

Mountain Rescue Technician	Name
----------------------------	------

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Parks, Kananaskis Region	Ministry Forestry & Parks
-----------------	---	---	------------------------------

Present Classification Standards, Safety and Compliance 1-2	Requested Classification
--	--------------------------

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 **Section 2.3**).

The Public Safety Specialist works within the Public Safety Program of Kananaskis and reports to the Public Safety Team Leader. This position is responsible to work within the direction of the Team Leader in providing the objectives of the Public Safety Program within Kananaskis Country in support of the vision, mission and business plan of Alberta Environment and Parks. The position is responsible and accountable for making informed decisions with the direction of the Team Leader and has responsibility for contributing to the achievement of the goals of the Public Safety Program and the staff involved with the program. The Public Safety Specialist will be responsible for operational sections of the Public Safety Program such as the Avalanche Program, Rope Rescue Program and Helisling Rescue Program and also be responsible for the delivery of the training program for all staff involved in the Public Safety Program.

The Public Safety Specialist develops and maintains strong working relationships with key stakeholders and community partners under the direction of the Team Leader.

**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 major activities should be described (see **Sections 2.1** and **2.2**).

### Strategic Planning

- Involved in the formation of tactics to support strategy and support public safety focused programs.
- Works to support the strategic direction of the department.
- Understands how the Public Safety Program aligns with the strategic direction of the department and provincial direction.
- Works within operational plans that align with the department's goals and objectives.
- Works collaboratively with the Public Safety team to determine priorities, develop plans, implement actions and evaluate progress toward performance targets.

### Relationship Management

- Through interaction with internal and external partners and participants, influences the direction of key Public Safety initiatives.
- Through consultation with the training coordinator, actively maintain the priorities for the Public Safety Program.
- Supports commitment to the vision for the Public Safety Program through effective communication strategies.
- Serves as a role model in the support of the organizational culture and promotion of the department's vision, ensuring support of the vision, mission and goals of Alberta Environment and Parks.
- Develops tactics to support organizational strategy which build and sustain a high performance workplace and foster positive relationships with stakeholders.
- Develops effective service area networks to meet program and partners needs.
- Structures opportunities for team members and key stakeholders to meet to discuss program needs

**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 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

and strategize effective solutions to meet these needs.

- Solves problems strategically by involving and informing key stakeholders, identifying options and negotiating resolution.
- Assists individuals in conflict resolution and team building.
- Fosters confidence and recognizes success.

### **People Management**

- The Public Safety Specialist ensures the efficient use of human resources in providing the most effective and efficient delivery of public safety training and responses.
- Works within a team consisting of professional and non-professional occupational groups. Coordinates staff in backcountry rescue, and training situations to ensure risk is managed safely.
- Identifies and coordinates learning opportunities to align with the needs of the public safety staff and Conservation Officers.
- Collaborates with key stakeholders to implement required staff orientation.
- Ensures non-program staff receive required orientation and education.
- Prepares and provides staff performance appraisals to staff directly reporting to the Public Safety Specialist and monitors staff performance to provide ongoing performance feedback, coaching, mentoring and support to ensure consistency in the application of standards, protocols, policy and code of conduct.
- Reports the activity and result of performance management and learning to Public Safety Team Leader as required.
- Assists to facilitate the availability of student practicum and preceptor opportunities and will supervise these students under the direction of the Public Safety Team Leader.
- Follows applicable Collective Agreements and Alberta Environment and Parks policies and works in collaboration with the Public Safety Team Leader and Human Resources and other key stakeholders to seek solutions to identified issues, grievances and conflicts.
- Works within an environment of self directed growth and development and will promote this environment to staff reporting to this position.

### **Change Leadership**

- Ability to implement and support new or modified approaches, practices and processes in the organization.
- Recognizes need for change across the Kananaskis Region and sets priorities accordingly. Continually analyses the change process and makes necessary adjustments to maximize effectiveness.
- Participates in the piloting and evaluating of new ideas and explores creative solutions for using resources more efficiently and effectively.
- Adapts to plans for change under the direction of the Public Safety Team Leader.
- Under direction participates in committees and working groups.
- Develops change leadership and coaching skills and supports staff reporting to the Public Safety Specialist to navigate change effectively.

### **Resource Management**

- The Public Safety Specialist works within the operating budgets for the program and will budget his/her program areas under the direction of the team leader.
- Monitors personal and program expenditures under the direction of the team leader.
- Manages his/her time effectively to ensure that overtime is not collected without good reason.
- May participate in the recruitment process using Alberta Parks established hiring processes and recruitment controls.
- In collaboration with the training coordinator, ensures staff receive adequate information and time for participating in training missions.
- Works in collaboration with Occupational Health and Safety standards.
- Recommends to the Public Safety Team Leader resources that need to be replaced or updated due to

**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 major activities should be described (see **Sections 2.1** and **2.2**).

safety concerns or lifespan issues.

