prosecutors, Environment and Parks investigators, Office of the Fire Commissioner, national and international investigations community, private contractors and many other operational and field divisions and departments involved in law enforcement and/or compliance.

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

This position may have up to 1-2 direct reports of seasonal wildfire investigators (PS1 or PS2) when staff are hired. Seasonal staff are hired through the summer months to support the wildfire investigators and investigations program.

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