

Working Title Alberta Wildfire Coordination Center Logistics Supervisor	Name
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Position Number	Reports to Position No., Class & Level	Ministry Forestry & Parks
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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 [Section 2.3](#)).

The main responsibilities of this position are to ensure the effective and efficient coordination of personnel and equipment for wildfire presuppression and suppression needs as directed by the Provincial Duty Officer. This is achieved through the supervision of three (3) seasonal wage Logistics staff, three (3) seasonal wage Support staff, and working collaboratively with ten (10) Forest Areas within Alberta and numerous outside agencies such as the Canadian Forest Fire Centre. The Alberta Wildfire Coordination Centre (AWCC) Logistics Supervisor is essential to the successful delivery of the wildfire program within the Forest Protection Area of Alberta

The position is also required to audit operational wildfire data, provide statistical information, update operating procedures, support financial services, and contribute to provincial working groups.

The work is completed within Wildfire Management standard operating procedures, business rules, agreements, and national and international resource sharing agreements.

**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](#)).

- Provincial Logistics**
- Responsible for processing resource requests from 10 Fire Centers within the Province under the direction of Provincial Duty Officer and work directly with Area Logistics Coordinator to organize personnel and equipment movements that support wildfire operations.
  - Presents outstanding requests to Duty Officers and Logistics Desks in the field during daily conference call.
  - Briefs staff from Edmonton who are being exported to the field on the specifics of the position they are filling such as expectations, required supplies, incident number, estimated length of export, mode of transportation, destination, whom to report to upon arrival, etc.
  - Ensures all individuals meet the standards of the position, as listed in the Wildfire Management Certification and Qualification Manual and that all information is received from the individual prior to their departure from Edmonton.
  - Works with hotels for accommodation and meals of firefighters and overhead personnel.
  - Approves vehicle and accommodation/meal invoices received prior to payment for accuracy of invoice.
  - Processes transportation arrangements when applicable and guarantees that proper billing accounts are in place prior to fire season.
  - Works directly with the Warehouse & Service Centre in the coordination of fire line equipment from outside agencies.
  - Manages data requirements for the assembly of crews in FIRES; i.e., resource associations, firefighting experience, training courses and certification.

**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](#)).

**Supervision of seasonal staff**

- Screen, interview and hire three (3) Logistics staff and three (3) Support staff.
- Train staff and maintain “How To documents” for staff.
- Be available throughout the shift for concerns, direction, or questions. Monitor work, assign responsibilities, and evaluate procedures.
- Schedule staff hours to accommodate the AWCC hours of operation (i.e., 7 days/week, 11 hours per day). Arrange for additional staff, if required, or cover shifts if necessary.
- Complete mid and end of employment performance agreements.

**Wildfire Information**

- Provides direct support to the Provincial Duty Officer via the coordination/ communication of relevant information to assist the Duty Officer in making necessary decisions.
- Supports the AWCC with maintenance of information / procedures required for daily operations; e.g., compilation of reports - wildfire status, Canadian Interagency Forest Fire Centre report, etc.
- Provides statistical information, reports, and PowerPoints yearly and as requested.
- Establishes procedures and timelines for staff to follow for auditing wildfire data, resource associations, time certificates, closure of resource requests, manpower issues, presuppression plans, etc.
- Maintains procedures for auditing i.e. Creates templates for how to audit Time Certificates, Detection Messages, Resource Request Module etc Reviews daily operational activities in Logistics and Support staff log and addresses any issues that may arise.

**310 Fire Calls**

- Trains staff to answer and determine location of wildfire and the procedures on how to patch the call to the Forest Area.
- Deals directly with callers reporting wildfires (i.e., records relevant information, relay to appropriate Area, etc.).
- Works with the Employee Safety Office to ensure procedures are being followed and addresses any issues that arise.
- Ensures the 310 Fire Log is maintained and that all calls are followed up with the creation of a Detection Message in FIRES.

