

Update

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

FireSmart Specialist

Current Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Forestry Division, Forest Management and Mitigation

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

None

Responsibilities Removed:

None

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manger of Wildfire Mitigation and FireSmart, the FireSmart Specialist ensures the delivery and advancement of the extension and outreach aspects of the FireSmart Program - targeting and working with diverse stakeholders such as homeowners, communities, emergency responders, academia, non-profit groups, the insurance industry, the construction industry and multiple levels of government (municipal, provincial and federal).

This senior level position is involved with local, provincial, national FireSmart initiatives. The FireSmart Specialist acts as an expert resource in terms of both direct knowledge and technology transfer. The FireSmart Specialist provides consistency in the development and review of policy, best management practices, guidelines and processes aimed at reducing the impact and occurrence of wildfires in and adjacent to the built environment (structures and communities).

A major focus of this position is to work closely with the 10 Forest Areas and external stakeholders to develop and deliver consistent FireSmart program initiatives that relate to program awareness, training and products.

The FireSmart Specialist represents the Government of Alberta with FireSmart Canada. The position liaises with key federal, provincial, and territorial contacts to advance both Alberta's FireSmart program and the national FireSmart Canada program.

Responsibilities

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

1. Lead the development and implementation of key FireSmart initiatives.
 - Promote the advancement of FireSmart Canada programming.
 - Participate on the FireSmart Canada Committee and Implementation Working Group.
 - Identify opportunities to advance fire science research to support the FireSmart extension and outreach program.
 - Advocates to the insurance and construction industry to recognize, adopt and apply FireSmart development guidelines.
 - Leads the writing and development of FireSmart publications and other outreach materials and programs.
 - Prepare and deliver FireSmart related presentations, workshops and training programs.
 - Subject matter expert in the development of provincial policy guidelines, templates, products and services as it relates to FireSmart principles and practice.
 - Work in partnership with other government ministries to coordinate FireSmart strategies across multiple jurisdictions.
 - Work in partnership with external stakeholders to reinforce that FireSmart principles are part of long-term management goals and commitments with the intent of reducing the negative impacts of wildfire.
 - Act in a senior specialist role when reviewing and providing feedback regarding FireSmart material -- specifically as it relates to communities, homeowners and the public.
 - Subject matter expert for Briefing Notes, Action Requests, Business Cases and other time sensitive documents as it relates to FireSmart.
2. Lead the development and implementation of new techniques and tools to support short and long term FireSmart Program goals.
 - Act in a senior specialist role to increase the efficiency of the FireSmart program.
 - Actively support decision support tools and associated data management activities.
 - Assist with the coordination of FireSmart information gathering, processing and distribution.
 - Develop and coordinate new and revised web based and mobile information to allow for easy external/ internal access to information related to the FireSmart program, tools and technology.
 - Assist in the development, coordination and review of communication and information available to departmental staff on a continual basis.
 - Collaborate with departmental and external programs to develop and incorporate delivery of the FireSmart program to reach both broader and specific audiences.

3. Provide technology transfer and expertise to the 10 Forest Areas and external clients to support the effective delivery of the FireSmart program and integration with wildfire management strategies and best practices.
 - Assist in the development and delivery of Alberta FireSmart, FireSmart Canada and general wildfire prevention & mitigation training courses to promote information transfer and the consistent distribution, application and implementation of program elements.
 - Coordinate the delivery of FireSmart Canada programming in Alberta - FireSmart Neighbourhood Recognition Program, Wildfire Community Preparedness Days, Advanced FireSmart Home Assessment Program and Level 1-3 training.
 - Act as the Provincial Liaison for FireSmart Canada's Community Recognition Program.
 - Provide presentations to external clients and outreach programs to promote the FireSmart message.

Problem Solving

Typical problems solved:

Strategic program development, building and strengthening relationships with municipal partners and Indigenous groups, maintaining FireSmart brand strength through trademarking policies with FireSmart Canada.

Types of guidance available for problem solving:

Access to a network of subject matter experts, education materials, standards and guidelines, etc.

Direct or indirect impacts of decisions:

Direct Impacts

Operational Efficiency: Proper staffing ensures that there are enough employees to meet the demands of the business, leading to smoother operations and higher productivity.

Cost Management: Effective staffing can help control costs by reducing the need for overtime pay and temporary staffing solutions.

Employee Morale: Adequate staffing levels can prevent employee burnout and improve overall job satisfaction, leading to lower turnover rates.

Indirect Impacts

Client Service: Well-staffed teams can provide better client service, more efficient and responsive.

Reputation: Consistent and effective staffing practices can enhance the organization's reputation as a good employer, attracting top talent.

Long-term Performance: Indirect impacts such as reduced productivity, lower staff morale, program delivery, and quality of work.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Contacts Nature and Purpose of Contact

Forest Management and Wildfire Mitigation Branch - Strategic level program development and delivery support.

Forest Operations Branch - Predictive Services Unit - Wildfire risk analysis at the homeowner and community scales.

Wildfire Prevention Officers - Strategic level program development and delivery support.

Wildfire Management Specialists - Strategic level program development and delivery support.

Forest Area Staff - Strategic level program development and delivery support.

External Contacts

Canadian Interagency Forest Fire Centre - FireSmart Canada - Provide technical expertise to collaborative initiatives.

Contractors and consultants - Manage contract services.

Canadian Wildfire Management Agencies - Support Wildfire Management Agency requests and provide technical expertise to collaborative initiatives.

Other GOA Ministries Cross-government initiatives and discussions related to wildfire mitigation efforts.

Research Providers - Provide technical expertise to focused research projects and collaborate on scientific

advancements.

Maintaining partnerships with external clients and stakeholders --at local, national and international levels including the public, municipalities, Indigenous communities, academia, other wildfire and emergency management agencies, local, provincial and federal governments, community groups and industry.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Public Administration	Education	

If other, specify:

Degree or Diploma in a related field.

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

- Minimum four years related experience.
- Detailed knowledge of FireSmart and community protection strategies and approaches.
- Detailed knowledge of communication, extension and outreach strategies.
- Knowledge and experience in emergency management.
- Strong communication skills (listening, verbal and writing skills).
- Ability to work effectively within interdisciplinary groups.
- Strong organizational and effective time management skills due to diversity and multitude of tasks.
- Availability for deployment during fire season to fill appropriate fire line roles.

Having acquired the following is preferred: WHMIS, TDG (Air and Ground), OH&S training, Standard First Aid, ICS 100, Advanced Fire Behaviour, Wildfire Orientation Course, and Wildfire Prevention Course.

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		
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	
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	
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Proactively incorporates change into processes: • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices	
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Makes working with a wide range of parties an imperative: • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood	

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

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature