

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Parks Wildfire Mitigation Coordinator

Requested Class

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Parks Division, Regional Operations/ Int Op Del

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

SM, Integrated Op Delivery

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Regional Operations Branch is responsible for enabling outdoor nature-based recreation across over 260 sites, facilitating approximately 12 million visitors annually, and consisting of a peak summer operating season team of over 700 permanent and seasonal staff. The Branch is responsible for the delivery of an eclectic range of front-line public services ranging from safe water plant operation to engaging interpretation stage shows. Many of Alberta's provincial park sites are within forested locations and there can be a considerable degree of wildfire risk both within Parks and to nearby communities.

Operating with a high-degree of independence, the Parks Wildfire Mitigation Coordinator is the primary provincial expert for the Parks Division wildfire mitigation program. The core responsibility of the Parks Wildfire Mitigation Coordinator is conducting the strategic planning, development and operational coordination of the wildfire mitigation program within Alberta Parks.

This core responsibility includes developing plans, policies and procedures that support a Parks Wildfire Mitigation Program. The Coordinator conducts training and workshops, leads working groups to advance initiatives, and provides expert guidance for external and internal programs related to wildfire mitigation. As the primary specialist in this area, this position provides clarity and consistency to potentially hundreds of front-line staff and partners through the development and implementation of the wildfire mitigation program.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Develop, implement and maintain an effective Wildfire Mitigation program for Alberta Parks Division managed sites through:
 - a. Developing appropriate frameworks, policies and procedures to ensure effective implementation of a wildfire mitigation program within Parks Division.
 - b. Working directly with Forestry Division, and Firesmart Alberta ensure that Parks Division wildfire mitigation program is consistent with the Alberta Wildfire Mitigation Strategy, FireSmart principles and appropriate wildfire management plans.
 - c. Developing and facilitating a submission process for annual projects, and leading the review of the merits of projects and resourcing decisions based upon established priorities.
 - d. Establish the training program requirements for Parks Division staff on the principles of wildfire mitigation and Firesmart principles.
 - e. Lead, support or assist in the development of partnership or mutual aid agreements related to wildfire response or mitigation.
 - f. Ensuring appropriate approval processes for vetting and approving wildfire vegetation work in Parks by municipalities and entities are developed.
 - f. Lead and support development of communications products (internal and external) on wildfire mitigation in Parks.
 - g. Ensure that data collection and record keeping for completed wildfire mitigation vegetation projects in Parks is harmonized with Alberta Forestry practices.
 - e. Develop annual reports on wildfire mitigation in Parks as required.
2. Coordinate Park Wildfire Mitigation Planning through the following actions:
 - a. In collaboration with relevant Parks Division Planners ensure that Park Management Plans and similar guiding documents incorporate principles of Firesmart planning.
 - b. In coordination with Ecology subject matter experts ensure that Park Wildfire Mitigation Planning and actions take into consideration ecological considerations and the preservation of natural heritage in Parks.
 - c. Working with Regional Operations, identify and prioritize Parks sites that require specific Park Wildfire Mitigation Plans.
 - d. Ensure Park Wildfire Mitigation Plans are completed in priority Parks sites in cooperation with regional staff. Where appropriate manage and/or assist in managing contracts for development of Park Wildfire Mitigation Plans (larger scale/scope plans).
3. Support professional referrals and provide subject matter expertise on wildfire management strategies and tactics within Parks Division.
 - a. Provide vegetation management expertise and support development of plans and recommendations for regional staff to mitigate fire risk through vegetation management in specific situations.
 - b. Contribute to the review of significant Parks capital projects development, and capital design standards from a wildfire perspective to ensure Firesmart principles are being included.
 - c. Review and provide subject matter expert recommendations on municipal or Forestry Division led wildfire management or mitigation plans that impact Parks sites.

d. Provide advice to the management system for fire bans and restrictions on Parks sites.

4. Support operational coordination of emergencies impacting Parks Division operations:

a. In coordination with Forestry Division ensure that Parks Division staff receive the appropriate level of wildfire response training to support department objectives.

b. Monitor, track and report on Parks Site closures due to emergency responses (fires, floods, etc.)

c. Support site evaluation of wildfire or other natural disturbance impacts to Parks Sites and contribute to development of site prescriptions for addressing vegetation impacts.

d. Support in the development of reforestation and restoration plans for sites impacted by wildfire, and other natural disturbances.

e. Support consequence management functions within Parks Division as pertaining to wildfires, and other natural disturbances.

Problem Solving

Typical problems solved:

Examples of difficult and challenging situations this position is routinely expected to solve includes:

- Determining creative and collaborative ways to maximize the implementation of wildfire mitigation actions with maximum effect in a resource constrained environment.

- Communicating with external stakeholders on the most effective ways to conduct wildfire mitigation activities that maintain the intended conservation of natural heritage within Parks

- Evaluating proposals for mitigation projects and providing recommendations based off the merits and values of the proposals.