**Wildfire Management Provincial Groups**

- Supports various Wildfire Management Committees by coordinating conference calls and organizing shared electronic information for Task Group members.
- Documents all decisions and action items made by these groups.
- Active member on the Wildfire Dispatcher Working Group and Logistics Working Group.
- Active member on task forces, when required.

**Wildfire Management Specific Software**

- Position takes an active role in testing wildfire specific software (i.e., FIRES, Dispatch)
- Position looks for opportunities to be more efficient and effective with software and submits change requests to improve business support.

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- Alberta Wildfire Coordination Centre supports ten (10) Forest Areas within the Forest Protection Area, other Government Of Alberta ministries in the support of non-wildfire emergency, the Canadian Interagency Forest Fire Centre and all Provinces and Territories in Canada, national and international members of the Northwest Compact, provincial contractors, and vendors that support wildfire operations such as hotels and vehicle rental companies.

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- Delivery of emergency information and coordination of requested resources requires an extensive ability to organize, communicate and deliver messages under high stress situations. As each situation is unique, originality is key to ensure that information being delivered is honed to the situation.
- This position requires a great deal of creativity to deal with emergent situations and being able to put in place, on short notice, plans to handle situations and follow-up with a procedure based on the experience so if situation arises again it can be resolved quickly. Creativity is also required in the development of improvements in the FIRES program and Dispatch.
- Complexity of the position increases as the fire hazard and activity increases and multitasking is a key skill due to high volumes of requests for support and information. The workload during fire season increases, as seasonal staff requires more direction and feedback.

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of diplomas, degrees and 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. Specific training if it is an occupational certification/registration required for the job.

- Thorough working knowledge of Wildfire Management Policy and Standard Operating Procedures, Business Rules, Wildfire Management Certification and Qualification Manual and the Incident Command System (must have a minimum of I-200).
- High school diploma and related experience.
- Excellent interpersonal and communication skills.
- Supervisory skills and ability to work in a team.
- Work accurately and efficiently under stressful circumstances i.e., ability to prioritize workload, be able to work on several tasks at the same time and be adaptable and flexible as required in order to meet demanding schedules.
- Demonstrates good oral and written communication skills in relating to co-workers, contractors and other outside agencies i.e., Duty Officer of the Canadian Interagency Forest Fire Centre.
- Technical knowledge in software specific to Wildfire Management; i.e., FIRES, Dispatch and AWARE
- Knowledge of resource agreements i.e., Mutual Aid Resource Sharing Agreement (MARS), Northwest Compact, etc.
- Proficient skills in Microsoft Office i.e., Word, PowerPoint, Excel and Visio.
- Willingness to travel for extended periods of time for emergency purposes.

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

External

- Duty Officer of the Canadian Interagency Forest Fire Centre – in the acquisition and movement of personal and fireline equipment out of province.
- Duty Officer of all agencies involved in the Northwest Compact; i.e. British Columbia, Northwest Territories, Yukon, Alaska, Idaho, Montana, Oregon and Washington – in the acquisition of personnel and fireline equipment out of province.
- Local hotel vendors – booking of accommodations and meals for firefighters and overhead personnel.
- Transportation companies – arrangements for ground transportation throughout the province.

Internal

- Wildfire Management Area Duty and Deputy Duty Officers, Logistics Coordinators, Wildfire Dispatchers, Finance – for presuppression and suppression activities and to provide support
- GoA Staff – Forestry Division, other ministries – support for information, resource needs for wildfire and non-wildfire support, statistics.
- Employee Safety Office – answering the 310 Fire line after hours.

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

Direct supervision of six (6) seasonal wage employees

Working Title - Three (3) Wildfire Logistics

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

Class Title - Administrative Support 4

Working Title – Three (3) Alberta Wildfire Coordination Center Support

Class Title - Administrative Support 3

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** List the significant changes that have occurred in your job since the last review.

**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 Job Evaluation Unit, 6<sup>th</sup> 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.