- Engages specific Alberta Parks' team members to identify and access the resources, including equipment, required to achieve identified results.
- Works to identify and recognize training needs of staff working within the Public Safety Program.
- May participate in the coordination of the effective storage and availability of equipment in collaboration with key stakeholders.

### **Risk Management**

- Promotes an environment that fosters quality improvement and a culture of safety and risk management for staff and visitors.
- Commits to continually improving personal health and safety performance by working within current hazard assessment, risk management, incident identification, reporting and correction, and compliance with applicable regulations, policies, and safe work practices.
- Solves daily issues with minimum direction and collaborates with key stakeholders to ensure effective and efficient coordination of operations.
- Works within a team, under the direction of the team leader to share information, continuously improve flow processes and the work environment.
- Reports and works to resolve safety incidents, complex program issues, changes in resource requirements and deviations from normal personnel.
- Works as a risk manager for staff involved in back-country/front-country rescue/emergency situations and is well versed in risk and hazard assessments for backcountry situations.
- Coordinates the application of best practice standards and guidelines to mitigate risk in collaboration with key stakeholders.
- Work within the snow science and avalanche forecasting programs to ensure delivery of Public Avalanche Bulletins and information in a variety of media formats.

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.

The Public Safety Specialist works as part of a motivated team that has an overall mission statement of "The saving of human life shall take precedent over all other park activities". This section has the unique role of working as risk managers for staff as well as the public who use backcountry regions within Alberta. The Public Safety Specialist is often called upon to provide extensive knowledge, informed advice, and quality equipment and services to support field teams in mountainous search and rescue. The Public Safety Program has a diverse team built on mutual respect and trust that is devoted to excellence and that is competent, knowledgeable, curious, motivated, team-based and adaptive in order to respond to public safety incidents. The aim of the Public Safety Program is to develop and maintain a highly skilled workforce with a focus on safety excellence, while developing capacity amongst our internal and external partners in order to meet growing public demands.

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Minimum - ACMG Apprentice Ski Guide or Apprentice Alpine Guide or Apprentice Rock Guide with professional membership in the Association of Canadian Mountain Guides.
- A minimum of 3 years in a public safety specialist / guide role.
- Expertise in field of snow science and avalanche forecasting with professional membership with the Canadian Avalanche Association (minimum Level I); Alberta Labor Blasters Certification.
- Current certifications/training in: Advanced wilderness first aid (80 hours); Swift Water Rescue Technician; Incident Command System and Technical Rope Rescue.
- Experience operating 4x4 vehicles, ATV, snowmobiles and a variety of watercrafts.

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Demonstrated skills in Rope Rescue for High Angle Mountain Rescue.
- Expertise with Helicopter Safety Procedures and Helicopter Sling Rescue Systems.
- Experience in a guiding setting (team or individual).

Must have thorough knowledge of the geographic area of Kananaskis Country and surrounding areas.

Emergency pager call-out requires 24/7 response and/or consultation.

A demonstrated clear pattern of professional and personal development.

In addition, the incumbent will possess a record of accomplishment in the following areas:

- Effective communicator with strong organizational skills, influential skills, and commitment to providing quality services.
- Leadership skills, including demonstrated ability and comfort with decision making responsibilities, coaching and teaching, and the ability to inspire and build confidence in others.
- Demonstrated ability to manage and adapt to change.
- Ability to manage human, financial and physical resources within an operating environment.
- Proven ability to foster partnerships and to achieve organizational goals within an organization.
- Strong track record in establishing and maintaining effective working relationships with internal and external stakeholders.
- Effective leadership abilities combined with a strong commitment to operating within a team environment and the ability to motivate and inspire other to achieve common goals.
- Excellent analytical and decision-making skills.
- Ability to foster a climate of cooperation amongst, and build solid relationships with public agencies, government, committees and other partners.

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

Partnerships with the following for joint training and rescue missions:

- RCMP Detachment Commanders
- Kananaskis Emergency Fire Service and Dispatch
- STARS and Alberta Health Services
- Municipal Fire Departments
- Volunteer Search and Rescue Associations
- Alpine Helicopters
- Alberta Environment and Sustainable Resource Development
- Government of Canada Transportation Safety Board
- Parks Canada - Visitor Safety

Collaboration with the following to support the winter component of the Public Safety Program:

- Canadian Avalanche Association (CAA) and Avalanche Canada
- Alberta Environment -Water Monitoring Branch
- Alberta Transportation

Other:

- Media (pro-active messaging in emergency situations and public education)
- Oil and Gas Companies
- Occupational Health and Safety

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

- Other Provincial Park Staff – collaboration for training

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised.

- All qualified emergency responders during rescue missions and all participating staff during training sessions.
- Indirect consult to emergency dispatchers on non-emergency issues, but during emergencies continually update and supervise dispatchers to Incident Commander's requests and needs.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached.

*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 Compensation Manager, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 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.

**Incumbent**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy/mm/dd)

**Manager**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy/mm/dd)

**Division Director/ADM**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy/mm/dd)