- Working with regional staff to facilitate and deliver high-value projects that minimize fire risk for communities and parks.

Types of guidance available for problem solving:

This role functions within the context of legislation, policies, standards, directives, and guidelines developed by Treasury Board and Finance and Operations and Cabinet Policy Committees.

Key pieces of legislation and policy that set parameters and expectations for the work include the the *Provincial Parks Act*, *Occupiers Liability Act*, *Forest and Prairie Protection Act*, *Emergency Management Act*, *Occupational, Health and Safety Act*, *Regulation and Code*, as well as policies, guidelines, and procedures established by Cabinet, the Minister and Deputy Minister.

This position requires the ability to draw on and analyze information from a variety of sources and perspectives, forecast trends, and synthesize the information as the basis for formulating directives, programs, and operational plans.

This position must be able to operate in an environment where limited guidance, precedent, or previous examples are available, and where considerable uncertainty exists. The position should develop creative and actionable solutions to complex problems in a way that can effectively be implemented.

Direct or indirect impacts of decisions:

This position has direct strategic impact on the implementation of a new Wildfire Mitigation Program in Parks Division across the entire province. This position provides leadership and advice to a large number of Parks staff.

This position directly impacts the strategic goal that *Wildfire management promotes safe and resilient communities and healthy, productive forest ecosystems and the development and implementation of a Provincial Wildfire Mitigation Strategy* (Forestry and Parks Business Plan Outcome 4)

Key Relationships

Major stakeholders and purpose of interactions:

Interact daily with team members and field staff to monitor trends and operationalize strategic solutions

Interacts weekly with the Senior Manager to receive direction, receive/provide advice, exchange information, discuss work progress, identify issues and develop solutions.

Interacts routinely with Managers and Directors at all levels within the division to collaborate on projects, seek and provide advice, identify issues and develop solutions.

Interacts frequently with other government departments such as Alberta Emergency Management Agency, Environment and Protected Areas, and Indigenous Relations to ensure strategic program alignment, and develop collaborative solutions.

Interacts on an ongoing basis with external agencies such as Municipalities, Indigenous communities, and Parks Canada, to facilitate information exchange; develop strategic partnerships and working relationships; provide advice and/or recommendations on behalf of the government of Alberta; identify opportunities for collaboration; communicate key initiatives; exchange best practices.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		Other

If other, specify:

Wildfire Management, Forestry, Emergency Response, etc.

Job-specific experience, technical competencies, certification and/or training:

Formal training should include a Bachelor's Degree (or higher) in the field of wildfire management, forestry, or emergency response. Other formal training can be considered if candidate has sufficient experience in wildfire management.

Professional certification (e.g. Registered Professional Forester or Professional Biologist) is considered an asset.

6 years of progressively more complex related experience in above noted fields.

This combination of experience and education is necessary in order to have sufficient theoretical knowledge base and subject matter expertise to be the Provincial expert for Parks Wildfire Mitigation

The position requires thorough knowledge and understanding in the following areas:

- Related provincial, federal and municipal legislation, regulations, policies and procedures
- Wildfire Management and Mitigation principles including wildfire behavior, wildfire fuels categorization, fire danger rating systems, fire growth projection models etc.
- Firesmart program principles
- Forest management and ecological knowledge
- Project management principles and processes

The position requires the following skills and abilities:

- Ability to develop new (and adapt existing) innovative procedures, directives, and practices where none currently exist.
- Ability to solve problems with limited precedents and limited context and information
- Ability to identify gaps and risks in operational delivery
- Ability to build effective relationships with internal clients at various levels across the organization.
- Ability to effectively collaborate with parties external to the organization including contractors, consultants, local authorities, not-for-profit agencies, various stakeholder associations, media, politicians and the public.

- Ability to lead a variety of initiatives/projects from inception to completion.
- Ability to analyze issues and synthesize findings to identify actions and solutions
- Ability for strategic and tactical planning - development, update, tracking
- Innovative and creative thinking as well as strategic thinking skills
- Strong communication and interpersonal skills

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	Position is required to recognize, analyze, and integrate system wide processes in a complex provincial system to ensure that the best possible wildfire mitigation program can be delivered under the constraints of the provincial parks system.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	This position develops harmonized and effective solutions to operational delivery problems focusing on tangible delivery results in an uncertain and changing environment.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Aligns different groups to achieve goals and realize broader outcomes: <ul style="list-style-type: none"> • Defines work mission to achieve APS goals and integrate projects • Provides bold advice to stakeholders • Proactively improves overall performance, measured through metrics 	This position focuses on achieving program delivery outcomes through effective strategic planning, organization and management of resources.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching 	This position works directly with many staff within the department and across departments in order to achieve collaborative and effective results.

		and facilitated discussion <ul style="list-style-type: none"> • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
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_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
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_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
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_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
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